

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, March 11, 2025, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Dawn Brengle, Russ Opp, Bob Sinclair
 BOARD MEMBERS NOT PRESENT: Rod Blizzard
 OTHERS PRESENT: Helenanne Cathey, Duaine Faucett, Stefanie Brown

Russ Opp called the meeting to order at 5:30 p.m.

I. Customer Accounts / Concerns / Accounts Receivable Report

- a. Water Guy sent an e-mail asking if it was okay to replace the meter at 3216 Garman Road (Acct. 600.02). Stefanie Brown had to pull the meter to read it last month because it brings in 0's each month. There is a lot of moisture inside of the meter. Dawn Brengle moved to replace the meter at 3216 Garman Road. Bob Sinclair seconded. Motion carried unanimously. There was discussion on the meters. Water Guy will replace this meter with their current inventory. Russ Opp asked that any meters installed in Means WSD read in 10s and not 1s or 1000s. Duaine Faucett reported that they will install a new meter from their stock, and they won't guarantee it will be in 10s like the District wants. There was discussion on locates and if a Board member could receive notices when locate requests are sent to the District.
- b. DRM master meter – 10/8/24 Board approved DRM using building meter until the master meter is repaired. The master meter still hasn't been repaired.
- c. Accounts receivable balances and billing for last month were reviewed. There was discussion on meter readings. There was a high usage on Account 495.01, and the consensus is to see what the usage is next month before having Water Guy investigate.

II. Water System Update / Projects

- a. Permit closeout for water line to serve DRM – Waiting for compaction tests by DRM. No update.
- b. Board members continue to install markers for valves and meter pits. Russ Opp reported that several markers have been run over. Russ Opp will contact the contractor that ran over a couple of them when installing cable.
- c. Projects (tank replacement, generator for backup power, general water distribution improvement project, lead service line inventory) – No update.
- d. Lead Service Lines Inventory – Duaine Faucett reported that the first phase was just a data gathering phase. Nothing else is due until 2027. The consensus is to do nothing on this program at this time. Russ Opp reported that he hasn't heard anything back from the Wyoming Senators or Representative.

PFAS Testing – Duaine Faucett asked if the District would like Water Guy to test the District's water system for PFAS. It would be paid for by a grant. Dawn Brengle moved to authorize Water Guy to test the Means WSD water system. Bob Sinclair seconded. Motion carried unanimously.

- e. Issues with Hydrant (on Oil) – No update.

III. Minutes Approval –

Bob Sinclair moved to approve the minutes for the regular meeting on February 11, 2025, as presented. Dawn Brengle seconded. Motion carried unanimously.

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

The bills were reviewed. Dawn Brengle moved to accept the Treasurer's Report and pay the bills as presented. Bob Sinclair seconded. Motion carried unanimously. Total bills paid \$6,352.32. Account balances: First Northern Bank Checking: \$101,694.02 after bill payments (except does not include deposits since the end of the prior month – deposits are reconciled with bank statements on a monthly basis), Money Market Account: \$143,015.33, Money Market/Reserves: \$406,654.20, CD: \$170,208.81, CD/Reserves \$103,814.62. The total of the accounts is \$925,386.98. Bills and checks were reviewed, approved, and paid as follows:

CK #	Name	Invoice Number	Memo	Amount
AUTO	POWDER RIVER ENERGY	ACCT. 1980425	#3 WELL BY BARN - \$222.31	\$1,691.17
	2/1/25 - 3/1/25	ACCT. 2847725	COPPER WELL BY PARK - \$230.93	
		ACCT. 3144725	PUMP HOUSE - \$556.79	

