

**Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, March 14, 2017, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Dawn Brengle, Gerald Eutsler, Russ Opp
BOARD MEMBERS ABSENT: Susan James, Pete Quinnell
OTHERS PRESENT: Helenanne Cathey

Gerald Eutsler called the meeting to order at 7:15 p.m.

I. Water System / Projects / New Water Requests –

- a. Tank painting – There was discussion on the tank painting. No update as to when it will be done.
- b. Water System Review
 - a. The monthly report / usage and meter readings were available for review.
 - b. 2015 Sanitary Survey Report – No update.
 - c. Backup Generator – No update.

II. Minutes Approval – Dawn Brengle moved to approve the minutes for the February 14, 2017, regular meeting as written. Russ Opp seconded. Motion carried unanimously.

III. Unfinished Business

- a. Director Election (May 2, 2017) – Brengle and Eutsler (4 yr terms) and Opp and James (2 yr terms). Ballots will be mailed between April 7th and April 17th. The draft ballot was reviewed. The following legal notice will run on April 18, 2017:

NOTICE OF DIRECTOR ELECTION
MEANS FIRST EXTENSION WATER & SEWER DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors within the Means First Extension Water & Sewer District for the purpose of electing two directors to serve four (4)-year terms and two directors to serve two (2)-year terms on the Board of Directors for the Means First Extension Water & Sewer District. Candidates for the four (4)-year terms include Dawn Brengle and Russ Opp. Candidates for the two (2)-year terms include Gerald L. Eutsler. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technologies Building – entrance is on 4th Street across from Arrow Printing), or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Means First Extension Water & Sewer District by mail at Means First Extension Water & Sewer District, PO Box 1661, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, May 2, 2017, or at Cathey Consulting by 5:00 p.m. on Tuesday, May 2, 2017, to be valid. There will be no polling place.

Dawn Brengle, Secretary/Treasurer / Filing Officer
Means First Extension Water & Sewer District

Robert Sinclair has also expressed an interest in running for the Board. He would accept the position if people wanted to write him in for the other two-year term.

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

Dawn Brengle moved to accept the Treasurer’s Report and pay bills as presented. Russ Opp seconded. Motion carried unanimously. Total bills paid at this meeting: \$10,506.15. The Treasurer’s Report is as follows: Checking: \$132,467.33 after checks, Money Market: \$116,966.15 after the loan payment, First Interstate Bank CD: \$91,042.78, Major Repairs/Infrastructure Fund: \$116,820.74. The total of the accounts is \$457,296.90. Bills and checks were reviewed, approved and paid as follows:

| CK # | Name | Invoice Number | Memo | Amount |
|------|---------------------|----------------|------------------------------------|----------|
| AUTO | POWDER RIVER ENERGY | ACCT. 1980425 | 2/1/17-2/26/17 WELL BY BARN | \$192.59 |
| | | ACCT. 2847725 | 2/1/17-2/22/17 COPPER WELL BY PARK | \$175.35 |
| | | ACCT. 3144725 | 2/1/17-2/26/17 PUMP HOUSE | \$399.48 |
| | | ACCT. 12167100 | 1/31/17-3/1/17 2011 WATER WELL | \$532.42 |

| | | | | |
|---------------------|------------------------|---------------|--|-------------------|
| 3052 | CATHEY CONSULTING, LLC | INV. 3788 | FEB., 2017 ADMIN/BOOKS/COMPLIANCE/POSTAGE | \$1,140.65 |
| 3053 | HAWKINS, INC. | INV. 4031816 | CHLORINE | \$5.00 |
| 3054 | NATIONWIDE | INSURANCE | 3/17/17 - 3/17/18 | \$3,328.00 |
| 3055 | WATER GUY, LLC | INV. 2017-127 | LOCATES FOR JANUARY / SHUT OFF \$124.00 | \$1,243.50 |
| | | INV. 2017-184 | FEB. WATER OPERATOR & METER READINGS \$1,119.50 | |
| TOTAL CHECKS | | | | \$7,016.99 |

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

V. New Business

- a. The application was signed to renew the Local Government Liability Pool insurance for the next fiscal year. An information sheet was reviewed from the Local Government Liability Pool regarding various potential liability issues.
- b. The County now requires a third party inspection for the District Support Grant program (not a board member or the contractor) to review any project to confirm it was done per the specifications listed on the County grant application. A board member has to sign an Affidavit Concerning Verification and Acceptance of Project before the County will make final payment on the grant.
- c. Budget – Dawn Brengle moved to have Helenanne Cathey prepare a check for the next meeting to transfer \$37,945.02 from the checking account to the Major Repairs / Infrastructure Fund. Russ Opp seconded. Motion carried unanimously. The budget will be reviewed over the coming months and finalized at the July meeting. A preliminary budget will be approved to submit to the State and County as required by June 1st.

VI. Shut Off Notices / Review Accounts Receivable Report

- a. Dawn Brengle moved to send shut off notices to four past due accounts. Russ Opp seconded. Motion carried unanimously.

VII. Public Comment – There was an opportunity for public comment.

VIII. Adjourn – Russ Opp moved to adjourn the meeting. Dawn Brengle seconded. The meeting adjourned at 7:36 p.m.

NEXT REGULAR MEETING: TUESDAY, APRIL 11, 2017, 7:00 P.M.

MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE (K² TECHNOLOGIES BUILDING – ENTRANCE IS ON 4TH STREET)

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Pete Quinnell, President / Date

Gerald Eutsler, Vice President / Date

Dawn Brengle, Secretary/Treasurer / Date

Susan James, Director / Date

Russ Opp, Director / Date