

**Means First Extension Water & Sewer District  
Regular Meeting Minutes  
Tuesday, June 14, 2016, 7:00 p.m.  
400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Pete Quinnell, Dawn Brengle, Gerald Eutsler, Russ Opp  
 BOARD MEMBERS NOT PRESENT: Susan James  
 OTHERS PRESENT: Helenanne Cathey, Duaine Faucett

Pete Quinnell called the meeting to order at 7:00 p.m.

**I. Water System / Projects**

- a. Tank painting – Duaine Faucett reported that the outside of the tanks are painted, new doors are on. The contractor is working on the inside of Tank #1 right now. Tank #1 may need some additional work. It is progressing well. It should make the deadline. Gerald Eutsler moved to submit the grant reimbursement paperwork to the County by the end of the month as required. Dawn Brengle seconded. Motion carried unanimously.
- b. Water System Information – The water usage information was reviewed. A letter was signed authorizing the continuation of water at 3815 Hannum Road for the County.

**II. Minutes Approval** – Dawn Brengle moved to approve the May 10, 2016, regular meeting minutes and May 18, 2016, special meeting minutes as written. Russ Opp seconded. Motion carried unanimously.

**III. Unfinished Business**

- a. Budget for 7/1/16 – 6/30/17 – The budget will be reviewed and approved at the July 12, 2016, budget hearing and meeting.

**IV. Treasurer’s Report Acceptance / Deposits Review / Bank Statements / Pay Bills**

Russ Opp moved to accept the Treasurer’s Report and pay bills as presented including \$13,564.52 to transfer to the Major Repairs/Infrastructure fund and refund a deposit to one customer. Gerald Eutsler seconded. Motion carried unanimously. Total bills paid at this meeting: \$16,689.77 + \$150 deposit refund + \$13,564.52 to transfer to the Major Repairs/Infrastructure Fund + \$3,489.16 to pay on principal on the loan at First Interstate Bank. The Treasurer’s Report is as follows: Checking: \$96,750.35 after checks, Money Market: \$111,335.74, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$116,765.18, and Loan Account: \$56,882.81 (as of 1/31/16). The total of the accounts including the loan fund is \$472,549.20. Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	3/31/16-4/30/16 WELL BY BARN	\$224.76
		ACCT. 2847725	3/31/16-4/30/16 ELECTRICITY WELL BY PARK	\$229.23
		ACCT. 3144725	3/31/16-4/30/16 PUMP HOUSE	\$483.74
		ACCT. 12167100	4/1/16-5/1/16 ELECTRICITY 2011 WELL	\$497.42
3001	0642 CINDY DORSON & NEIL HAMILTON	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
3002	CAROL CHADWICK	INVOICE 1174	ENGINEERING - TANK PROJECT	\$8,300.00
3003	CATHEY CONSULTING, LLC	INV. 3400	MAY, 2016 ADMINISTRATIVE, BOOKS, COMPL., POSTAGE	\$1,139.77
3004	ENERGY LABORATORIES	INV. 360500328	TESTING	\$75.00
3005	HAWKINS, INC.	INV. 3875512	CHLORINE - \$5	\$10.00
		INV. 3890677	CHLORINE - \$5	
3006	NEWS-RECORD	AD 00315365	NOTICE OF SPECIAL MEETING	\$22.69
3007	STEVENS, EDWARDS, HALLOCK	LEGAL FEES	LEGAL FEES	\$912.50
3008	WATER GUY, LLC	2016-569	WATER TURNED OFF \$124	\$1,305.50
		2016-531	MAY WATER OPERATOR & METER READINGS \$1,119.50	
		2016-593	WATER TURNED ON \$62	
3009	MEANS FIRST EXT WSD	TRANSFER	TRANSFER TO MAJOR REPAIRS/INFRA. FUND	\$13,564.52
3010	FIRST INTERSTATE BANK	LOAN	ADDITIONAL PAYMENT ON LOAN	\$3,489.16
<b>TOTAL CHECKS</b>				<b>\$30,404.29</b>

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

**V. New Business**

- a. Officer Elections – Russ Opp moved that all nominations cease and the officers be kept as is – Pete Quinnell, President / Gerald Eutsler, Vice President / Dawn Brengle, Secretary/Treasurer. Gerald Eutsler seconded. Motion carried unanimously.
- b. A letter from the County regarding vacant lots and new construction was reviewed. The consensus is to send a letter to the County stating that the District will continue to require a letter approving water service for any new construction in the District.
- c. There was discussion on the loan balance and whether or not an additional payment should be applied to the loan. Russ Opp moved to pay another \$3,489.16 towards principal on the loan for this month. Dawn Brengle seconded. Motion carried unanimously. The information is included under the Treasurer’s Report above.

**VI. Public Comment** – There was an opportunity for public comment.

**VII. Shut Off Notices / Review Accounts Receivable Report** – Dawn Brengle moved to send shut off letters to three past due accounts. Gerald Eutsler seconded. Motion carried unanimously.

**VIII. Adjourn** – Gerald Eutsler moved to adjourn the meeting. Russ Opp seconded. Meeting adjourned at 7:44 p.m.

**NEXT MEETING:**

**WEDNESDAY, JULY 12, 2016, 7:00 P.M. (BUDGET HEARING / REGULAR MEETING)**

**MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE (K<sup>2</sup> TECHNOLOGIES BUILDING – ENTRANCE IS ON 4<sup>TH</sup> STREET)**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

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Pete Quinnell, President / Date

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Gerald Eutsler, Vice President / Date

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Dawn Brengle, Secretary/Treasurer / Date

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Susan James, Director / Date

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Russ Opp, Director / Date