

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, May 9, 2017, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Gerald Eutsler, Russ Opp, Pete Quinnell, Bob Sinclair
BOARD MEMBERS ABSENT: Dawn Brengle
OTHERS PRESENT: Helenanne Cathey, Duaine Faucett (by telephone for part of the meeting)

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

I. Water System / Projects / New Water Requests –

- a. The monthly report water usage and meter readings were reviewed.
- b. Backup Generator – Duaine Faucett joined part of the meeting by telephone and reported that the County can permit the generator. The County will allow ProElectric to design the project as long as an engineer signs off on it. ProElectric will provide a quote for putting a bid package together for the generator. Leland Hove, President of Generators of Gillette, sent his business card and a letter and explained that he has sold generators for over 17 years and questioned the note in last month's meeting minutes that said the generator had to run on propane. Mr. Hove explained that the engine will run on either fuel. Mr. Hove offered his assistance if needed. Pete Quinnell will contact Leland Hove. A question was raised about tying onto the regional water as a backup instead of using a backup generator. The consensus is to get some answers on a generator and to discuss the issue of the backup generator and the regional water with the full board. The Board has not received any positive feedback or comments supporting connecting to regional water.
- c. Tank Painting Project – The final paperwork was completed to close out the County grant for the tank painting project.

II. Minutes Approval – Gerald Eutsler moved to approve the minutes for the April 11, 2017, regular meeting as written. Russ Opp seconded. Motion carried unanimously.

III. Unfinished Business

- a. Director Election (May 2, 2017 – two 4-yr terms and two 2-yr terms). Ballots were canvassed on May 8, 2017 by Pete Quinnell, Bonnie Quinnell, and Helenanne Cathey. Results:
 - Votes for 2 directors to serve four year terms:
 - Dawn Brengle – 25 votes
 - Russ Opp – 23 votes
 - Votes for 2 directors to serve two year terms:
 - Gerald Eutsler – 26 votes
 - Robert (Bob) Sinclair – 6 votes (write-in)
 - Montie Means – 1 vote (write-in)
 - Dale Sherman – 1 vote (write-in)

Congratulations to Dawn Brengle and Russ Opp for being elected to four year terms and Gerald Eutsler and Bob Sinclair for being elected to two year terms. Thank you for serving on the Board of Directors. Oaths were completed as required.
- b. Budget – Gerald Eutsler moved to approve the preliminary budget (\$632,406). Russ Opp seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on June 20, June 27, and July 3.

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 7/1/17 – 6/30/18 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 11, 2017, at 7:00 p.m. The proposed budget is summarized below:

Expenses: Administrative \$17,100 / Indirect \$4,005 / Operations & Misc. \$445,676 / Loan \$41,870 / Reserves-Repair-Maint \$7,020 / Reserves \$116,735
 Revenue / Rollover: \$515,671 / Reserves \$116,735

The budget is available online at www.catheyconsulting.net – Means Minutes from 05/09/17. 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

There was discussion on whether or not Visionary has put something in the pump house to protect their equipment from getting wet. Duaine Faucett joined the meeting by telephone to discuss Water Guy’s repair bill and the question about Visionary. Duaine Faucett confirmed that Visionary was made aware of the issue. Visionary is planning on covering the equipment. The repair bill was on the chlorine tubing.

