

**Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, February 9, 2016, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

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

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

I. Water System / Projects

- a. Tank painting – Carol Chadwick gave an update. She met with Duaine Faucett at Water Guy. There was discussion on the bid. The consensus was to request a lump sum with a breakdown of the individual items as well. Carol Chadwick will contact HDR Engineering to get some information in Word instead of in a PDF so she can edit the information. She will advertise the project. A pre-bid walk through will be done. Bids will be due March 7th, and the District can award a contract at the meeting on March 8th.
- b. Completion information for Well #4 and transmission line – No update from DEQ or Centennial Engineering. This item will be removed from the agenda.
- c. Water System Information – The water usage information was reviewed. The water leak by Ryan Sanitation will need to be investigated after the weather warms up a bit and the frost is out of the ground. It is a leak that has been going for a long time. They don't know where the leak is at.
- d. Road Project for Means, Carter & North Hannum ISD/ Water Usage – 12/8/15 – The District approved allowing water usage at the commercial rate of \$3.95 per 1,000 gallons for all water used.

II. Minutes Approval – Gerald Eutsler moved to approve the January 12, 2016, regular meeting minutes as written. Susan James seconded. Motion carried unanimously.

III. Unfinished Business

- a. Duaine Faucett reported that he measured the area around the tank site for adding gravel. Gerald Eutsler moved to authorize Duaine Faucett to get a price from DRM for adding gravel around the tank and report back at the next meeting. Susan James seconded. Motion carried unanimously.

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

Gerald Eutsler moved to accept the Treasurer's Report, pay bills and refund deposits for two customers as presented. Susan James seconded. Motion carried unanimously. Total bills paid at this meeting: \$7,558.36. The Treasurer's Report is as follows: Checking: \$112,779.56 after paying bills, Money Market: \$111,135.50, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$103,183.28, and Loan Account: \$56,879.19 (as of 12/31/15). The total of the accounts including the loan fund is \$474,792.65. The bills were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	11/30/15 - 12/31/15 WELL BY BARN	\$209.14
		ACCT. 2847725	11/30/15 - 12/31/15 ELECTRICITY WELL BY PARK	\$213.60
		ACCT. 3144725	11/30/15 - 12/31/15 PUMP HOUSE	\$525.42
		ACCT. 12167100	12/1/15 - 1/1/16 ELECTRICITY 2011 WELL	\$464.97
2976	3251 PLUGGIN ALONG	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
2977	3271 LIBERTY LIFT	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
2978	CATHEY CONSULTING, LLC	3225	JAN. ADM./BOOKS/COMPLIANCE/POSTAGE \$1,144.57	\$1,169.57
		3206	3-RING BINDER FOR BOARD MEMBER	
2979	HAWKINS, INC.	3829769	CHLORINE	\$5.00
2980	WATER GUY, LLC	2016-7	WATER TURNED OFF \$62	\$1,181.50
		2016-79	JAN., 2016 WATER OP. & METER RDGS. \$1,119.50	
TOTAL CHECKS				\$4,069.20

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

V. New Business

- a. The insurance policy renewal from Allied Insurance was available for review. The renewal includes a premium increase of \$121 (4.2%). Susan James moved to authorize the insurance renewal. Gerald Eutsler seconded. Motion carried unanimously.

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

VII. Shut Off Notices / Review Accounts Receivable Report – Gerald Eutsler Brengle moved to send shut off letters to three past due accounts and to file a lien on Account 0571 (608 Gold Road). Susan James seconded. Motion carried unanimously.

VIII. Adjourn – Susan James moved to adjourn the meeting. Gerald Eutsler seconded. Meeting adjourned at 7:35 p.m.

**NEXT MEETING: TUESDAY, MARCH 8, 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