

**Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, January 12, 2016, 7:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Dawn Brengle, Gerald Eutsler, Susan James, Pete Quinnell,
OTHERS PRESENT: Helenanne Cathey, Russ Opp, 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 got the flash drive of information from HDR Engineering last week. She copied the information from the District’s files and has some additional information to copy. She will then contact Duaine Faucett to start working on the project.
- b. Completion information for Well #4 and transmission line – No update from DEQ or Centennial Engineering or Water Guy.
- c. Water System Information – The water usage information was reviewed. No update on the water leak by Ryan Sanitation.
- 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 – Dawn Brengle moved to approve the December 8, 2015, regular meeting minutes as written. Gerald Eutsler seconded. Motion carried unanimously.

III. Unfinished Business

- a. First Interstate Bank is still not providing statements for the loan account. The last statement was received October 31, 2015. Dawn Brengle will follow up with the bank.
- b. Vacancy on the Board of Directors – Quentin Strand resigned December 8, 2015. Gerald Eutsler moved to nominate Russ Opp to be appointed to the Board of Directors to fill the vacancy until the next regular election. Dawn Brengle seconded. Motion carried unanimously. Russ Opp accepted the appointment and completed the oath as required.
- c. Dawn Brengle moved to add Russ Opp to the signature card on the bank accounts to replace Quentin Strand. Gerald Eutsler seconded. Motion carried unanimously.
- d. Dawn Brengle nominated Pete Quinnell to serve as President. Gerald Eutsler seconded. Nominations ceased. All voted in favor of Pete Quinnell as President. Dawn Brengle nominated Gerald Eutsler to serve as Vice President. Susan James seconded. Nominations ceased. All voted in favor of Gerald Eutsler as Vice President.

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

Three customers are due for deposits. Dawn Brengle moved to apply the deposit to the account balance on account 3132 because the account is past due and to refund deposit amounts on accounts 1462 and 1093. Gerald Eutsler seconded. Motion carried unanimously. Dawn Brengle moved to file the paperwork to release the lien on 3008 Mink Ave. Gerald Eutsler seconded. Motion carried unanimously. Gerald Eutsler moved to accept the Treasurer’s Report and pay bills as presented. Dawn Brengle seconded. Motion carried unanimously. Total bills paid at this meeting: \$7,422.30. The Treasurer’s Report is as follows: Checking: \$107,493.26 after paying bills, Money Market: \$112,223.28, after the loan payment, First Interstate Bank CD: \$90,815.12, Major Repairs/Infrastructure Fund: \$103,179.18, and Loan Account: \$56,881.47 (as of 10/31/15). The total of the accounts including the loan fund is \$470,592.31. The bills were reviewed, approved and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	10/30/15 - 11/30/15 WELL BY BARN	\$161.01
		ACCT. 2847725	10/30/15 - 11/30/15 ELECTRICITY WELL BY PARK	\$163.82
		ACCT. 3144725	10/30/15 - 11/30/15 PUMP HOUSE	\$452.24
		ACCT. 12167100	11/1/15 - 11/30/15 ELECTRICITY 2011 WELL	\$541.41
2972	1093 DRM	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
2973	1462 TRIP WIRE	DEPOSIT REFUND	DEPOSIT REFUND	\$150.00
2974	CATHEY CONSULTING, LLC	3182	DEC. ADMIN./BOOKS/COMPLIANCE/POSTAGE	\$1,140.16
			\$1,140.16	\$1,164.16

		3166	LIEN RELEASE - 3008 MINK \$12	
		3167	LIEN RELEASE - 608 GOLD ROAD \$12	
2975	WATER GUY, LLC	2015-1215	LOCATES FOR NOVEMBER \$31.00	\$1,150.50
		2015-1288	DEC., 2015 WATER OPERATOR & METER READINGS \$1,119.50	
TOTAL CHECKS				\$3,933.14

From Money Market Account: First Interstate Bank Loan payment:

\$3,489.16

V. New Business

a. None

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 five past due accounts. Russ Opp seconded. Motion carried unanimously.

VIII. Adjourn – Gerald Eutsler moved to adjourn the meeting. Susan James seconded. Meeting adjourned at 7:23 p.m.

NEXT MEETING: TUESDAY, FEBRUARY 9, 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,
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