Russ Opp moved to accept the Treasurer’s Report and pay bills as presented. Gerald Eutsler seconded. Motion carried unanimously. Total bills paid at this meeting: \$12,749.37. The Treasurer’s Report is as follows: Checking: \$90,767.65 after checks, Money Market: \$114,686.70 after the loan payment, First Interstate Bank CD: \$91,042.78, Major Repairs/Infrastructure Fund: \$154,786.41. The total of the accounts is \$451,283.54. Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	3/25-4/27/17 WELL BY BARN	\$206.38
		ACCT. 2847725	3/25-4/27/17 COPPER WELL BY PARK	\$252.93
		ACCT. 3144725	3/25-4/25/17 PUMP HOUSE	\$475.34
		ACCT. 12167100	3/23-4/25/17 2011 WATER WELL	\$563.19
3063	CHUCK & TINA HODGE	REFUND DEPOSIT	REFUND DEPOSIT	\$150.00
3064	MICHAEL & SHELLI LIND	REFUND DEPOSIT	REFUND DEPOSIT	\$150.00
3065	CATHEY CONSULTING, LLC	INV. 3872	APRIL, 2017 ADM/BKS/COMPL/POSTAGE	\$1,143.10
3066	ENERGY LABORATORIES	INV. 74178	TESTING	\$1,585.00
3067	HAWKINS, INC.	INV. 4050545	CHLORINE \$5.00	\$10.00
		INV. 4065629	CHLORINE \$5.00	
3068	NEWS-RECORD	AD 00327373	DIRECTOR ELECTION AD	\$68.06
3069	WATER GUY, LLC	INV. 2017-457	REPLACED 17 METERS \$3,612.51	\$4,956.21
		INV. 2017-431	APRIL WATER Op. & METER RDGS \$1,119.50	
		INV. 2017-456	REPAIR \$224.20	
TOTAL CHECKS				\$9,560.21

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

V. New Business

- a. Gerald Eutsler moved to add Bob Sinclair to the signature card and remove Susan James. Russ Opp seconded. Motion carried unanimously. Pete Quinnell signed a letter that will be taken to the bank. Helenanne Cathey will call the board members when the paperwork is ready for signatures.

VI. Shut Off Notices / Review Accounts Receivable Report

- a. Gerald Eutsler moved to send shut off notices to three past due accounts. Russ Opp seconded. Motion carried unanimously.

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

VIII. Adjourn – Gerald Eutsler moved to adjourn the meeting. Russ Opp seconded. The meeting adjourned at 7:54 p.m.

NEXT REGULAR MEETING: TUESDAY, JUNE 13, 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

Bob Sinclair, Director / Date

Russ Opp, Director / Date

Budget - Means First Ext W & S District - 7/1/17 - 6/30/18 - DRAFT

Budget Hearing July 11, 2017, 7:00 p.m. at office of Cathey Consulting / PO Box 1661, Gillette, WY 82717

