

**American Road Water and Sewer District
Regular Meeting Minutes
Monday, January 20, 2025, 6:00 p.m.
Freedom Hills Fire Station, 1 Canary Road, Gillette**

Board Members Present: Valerie DuBeau, Gordon DuBeau, Dick Hanes, Shelby Hanes, Sandra Wofford
Others Present: Helenanne Cathey

Valerie DuBeau called the meeting to order at 6:00 p.m.

- I. Customer Issues / Concerns – Water Guy billed \$90 to the customer that had a shut off that was billed to the District on Water Guy’s Invoice 2024-1231 for 12 Daisy.
- II. Water System / Water Tank Project –
 - Water System information, including water meter readings, billing and accounts receivable balances were reviewed.
 - Regional Water Connection – No update.
 - Lead and Copper Rules (Service Lines Inventory) / Water Guy – A memo was reviewed from Water Guy who manages the water system compliance issues for the District.
 - Plug and Abandon 2 Wells – No update.
- III. Valerie DuBeau moved to approve the minutes for the last regular meeting on November 25, 2024. (No meeting in December.) Sandra Wofford seconded. Motion carried unanimously.
- IV. The bank statements for the savings, checking, and reserve accounts for the last two months were reviewed. Valerie DuBeau moved to accept the treasurer’s report and bank statements and reconciliations for the last two months. Dick Hanes seconded. Motion carried unanimously.
- V. The bills were reviewed. Valerie DuBeau moved to pay the bills as presented and as listed below. Sandra Wofford seconded. Motion carried unanimously. The following bills and check numbers (where applicable) were approved and paid:

<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – Accts 2164225, 2195825, 2532825, 2644926, 2915825, 3291925 11/1/24 – 12/1/24	\$511.60
AUTO	Powder River Energy	Electricity – Accts 2164225, 2195825, 2532825, 2644926, 2915825, 3291925 12/1/24 – 1/1/25	\$498.84
2320	Cathey Consulting	Inv. 7895 – December bks/adm./postage	\$551.25
2321	Gordon DuBeau	2 nd Qtr 2025 FYE Meeting Attendance	\$50.00
2322	Hawkins	Inv. 6938278 ~ Chlorine	\$20.00
2323	Richard Hanes	2 nd Qtr 2025 FYE Meeting Attendance	\$25.00
2324	Sandra May Wofford	2 nd Qtr 2025 FYE Meeting Attendance	\$50.00
2325	Shelby R. Hanes	2 nd Qtr 2025 FYE Meeting Attendance	\$25.00
2326	Valerie DuBeau	2 nd Qtr 2025 FYE Meeting Attendance	\$50.00
2327	Water Guy	Inv. 2024-1400 Create, print, label, mail unknown lead line inventory notices to required homeowners. \$350.51 Inv. 2024-1369 Shut off & turn on water 1 Canterbury \$202.50 Inv. 2024-1415 – Leak in pumphouse on pressure pump controller murphy – replaced fitting \$117.74 Inv. 2024-1433 – Dec. water operator, meters, billing \$1,465.30	\$2,136.05
2328	Wyo. Assoc. of Rural Water	Inv. 19722 – 2025 Voting Membership	\$495.00
TOTAL BILLS PAID AT THIS MEETING:			\$3,901.14

Bank Balances End of Meeting:

CHECKING ACCOUNT BALANCE AFTER BILLS:	\$4,034.88
SAVINGS/MONEY MARKET ACCOUNT BALANCE:	\$159,079.32
RESERVES ACCOUNT:	\$62,777.20

VI. Unfinished Business

- a. None.

VII. New Business

- a. Gordon DuBeau moved to keep the same slate of officers for the year (Valerie DuBeau, President / Dick Hanes, Vice President / Sandra Wofford, Secretary/Treasurer). Sandra Wofford seconded. Motion carried unanimously.

NOTES:

- 1. If a landowner is selling, then it is the seller's responsibility to assure ALL water connections meet District Policy, and are inspected by Water Guy, LLC. Water to the whole lot can be disconnected to ensure compliance. Additional charges for shut off and turn on will apply.
2. When selling your property, please contact Water Guy (307-299-3544) or a board member with the new owner's name, address, and phone number. This will eliminate you from continuing to receive and being responsible for paying a water bill.
3. Keep area mowed and/or free of debris around meter pits. If necessary, we will hire someone to mow and/or clean it up and YOU will be billed.
4. If a lock is missing and/or there is any damage to any meters or meter pits, the landowner will be billed a \$200 fee PLUS any and all costs to make any needed repairs to the meter, meter pit, and/or any associated District property. The meters, meter pits, locks, etc. are all District property. In addition to the \$200 fee and all costs, anyone accessing a meter pit without District authorization may face criminal charges if the District deems it appropriate under US CODE Title 42, Section 300i-1. Pits will be inspected periodically to ensure nothing has been compromised. The electronic meter reading unit is now on top of the lid, so be careful when weed eating or shoveling snow or doing any work around the meter pit. Do not stand on top of it.
5. Should it be necessary for the Water Operator to access the meter pit, all pets must be contained. Landowner will be contacted if needed unless there is an emergency.
6. When calling a board member's home, please use appropriate and acceptable language. Profanity IS NOT acceptable. It is not always a board member; it could be a child, on the phone. Please keep this in mind when contacting a board member. All calls regarding billing issues should be to Water Guy at 307-299-3544.
7. Water can be supplied to two living units only on a lot that qualified for two living units per lot in 1994. Lots that became independent of each other do not qualify and are therefore only eligible for one. All water connections must meet District policies and may be inspected by Water Guy. Water to the whole lot can be disconnected to ensure compliance. Water will remain disconnected until compliance is met. Additional charges for shut off and turn on will apply.
8. Unsigned checks are not a valid form of payment.
9. Easements are not public thoroughfares. People should not be running four-wheelers, motorcycles, snow mobiles, etc. up and down the easements.
10. DUE TO THE SORTING OF THE MAIL IN CASPER NOW, IT SOMETIMES TAKES LONGER FOR MAIL TO BE DELIVERED. PAYMENTS ARE DUE RECEIVED BY THE 20TH OF THE MONTH!
11. Minutes are posted online at www.catheyconsulting.net.

Upcoming Meetings: Monday, February 17, 2025, 6:00 p.m. / Monday, March 17, 2025, 6:00 p.m. / Monday, April 14, 2025, 6:00 p.m. / Monday, May 12, 2025, 6:00 p.m. / Monday, June 9, 2025, 6:00 p.m. / Monday, July 14, 2025, 6:00 p.m. at the Freedom Hills Fire Station

Valerie DuBeau moved to adjourn. Gordon DuBeau seconded. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Valerie DuBeau
Signature

Valerie DuBeau
Printed Name

2-17-25
Date

Dick Hanes
Signature

Dick Hanes
Printed Name

2-17-25
Date

Valerie DuBeau, President / 682-5959 / Dick Hanes, Vice President / Sandra Wofford, Secretary/Treasurer / Gordon DuBeau, Director / Shelby Hanes, Director