

**Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, May 10, 2016, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Pete Quinnell, Dawn Brengle, Gerald Eutsler, Susan James, Russ Opp
OTHERS PRESENT: Helenanne Cathey, Duaine Faucett, Carol Chadwick

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

I. Water System / Projects

- a. Tank painting – Carol Chadwick reported that the specifications are mostly complete. The tank color was discussed. Gerald Eutsler moved to paint the tanks a light blue, similar to what is there. Russ Opp seconded. Motion carried unanimously. The project was advertised already, so the consensus was to have bids due on May 18th. Bids will be opened at a special meeting on Wednesday, May 18, 2016. The special meeting will be for the purpose of reviewing bids and awarding the tank painting project. Pre-bid will be May 16th at 9:00 a.m. Project can start May 18th – as soon as it is awarded. Work must be completed by June 20th and all invoices submitted by June 24th.
- b. Water System Information – The water usage information was reviewed. An additional building at 3841 Garman Road was approved upon receipt of the \$500 additional tap fee. Additional monthly fees are required.

II. Minutes Approval – Gerald Eutsler moved to approve the April 12, 2016, regular meeting minutes as written. Dawn Brengle seconded. Motion carried unanimously.

III. Unfinished Business

- a. Budget for 7/1/16 – 6/30/17 – The budget was reviewed. There was discussion on paying more on the debt when possible. Russ Opp moved to approve the preliminary budget as presented. Gerald Eutsler seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run June 21, June 28 and July 5, 2016:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
MEANS FIRST EXTENSION WATER & SEWER DISTRICT**

Means First Extension Water & Sewer District will hold a public hearing to review the 7/1/16 – 6/30/17 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on July 12, 2016, at 7:00 p.m. The proposed budget is summarized below:

Expenses: Administrative \$17,764.00 / Indirect \$3,700.00 / Operations \$66,302.08 / Loan \$45,553.90
/ Reserves-Repair-Maint \$37,945.02 / Major Repairs-Infrastructure \$103,196.14 /
Miscellaneous-Other \$320,043.88
Revenue - Reserves - Rollover: \$594,505.02

The budget is available online at www.catheyconsulting.net – Means Minutes from 05/10/16. There is no change in rates anticipated. The assessment will remain at \$219.00 per parcel per year.

To contact the District or for special accommodations for the hearing,
call Cathey Consulting at 307-685-8235.

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 and refund a deposit to one customer. Gerald Eutsler seconded. Motion carried unanimously. Total bills paid at this meeting: \$11,404.14. The Treasurer's Report is as follows: Checking: \$114,915.87 after paying bills, Money Market: \$114,312.89, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$103,196.14, and Loan Account:

\$56,882.81 (as of 1/31/16). The total of the accounts including the loan fund is \$480,122.83. The bills were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	2/29/16-3/31/16 WELL BY BARN	\$167.46
		ACCT. 2847725	2/29/16-3/31/16 ELECTRICITY WELL BY PARK	\$170.45
		ACCT. 3144725	2/29/16-3/31/16 PUMP HOUSE	\$547.74
		ACCT. 12167100	3/1/16-4/1/16 ELECTRICITY 2011 WELL	\$501.13
2995	VOID			\$0.00
2996	BLACK CAT CONSTR.	1755	INSTALL 6" WATER MAIN VALVE AND BOX	\$1,674.87
2997	CATHEY CONSULTING, LLC	3356	APRIL ADMIN./BOOKKEEPING/COMPLIANCE/POSTAGE	\$1,139.30
2998	ENERGY LABORATORIES	360400304	TESTING	\$25.00
2999	WATER GUY, LLC	2016-382	LOCATES FOR MARCH & LEAK INVESTIGATION \$530	\$3,539.03
		2016-433	APRIL WATER OPERATOR & METER READINGS \$1,119.50	
		2016-473	METER PIT, PILLOW, METER, ERT \$1,734.53	
		2016-486	LOCATES FOR APRIL \$93	
		2016-472	WATER TURNED ON AT 3008 MINK \$62	
3000	1532 KLX ENERGY	DEPOSIT REF.	DEPOSIT REFUND	\$150.00
TOTAL CHECKS				\$7,914.98

From Money Market Account: First Interstate Bank Loan payment: \$3,489.16

V. New Business

- a. Duaine Faucett reported that a property on Garman Road / Oil Drive that has a fire hydrant that is fenced inside of the fence. The fire hydrant needs to be accessible. Pete Quinnell will talk to the landowner.

