

**American Road Water and Sewer District  
Regular Meeting Minutes  
Monday, February 17, 2025, 6:00 p.m.  
Freedom Hills Fire Station, 1 Canary Road, Gillette**

Board Members Present: Valerie DuBeau, Gordon DuBeau, Dick Hanes, Shelby Hanes  
 Board Members Not Present: Sandra Wofford  
 Others Present: Helenanne Cathey

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

- I. Customer Issues / Concerns – An e-mail was received from Water Guy with a request from a customer (Account 1996.01) for a waiver of a late fee due to being in the hospital. A two-year account history was reviewed, and there have been no late fees on the account in that time period. Valerie DuBeau moved to waive the late fee on the account due to being in the hospital. Dick Hanes seconded. Motion carried unanimously. There was discussion on the issues the church is having regarding their fire suppression line/pressure. The issue is something that the church needs to remedy. It is not the District's issue.
- II. Water System / Water Tank Project –
  - Water System information, including water meter readings, billing and accounts receivable balances were reviewed. One property used over 100,000 gallons last month. They likely have a leak. There are a few other properties that have high usages. It could be because people sometimes leave the water running when it's so cold to prevent freeze ups. No one was at the meeting regarding the high usages, and nothing has been received in writing regarding these usages.
  - Regional Water Connection – No update.
  - Lead and Copper Rules (Service Lines Inventory) / Water Guy – No update.
  - Plug and Abandon 2 Wells – No update.
- III. Valerie DuBeau moved to approve the minutes for the last regular meeting on January 20, 2025. Dick Hanes seconded. Motion carried unanimously.
- IV. The bank statements for the savings, checking, and reserve accounts for last month were reviewed. Valerie DuBeau moved to accept the treasurer's report and bank statements and reconciliations for the last month and the P & L and Balance Sheet. Dick Hanes seconded. Motion carried unanimously.
- V. The bills were reviewed. Valerie DuBeau moved to pay the bills as presented and as listed below and transfer \$2,000 from savings to checking. Dick Hanes seconded. Motion carried unanimously. The following bills and check numbers (where applicable) were approved and paid:

<u>Ck#</u>	<u>Pavce</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – Accts 2164225, 2195825, 2532825, 2644926, 2915825, 3291925 1/1–2/1/25	\$596.63
2329	Cathey Consulting	Inv. 7937 – January bks/adm./postage	\$551.25
2330	Hawkins	Inv. 6960844 – Chlorine	\$30.00
2331	Water Guy	Inv. 2025-98 Locates 11/4-12/31/24 \$825.00	\$2,290.30
		Inv. 2025-5 – Jan. water operator, meters, billing \$1,465.30	
<b>TOTAL BILLS PAID AT THIS MEETING:</b>			<b>\$3,468.18</b>
Bank Balances End of Meeting:			
CHECKING ACCOUNT BALANCE AFTER BILLS:			\$2,569.31
SAVINGS/MONEY MARKET ACCOUNT BALANCE:			\$162,169.73
RESERVES ACCOUNT:			\$62,830.51

- VI. Unfinished Business
  - a. None
- VII. New Business
  - a. None

**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 addressed 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 20<sup>TH</sup> OF THE MONTH!
11. Minutes are posted online at [www.catheveconsulting.net](http://www.catheveconsulting.net).

**Upcoming Meetings: 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**

Gordon DuBeau moved to adjourn. Valerie DuBeau seconded. The meeting was adjourned at 6:31 p.m.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
Signature

Valerie J. DuBeau  
Printed Name

3-17-25  
Date

  
Signature

Sandra Wofford  
Printed Name

3-17-25  
Date

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