

**American Road Water and Sewer District  
Regular Meeting Minutes  
Monday, April 14, 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 – Account 1965.01 that had a leak and was discussed last month had no overages in March. No further action is required at this time on this account.
- II. Water System / Water Tank Project –
  - Water System information, including water meter readings, billing and accounts receivable balances were reviewed. A form was completed to send to Water Guy to investigate two meters showing 0 usage.
  - 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 March 17, 2025. Shelby 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. 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 \$3,000.00 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>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – Accts 2164225, 2195825, 2532825, 2644926, 2915825, 3291925 3/1–4/1/25	\$498.68
2336	Cathey Consulting	Inv. 8024 – Mar. bks/adm./postage	\$551.25
2337	Gordon DuBeau	3 <sup>rd</sup> Quarter 2025 FYE meeting attendance	\$75.00
2338	Hawkins	Inv.7013487 – Chlorine	\$30.00
2339	Richard Hanes	3 <sup>rd</sup> Quarter 2025 FYE meeting attendance	\$75.00
2340	Sandra Wofford	3 <sup>rd</sup> Quarter 2025 FYE meeting attendance	\$50.00
2341	Shelby Hanes	3 <sup>rd</sup> Quarter 2025 FYE meeting attendance	\$75.00
2342	Valerie DuBeau	3 <sup>rd</sup> Quarter 2025 FYE meeting attendance	\$75.00
2343	Water Guy	Inv. 2025-347 Locates 1/14/25, 1/29/25 \$112.50 Inv. 2025-246 – Mar. water operator, meters, billing \$1,465.30	\$1,577.80
<b>TOTAL BILLS PAID AT THIS MEETING:</b>			<b>\$3,007.73</b>
Bank Balances End of Meeting:			
CHECKING ACCOUNT BALANCE AFTER BILLS:			\$2,592.05
SAVINGS/MONEY MARKET ACCOUNT BALANCE:			\$148,078.32
RESERVES ACCOUNT:			\$81,943.89

- VI. Unfinished Business
  - a. Budget for 7/1/25 – 6/30/26 – The budget for the next fiscal year was discussed. Valerie DuBeau moved to approve the proposed budget as discussed. Gordon DuBeau seconded. Motion carried unanimously. The budget is attached to these minutes.
- VII. New Business
  - a. A letter was reviewed from Water Guy regarding meters showing 0 usage. Water Guy will not investigate 0 usages unless the District specifically requests that they investigate them. The District has a form that is completed for this purpose.

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.catheyconsulting.net](http://www.catheyconsulting.net).

**Upcoming Meetings: Monday, May 12, 2025, 6:00 p.m. / Monday, June 9, 2025, 6:00 p.m. / Monday, July 14, 2025, 6:00 p.m. (Budget Hearing and Regular Meeting) at the Freedom Hills Fire Station**

Gordon DuBeau moved to adjourn. Dick Hanes seconded. The meeting was adjourned at 7:08 p.m.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
Signature

Valerie DuBeau  
Printed Name

5-12-25  
Date

  
Signature

Dick Hanes  
Printed Name

5-12-25  
Date

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

**Budget - American Road WSD - 7/1/25 - 6/30/26**

**Budget Hearing: Monday, July 14, 2025, 6:00 p.m. at the Freedom Hills Fire Station / PO Box 2874, Gillette, WY 82717**

	Actual (F32) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25	Actual (EST) 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26
<b>CASH CARRYOVER</b>	121,659	96,628	138,338	148,339
<b>Revenue</b>				
Assessments	18,741	18,741	19,047	18,741
Assessments - Interest	94	50	50	50
Customer and other Billing	65,348	64,540	70,812	64,540
Grants - County	0		0	
Interest from Bank	1,780	2,000	2,000	2,000
Other revenue (capital credits)	1,209	1,920	808	1,920
<b>TOTAL REVENUE</b>	87,172	87,251	92,717	87,251
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	208,831	183,879	231,055	235,590
<b>Expenditures</b>				
Capital Expenditures	0		0	
Administrative	9,932	10,990	10,200	13,000
Operations	32,953	147,364	33,404	200,985
Indirect	1,662	2,600	1,601	2,600
Debt Principal	0	0	0	0
Interest	0	0	0	0
To Reserves		19,005	19,005	19,005
<b>TOTAL EXPENDITURES</b>	44,547	179,959	64,210	235,590
Receivables Start of FY	5,048		6,020	
Payables Balance Start of FY	5,601		4,905	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	121,659	96,628	138,338	148,339
RESERVES BALANCES	38,080	61,940	62,462	82,083
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	159,739	158,568	200,800	230,422
Receivables Balance End of FY	6,020			
Payables Balance End of FY	4,905			
Undeposited Funds (Xpress)	104			
End of Year Bank Balance	200,800	65,860	230,422	82,083
Net per year (Revenue minus Expenses)		3,920	166,845	0
Reserves start of year	38,080	61,940	62,462	82,083
Deposits plus interest on reserves (deposit done 3/18/24)	24,382	19,005	19,621	19,005
Transfers out of reserves				
Reserves end of year	62,462	80,945	82,083	101,088

**Budget Message:** The District's water continue to commit \$19,005 to reserves each year to build back reserves after the water tank project. This will be the fifth year of a 10 year assessment for properties that didn't prepay the assessment for the water tank project. No major repairs or improvements are planned at this time. Rates are anticipated to stay the same at this time.

<b>Board Member Signature</b>	<b>Board Member Signature</b>
Directors: Valerie DuBeau (Pres.), Dick Hanes, (Dir.) Shelby Hanes (Sec./Treas.) terms end Nov., 2025 / Gordon DuBeau (Dir.), Sandra Wolford (VT), terms end Nov., 2027 Meetings are held monthly with the next meeting date confirmed at each meeting. Meetings are at the Freedom Hills Fire Station, 1 Canary Road, Gillette or at the office of Cathy Consulting (400 S Gillette Ave, Suite 106, Gillette). Records are stored at 400 S Gillette Ave, Suite 106, Gillette.	

**NOTES:** Capital / Major Improvements estimate \$8,757 for cementing wells (Plug & abandon 2 wells - UW 91971 & UW 91968) - to be done at some point in the future.

Date	Base Monthly Fee
7/1/22	Base monthly fee increased \$65.00
10/1/2016	Base monthly fee increased \$45.00
7/1/2008	Base monthly fee increased \$40.00
1998	not sure when this fee started \$30.00

18,000 gallons included in base monthly fee – Overage increased July, 2008 to the following:

\$3.00/1,000 gallons for water usage above the 18,000 gallons up to 25,000 gallons.

\$3.50/1,000 gallons for water usage equal to or more than 25,000 gallons.

July, 1998: \$30 per month plus:

\$2.50/1,000 gallons for water usage above 18,000 gallons but less than 25,000 gallons.

\$3.00/1,000 gallons for water usage over 25,000 gallons.

District formation = 1988

Assessment on 72 properties (\$263.96) - started in 2021 - 10 year assesment. Last year 2030.