	Actual 7/1/15 - 6/30/16	Budget 7/1/16 - 6/30/17	Actual (Estim.) 7/1/16 - 6/30/17	Budget 7/1/17 - 6/30/18	
Revenue					
Assessments	44,676	44,676	44,676	44,676	
Assessment - Direct Bill County		219	219	219	
Assessments - Interest	454		380	400	
Grants - County	28,445			15,000	Generator
Grants - State	67,512				
Interest	546	750	750	750	
Loan from State	56,891				
Monthly Rates	119,214		124,000		
Monthly Rates - Residential		39,900		39,900	35 X 95 customers
Monthly Rates - Commercial		55,440		56,100	55 X 85 customers
Monthly Rates - Extra Tap Fees		2,400	2,520	2,520	210 X 12
Monthly Rates Overages		26,000		30,000	
Other Fees (Late, Coll., Tap, etc.)	21,776	2,000	5,000	5,000	
TOTAL REVENUE	339,514	171,385	177,545	194,565	
CASH CARRYOVER GENERAL FUND	269,786	308,381	308,381	321,106	
TOTAL REVENUE PLUS CASH CARRYOVER	609,301	479,766	485,926	515,671	
TOTAL RESERVES BALANCE END OF FY				116,735	
TOTAL INCLUDING RESERVES				632,406	TOTAL BUDGET
Expenditures					
Administrative					
Contract Admin./Bookkeeping	12,650	12,600	12,650	12,600	\$1,050 X 12
Contract Legal	990	1,000	75	1,000	
Office / Postage / Other Admin.	1,963	2,664	2,700	3,000	
Travel		1,500		500	
TOTAL ADMINISTRATIVE	15,603	17,764	15,425	17,100	
Indirect					
Insurance - Liab., Bonding	600	605	600	605	
Insurance - Property	3,014	3,095	3,328	3,400	
TOTAL INDIRECT COSTS	3,614	3,700	3,928	4,005	
INTEREST - TOTAL COSTS	10,345	8,000	9,484	5,000	
DEBT - PRINCIPAL COSTS	37,013	37,554	90,306	36,870	Loan = \$3,489.16 /mo.
Operations					
Misc (Cash Carryover less reserves)		308,381		321,106	
Water Operator / Meter Reading	13,434	13,434	13,434	13,434	738.5 + 381 X 12
Water System Chlorine		2,700	2,500	2,700	
Water System Electricity	18,417	18,500	19,000	19,500	
Water System Repairs	12,036	23,819	4,400	24,000	
Water Tank Cleaning & Inspection	5,950				
Water System Generator				60,000	From Reserves
Water System Tank Painting	125,456		6,066		
Water Tank Painting invoice rejected this FY			-5,639		
Water System Testing		1,500		500	Water Sys. Cost
Water System - Other Items	4,024	6,469	6,300	4,436	124,570
TOTAL OPERATIONS COSTS	179,317	374,803	47,646	445,676	
TOTAL EXPENDITURES	245,892	441,821	166,789	508,651	BUDGET AMOUNT
TOTAL EXPENDITURES - NO MISC.	245,892	133,440	166,789	187,545	
Capital Improvements / Reserves					
Deposits into Reserves	13,564	37,945	37,945	7,020	*\$37,945 usually
Payments from Reserves				45,000	Less due to generator
NET DEPOSIT/EXPENDITURES FROM RESERVES	13,564	37,945	37,945	-37,980	project in 17-18
Restricted Fund Balances					
Deposits into Restricted Funds	56,891	56,902	56,902	0	
Payments from Restricted Funds	35	56,902	56,902	0	
NET DEPOSITS TO RESTRICTED FUNDS	56,856	0	0	0	
TOTAL EXP. PLUS DEPOSITS TO RESERVES	316,312	479,766	204,734	515,671	
PLUS RESERVES BALANCES = TOTAL BUDGET				632,406	TOTAL BUDGET
Receivables Start of FY	11,135		102,551		
Payables/Deposits Balance Start of FY	12,633		119,539		
BEGINNING OF FISCAL YEAR BALANCES	7/1/2015	7/1/2016	7/1/2016	7/1/2017	
GENERAL FUNDS	269,786	308,381	308,381	321,106	CASH CARRYOVER
RESERVES BALANCES	103,153	116,770	116,770	154,715	
RESTRICTED FUND BALANCES		56,902	56,902	0	
TOTAL FUNDS BEGINNING OF YEAR	372,940	482,053	482,053	475,821	
Receivables Balance End of FY	102,551				
Payables/Deposits Balance End of FY	119,539				
End of Year Bank Balance	482,052		475,821		
END OF YEAR PROJECTED AMOUNT	6/30/2016	6/30/2017	6/30/2017	6/30/2018	
GENERAL FUNDS					
RESERVES BALANCES	116,717	154,715	154,715	116,735	
RESTRICTED FUND BALANCES	56,856	0	0	0	
TOTAL FUNDS END OF YEAR	173,573	154,715	154,715	116,735	
Net per year (Revenue minus Expenses)	93,623	37,945	10,756	0	
Net (including cash carryover)	292,989	0	281,192	0	

Budget Message: The District manages the water system. The District has 3 water wells and budgets to replace those wells as well as make other major repairs on the water systems if needed in the future by deposits to reserves. Rates are anticipated to stay the same. The budget includes the installation of a generator for the water system this fiscal year resulting in larger than usual expenses and less reserves.

Board Member Signature _____ Board Member Signature _____
 Directors: Pete Quinnell (Pres.), Gerald Eutsler (VP), Bob Sinclair terms end May, 2019 / Dawn Brengle (Secretary/Treas.) & Russ Opp terms end May, 2021
 Meetings are held the second Tuesday of each month at 7:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.
 Records are stored at 400 S Gillette Ave, Suite 106, Gillette.