		ACCT. 12167102	2011 WATER WELL - \$681.14	
4409	CATHEY CONSULTING	INV. 8001	FEB., 2025 ADMIN./BOOKS/COMPL/POSTAGE \$1,654.00	\$1,714.05
		INV. 7977	2/11/25 MEETING MEAL \$60.05	
4410	HAWKINS, INC.	INV. 6985805	CHLORINE \$30.00	\$20.00
4411	WATER GUY	INV. 2025-182	FEB., 2025 WATER OPER./METERS/BILLING \$2,927.10	\$2,927.10
			TOTAL CHECKS	\$6,352.32

V. Unfinished Business

- a. Director Vacancy – Anyone interested in serving on the Board is asked to please contact a Board member or come to a meeting.
- b. Director election (May 6, 2025 – Brengle, Opp (4 year terms) and Vacant (remaining 2 years of a 4-year term). Ballots will be mailed between April 11th and April 21st, and the following legal ad will run in the Gillette News-Record on April 22nd.

NOTICE OF DIRECTOR ELECTION
 MEANS FIRST EXTENSION WATER & SEWER DISTRICT
 CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors within the Means First Extension Water & Sewer District for the purpose of electing two directors to serve four (4)-year terms and one director to serve the remaining two years of a four (4)-year term on the Board of Directors for the Means First Extension Water & Sewer District. Candidates for the four-year terms include Russ Opp and Dawn Brengle. No candidates for the remaining two years of a four-year term. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technologies Building – entrance is on 4th Street across from Arrow Printing), or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by mail at Means First Extension Water & Sewer District, PO Box 1661, Gillette, Wyoming, 82717, or at the office of Cathey Consulting by 5:00 p.m. on Tuesday, May 6, 2025, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 6, 2025, between 9:00 a.m. and 2:00 p.m.

Dawn Brengle, Secretary/Treasurer / Filing Officer
 Means First Extension Water & Sewer District

VI. New Business

- a. Water Guy needs additional deposit books and a new endorsement stamp. Russ Opp will talk to the Bank to see if they will provide more deposit books and an endorsement stamp. If the bank won’t provide them, Russ Opp will notify Water Guy staff that they can order them through their regular supplier.
- b. Budget for 7/1/25 – 6/30/26 – The budget was reviewed. There was discussion on reserves and whether or not a backup generator is needed. The District has a dedicated fire pump that kicks on if the pressure drops below a certain point. Duaine Faucett recommends that the District install a backup generator for the fire pump. There are 13 lots that are affected. The rest of Means is fed off of a gravity system with sufficient pressure. Dawn Brengle moved to transfer \$40,000 from the Checking account to the Money Market Reserves account. Bob Sinclair seconded. Motion carried unanimously. A check will be prepared for the next meeting for this transfer.

VII. Public Comment – There was an opportunity for public comment. There were no public comments.

VIII. Adjourn – Dawn Brengle moved to adjourn. Bob Sinclair seconded. The meeting was adjourned at 6:34 p.m.

NEXT REGULAR MEETING: TUESDAY, APRIL 8, 2025, 5:30 P.M.

2025 Meetings:

Tues., Apr. 8, 2025, 5:30 p.m.	Tues., May 13, 2025, 5:30 p.m.	Tues., June 10, 2025, 5:30 p.m.
Tues., July 8, 2025, 5:30 p.m.	Tues., Aug. 12, 2025, 5:30 p.m.	Tues., Sep. 9, 2025, 5:30 p.m.
Tues., Oct. 14, 2025, 5:30 p.m.	Tues., Nov. 11, 2025, 5:30 p.m.	Tues., Dec. 9, 2025, 5:30 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)

Meeting Minutes are posted online at www.catheyconsulting.net – click on Means Water & Sewer.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Russ Opp
Signature

Russ Opp
Printed Name

8 Apr 25
Date

Dawn Brengle
Signature

Dawn Brengle
Printed Name

4/8/25
Date

Russ Opp, President / (307-680-7750) / Bob Sinclair, Vice President / (307-660-2023) /
Dawn Brengle, Secretary/Treasurer / Roderick (Rod) Blizzard, Director / (307-299-0016) / *Vacant*, Director