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 six past due accounts. Susan James seconded. Motion carried unanimously.

VIII. Adjourn – Gerald Eutsler moved to adjourn the meeting. Susan James seconded. Meeting adjourned at 7:59 p.m.

NEXT MEETING:

WEDNESDAY, MAY 18, 2016, 7:00 P.M. (SPECIAL MEETING FOR THE PURPOSE OF REVIEWING BIDS FOR TANK PAINTING PROJECT AND AWARING BID)

TUESDAY, JUNE 14, 2016, 7:00 P.M. (REGULAR MEETING)

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,
 Helianne 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

Means First Extension Water & Sewer District Budget - 7/1/16 - 6/30/17

Budget Hearing: July 12, 2016, 7:00 p.m. at Cathey Consulting,
400 South Gillette Ave, Suite 106, Gillette. (Mailing Address: PO
Box 1661, Gillette, WY 82717)

	ACTUAL	BUDGET	ACTUAL	BUDGET	
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	NOTES
Cash Carryover	\$329,667.44	\$372,939.60	\$329,667.44	\$423,240.02	
Revenue	\$191,068.80	\$370,558.50	\$382,119.85	\$171,265.00	
TOTAL	\$520,736.24	\$743,498.10	\$711,787.29	\$594,505.02	
Expenses					
Administrative	\$19,369.72	\$17,495.00	\$15,727.12	\$17,764.00	
Indirect	\$3,493.00	\$3,700.00	\$3,614.00	\$3,700.00	
Operations	\$83,774.08	\$290,245.08	\$280,306.82	\$66,302.08	
Loan Payment	\$31,167.11	\$33,553.90	\$26,209.31	\$45,553.90	
Reserves/Repair/Maint.	\$43,000.00	\$13,564.52	\$13,564.52	\$37,945.02	
Major Repairs / Infrastructure	\$0.00	\$59,995.65	\$0.00	\$103,196.14	
Miscellaneous / Roll Over (Operations)	\$329,667.44	\$312,943.95	\$0.00	\$320,043.88	Add to Operations
Reserves/Rollover	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL	\$510,471.35	\$731,498.10	\$339,421.77	\$594,505.02	
BOARD APPROVAL:	BUDGET MESSAGE				
	<p>The Means First Extension Water & Sewer District doesn't anticipate any major projects this next fiscal year. No change in rates.</p>				
Pete Quinnell, President					
Dawn Brengle, Secretary/Treasurer					

