

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, November 8, 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, Bob Sinclair, Greg Worthen (Visionary)

Gerald Eutsler called the meeting to order at 7:00 p.m.

- I. Bob Sinclair (4551 Hannum Road)** – Bob Sinclair was at the meeting to discuss a request for an additional tap at 4551 Hannum Road. Dawn Brengle moved to authorize the additional tap for \$500 and an additional \$10 per month. Gerald Eutsler seconded. Motion carried unanimously. A letter was given to Mr. Sinclair to take to the County indicating the District agreed to his service request.
- II. Water System / Projects / New Water Requests** – No update.
 - a. Tank painting – No updates. Russell Opp reported that he and Duaine Faucett will look at the issues that were reviewed at the October meeting sometime this month.

Russ Opp reported that he called the person at the tank company. They recommended drainage of 6". The bolts are recommended to be tight. The person he talked to didn't know what the torque should be.

- III. Minutes Approval** – There was discussion on the minutes. There was one correction – adding “at no expense to the District” under Water System / Projects / New Water Requests – a. Tank Painting – 1. Overflow drainage – Duaine Faucett will install the air break/flapper valve as per the original specifications **at no expense to the District**. Russ Opp moved to approve the October 11, 2016, regular meeting minutes as revised. Gerald Eutsler seconded. Motion carried unanimously.

IV. Unfinished Business

- a. Visionary (September, 2014 request) – Greg Worthen from Visionary was at the meeting and explained the equipment that they are proposing to set up on the tanks. They have some monitoring capabilities if the District is interested. The Board suggested Mr. Worthen talk to Duaine Faucett with Water Guy to see if he thinks they have anything that would benefit the District. Mr. Worthen will talk to Duaine Faucett and provide a draft contract/agreement to review at the December 13th meeting. There was discussion on the fee. They can do a flat fee and/or an antennae fee.
- b. Larry Cathey completed the self-audit for 7/1/15 – 6/30/16. The self-audit was reviewed and the final paperwork signed to submit to the state.

V. Treasurer's Report Acceptance / Deposits Review / Bank Statements / Pay Bills

Dawn Brengle moved to allow the CD to renew automatically. Gerald Eutsler seconded. Motion carried unanimously.

A customer requested to direct deposit into the District's checking account. The form submitted stated that the company could withdraw from the District's account if there were errors. Gerald Eutsler moved to reject the request as written. Dawn Brengle seconded. Motion carried unanimously. Helenanne Cathey will call the company and explain to them the reasons the District is rejecting it. If they want to revise the form, the District will reconsider it at the next meeting.

There are two deposits due to customers. Gerald Eutsler moved to issue the deposit refunds (\$150 each) to Account 1492 (Jim's Water Service) and 3310 (GJR/GCR). Russ Opp seconded. Motion carried unanimously.

Gerald Eutsler moved to accept the Treasurer's Report and pay the bills, excluding the invoices to PS Services (\$5,639.48). Dawn Brengle seconded. Motion carried unanimously. Total bills paid at this meeting: \$8,490.16. The Treasurer's Report is as follows: Checking: \$110,740.49 after checks, Money Market: \$113,900.97, after the loan payment, First Interstate Bank CD: \$91,042.78, Major Repairs/Infrastructure Fund: \$116,789.38. The total of the accounts is \$432,473.62. Bills and checks were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	9/1-10/30/16 WELL BY BARN	\$24.55
		ACCT. 2847725	8/31-10/29/16 COPPER WELL BY PARK	\$477.76
		ACCT. 3144725	9/1-10/30/16 PUMP HOUSE	\$681.51
		ACCT. 12167100	8/31-10/30/16 2011 WATER WELL	\$792.82
3034	1492 JIM'S WATER SERVICE	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
3035	3310 GCR SERVICES	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
3036	CATHEY CONSULTING, LLC	INV. 3629	OCT., 2016 ADMIN./BOOKS/COMPLIANCE/POSTAGE	\$1,138.36
3037	HAWKINS, INC.	INV. 3973808	CHLORINE	\$5.00
3038	LARRY CATHEY	SELF-AUDIT	SELF-AUDIT FOR 7/1/15 - 6/30/16	\$75.00
3039	WATER GUY, LLC	INV. 2016-1056	WATER TURNED OFF \$62	\$1,243.50
		INV. 2016-1121	OCTOBER WATER OPERATOR & METER READINGS \$1,119.50	
		INV. 2016-1161	WATER TURNED OFF \$62	
3040	CAROL CHADWICK	INV. 1214	CONSTRUCTION INSPECTION & BOARD MEETING (\$420 LESS \$150.50 REJECTED)	\$262.50
TOTAL CHECKS				\$5,001.00

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

To Be Held until Project is Completed:

3023	PS SERVICES, LLC	INV. 5173	TANK PAINTING RETAINAGE \$4,968.37	\$5,639.48
		INV. 5174	TANK PAINTING CHANGE ORDER RETAINAGE \$671.11	

A letter was reviewed from Carol Chadwick regarding the Board's rejecting invoice 1214 for \$420. The invoice includes the following:

Inspection meeting at site called by Board Member – 1.5 hours X \$105 = \$157.50

Construction inspection – 1.5 hours X \$105 = \$157.50

Board meeting – 1 hour X \$105 = \$105

Total = \$420.00

Russ Opp moved to reject the invoice. Gerald Eutsler seconded. There was a great deal of discussion. Motion failed with Russ Opp voting aye, while Gerald Eutsler, Dawn Brengle and Pete Quinnell voted nay.

Dawn Brengle moved to pay Carol Chadwick for the Construction Inspection for \$157.50 and the Board Meeting for \$105.00 for a total of \$262.50. Gerald Eutsler seconded. There was discussion. Board members were not contacted regarding the inspection meeting, so the Board does not feel the District should pay for that item. Motion carried with Gerald Eutsler, Dawn Brengle and Pete Quinnell voting aye and Russ Opp voting nay.

VI. New Business

- a. None

VII. Shut Off Notices / Review Accounts Receivable Report

- a. Dawn Brengle moved to file a lien on 3600 McGee. Russ Opp seconded. Motion carried unanimously.
- b. Dawn Brengle moved to send three shut off notices. Gerald Eutsler seconded. Motion carried unanimously.

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

IX. Adjourn – Gerald Eutsler moved to adjourn the meeting. Dawn Brengle seconded. Meeting adjourned at 8:05 p.m.

NEXT REGULAR MEETING: TUESDAY, DECEMBER 13, 2016, 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