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	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	NOTES
CASH ON HAND START OF FISCAL YEAR	\$329,667.44	\$372,939.60	\$329,667.44	\$423,240.02	
REVENUE					Total Util. Inc. Budget: \$117,340
UTILITIES INCOME	108,034.45	39,900.00	117,000.00	39,900.00	\$35 RESIDENTIAL x 95 CUSTOMERS
		54,780.00		55,440.00	\$55 COMMERCIAL x 84 CUSTOMERS
WATER OVERAGES ESTIMATE		22,000.00		22,000.00	
TOTAL MONTHLY WATER BILLS	108,034.45	116,680.00	117,000.00	117,340.00	
		4,000.00		4,000.00	Estimated increase with rate increase on resid.
WATER ASSESSMENT INCOME	44,238.00	44,457.00	44,676.00	44,676.00	\$219 X 204 in 2016
WATER ASSESSMENT DIRECT BILL				219.00	COUNTY (Direct bill in August)
TAP FEE INCOME	30,000.00		15,000.00		Loan payment is \$3,489.16 X 12 mo. = \$41,869.92
EXTRA TAP FEES	2,040.00	2,280.00	2,280.00	2,280.00	\$190 per month
INTEREST INCOME	482.10	750.00	474.62	750.00	
INTEREST INCOME - ASSESSMENTS	622.66		396.19		
LATE FEES	2,730.00	2,000.00	2,110.00	2,000.00	
GRANT INCOME					
INSURANCE INCOME (CLAIMS)					
PATRONAGE DIVIDEND	211.72		228.04		
RECONNECT FEES	600.00		300.00		
SHUT OFF FEES	500.00		300.00		
OTHER INCOME -ENLARGEMENT REIMB.	1,348.36				
OTHER INCOME	261.51		238.00		
TOTAL REVENUE	191,068.80	170,167.00	183,002.85	171,265.00	
LOAN RECEIVED	0.00	0.00	0.00	0.00	
GRANT (CAMPBELL COUNTY)		1,275.00			
GRANT - MRG		113,781.00	113,781.00	0.00	Tank Painting
LOAN - JPA		56,890.50	56,891.00		Tank Painting
GRANT (CAMPBELL COUNTY)	0.00	28,445.00	28,445.00	0.00	Tank Painting
TOTAL REVENUE / LOANS / GRANTS	191,068.80	370,558.50	382,119.85	171,265.00	
TOTAL PLUS CASH ON HAND START OF FY	520,736.24	743,498.10	711,787.29	594,505.02	
EXPENSES					
ADMINISTRATIVE FEES					
ACCOUNTING FEES		200.00		200.00	
ADVERTISING	310.02	400.00	300.00	400.00	
BAD DEBT		200.00		200.00	
BANK FEES	54.20		25.00		
COLLECTION FEES	52.00		117.00		
DUES & SUBSCRIPTIONS	425.00	375.00	425.00	425.00	
ENLARGEMENT	448.36				
EXPENSES FOR NEW WELL (ENG.)					
LEGAL FEES	4,005.50	1,000.00	1,000.00	1,000.00	
LOAN FEES					
OFFICE EXPENSE	347.68	100.00	121.12	125.00	
POSTAGE	48.00	1,000.00	1,100.00	1,194.00	
PRINTING	183.80	120.00	39.00	120.00	
PROFESSIONAL FEES					
BOOKKEEPING / SECRETARIAL	12,800.00	12,600.00	12,600.00	12,600.00	\$1,050 x 12 (5% INCREASE STARTING 7/1)
PROFESSIONAL FEES - OTHER					
TRAVEL	695.16	1,500.00		1,500.00	
TOTAL ADMINISTRATIVE FEES	19,369.72	17,495.00	15,727.12	17,764.00	

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	ACTUAL	BUDGET	ACTUAL (estimated)	BUDGET	NOTES
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
INDIRECT FEES					
INSURANCE & BONDING	3,493.00	3,700.00	3,614.00	3,700.00	
TOTAL INDIRECT FEES	3,493.00	3,700.00	3,614.00	3,700.00	
OPERATIONS EXPENSES					
REPAIRS & MAINTENANCE		15,100.00		15,100.00	(Taken off of \$64,000 deprec. figure from Fixed Assets List)
CHLORINATION SYSTEM	8,252.48				
METER PIT / METER	7,183.21	5,100.00	8,135.73	8,500.00	17 PER YEAR AT \$300 + flow meter for hydrant
NEW METER PITS OR WATER LINE	5,753.20				
REPAIRS - WELL / PUMP HOUSE	3,155.00		189.62		
BACKFLOW PREVENTER INSPEC./SURVEYS					
CALL OUTS					
FIRE HYDRANTS	680.00				
REPAIRS & MAINTENANCE - OTHER	152.00		1,536.60	219.00	
WATER LINE REPAIRS	788.94		2,173.87		
TOTAL REPAIRS & MAINTENANCE	25,964.83	20,200.00	12,035.82	23,819.00	
SUPPLIES		4,677.08		4,677.08	
UTILITIES EXPENSE	17,228.23	17,000.00	17,000.00	17,000.00	
WELL MONITORING					
LOCATES	3,038.00	2,500.00	1,000.00	2,500.00	
WATER TANK CLEAN & INSPEC.			5,950.00		12/3/2011 - every 5 years
WATER TANK PAINTING	19,334.02	227,562.00	227,562.00	0.00	
METER READING	4,572.00	4,572.00	4,572.00	4,572.00	\$381 X 12
TESTING	1,915.00	1,500.00	25.00	1,500.00	
WATER OPERATOR	8,862.00	8,862.00	8,862.00	8,862.00	\$738.50 x 12
TOTAL WELL MONITORING	37,721.02	244,996.00	247,971.00	17,434.00	
WATER SHUT OFF / TURN ON	620.00	672.00	600.00	672.00	\$56 X 12
CHLORINE / SUPPLIES	2,240.00	2,700.00	2,700.00	2,700.00	
TOTAL OPERATIONS EXPENSES	83,774.08	290,245.08	280,306.82	66,302.08	
TOTAL EXPENSES	106,636.80	311,440.08	299,647.94	87,766.08	
INTEREST EXPENSE (2010 FIB LOAN)	10,702.81	12,000.00	7,191.77	8,000.00	
INTEREST EXPENSE (2015 JPA LOAN)			989.56		\$3,489.16 X 12 = \$41,869.92 total loan principal + interest per year.
TOTAL EXPENSES WITH INTEREST	117,339.61	323,440.08	307,829.27	95,766.08	
LOAN AND CAPITAL EXPENDITURES					
LOAN PRINCIPAL PAID (2010 FIB LOAN)	31,167.11	29,869.92	24,210.67	33,869.92	(add to interest to get total loan pymt)
LOAN PAYMENT (JPA LOAN 2015)		3,683.98	1,009.08	3,683.98	(add to interest to get total loan pymt)
TOTAL EXPENSES+INTEREST+LOAN+CAPITAL	148,506.72	356,993.98	333,049.02	133,319.98	
ADDIT'L RESERVES OR FROM RESERVES (-)					
NET (REVENUE MINUS TOTAL EXPENSES)	42,562.08	13,564.52	49,070.83	37,945.02	
DEPR. / MAJOR REPAIRS / SAVINGS / RESERVES	43,000.00	13,564.52	13,564.52	37,945.02	TRANSFER AT 6/1 TO RESERVES

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	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	NOTES
CARRYOVER NET (WITH DEPR. / CAPITAL EXP OR SAVINGS)	-437.92	0.00	35,506.31	0.00	(CURRENT YEAR NUMBERS ONLY- DOES NOT INCLUDE AVAILABLE CASH ON HAND AT START OF FISCAL YEAR)
MAJOR REPAIRS & INFRASTRUCTURE RESERVES		59,995.65		\$103,196.14	CASH ON HAND START OF FY
MISC. OPER EXP (CASH ON HAND START OF FY)	\$329,667.44	\$312,943.95		\$320,043.88	
TOTAL EXPENSES PLUS MISC. EXPENSES	\$521,174.16	\$683,502.45	\$346,613.54	\$491,308.88	
TOTAL BUDGET (INCLUDES RESERVES)		\$743,498.10		\$594,505.02	
TOTAL REVENUE PLUS AVAILABLE CASH MINUS TOTAL EXPENSES AND CASH ON HAND		\$0.00		\$0.00	SHOULD NOT BE LESS THAN ZERO.
	Bank Balances	6/30/2013	6/30/2014	6/30/2015	5/10/2016
	Checking	\$52,572.91	\$109,777.20	\$83,887.12	\$114,915.87
	Money Mkt	\$56,740.56	\$69,396.90	\$95,310.65	\$114,312.89
	CD Nov., 2010	\$89,957.87	\$90,317.70	\$90,588.65	\$90,815.12
	Reserve	\$59,995.65	\$60,175.64	\$103,153.18	\$103,196.14
	TOTAL	\$259,266.99	\$329,667.44	\$372,939.60	\$423,240.02
Loan Principal (First Interstate Bank - 2010)	6/30/2012	354,781.06	3/8/2016	174,062.10	
	6/30/2013	253,675.47			
	6/30/2014	227,755.00			
	6/30/2015	198,272.77			
Loan Principal (JPA - 2015)	6/30/2016	55,881.92			
RATES HISTORY:					
7/1/13 \$35 residential, \$55 commercial (no chg in base)					
Overages \$1.00 per 1,000 above 15,000 gallons - residential					
Overages \$3.95 per 1,000 over 5,000 gallons - commercial					
7/1/11 rates: \$35 residential, \$55 commercial (base incr.)					
Prior to that \$25 residential / \$35 commercial					
Overages \$1.00 per 1,000 above 15,000 gallons - residential					
Overages \$1.00 per 1,000 above 5,000 gallons - commercial					
7/1/15 - Residential Overage increased to \$2.00 per 1,000 above 10,000 gallons					
CURRENT RATES (7/1/15): Residential = \$35 per month plus \$2.00 per 1,000 gallons above 10,000 gallons					
Commercial = \$55 per month plus \$3.95 per 1,000 gallons above 5,000 gallons					