

**Cook Road Water District
Regular Meeting
MINUTES**

Thursday, April 24, 2025, 5:30 p.m.

At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Mike Fuller, Denise Nannemann, Angela Williams, Miles Williams
 BOARD MEMBERS NOT PRESENT: Eric Powers
 OTHERS PRESENT: Helenanne Cathey, Lance Pennington

Angela Williams called the meeting to order at 5:30 p.m.

I. Customer Requests / Public Comment –

- a. Diane Pennington / new tap (600 Fox Run) – Lance Pennington explained the request for a water tap from Diane Pennington for 600 Fox Run. Miles Williams moved to approve providing a water tap for this property. Mike Fuller seconded. A Service Agreement and tap fee (\$7,500) must be paid. Motion carried unanimously.

II. Water System Update – The water system billing, meter readings, delinquent and shut off accounts, and general water system information were reviewed.

III. Minutes Approval / Treasurer’s Report / Bills – Financial reports and minutes were reviewed. Mike Fuller moved to approve the minutes for the regular meeting on March 27, 2025, accept the treasurer’s report, and approve and pay the bills as presented. Miles Williams seconded. Motion carried unanimously.

Sinking Fund Balance Forward:	\$281,438.98
03/31/25 Interest	\$251.09
Sinking Fund Ending Balance:	\$281,690.07
Capital Expenditures Balance Forward:	\$39,473.13
03/31/25 Interest	\$33.54
Capital Expenditures Ending Balance:	\$39,506.67

Checking Account Balance Forward:	\$37,344.41
Deposits 3/1-3/27/25:	\$7,057.75
3/10/25 Bank correction on deposit	-\$591.00
Adjusted Balance Forward:	\$43,811.16
3/28-3/31/25 Deposits–Water	\$600.50
03/31/25 Interest	\$17.07
Checking Account / QuickBooks Balance 3/31/25:	\$44,428.73
04/05/25 Xpress Bill Pay Dep.	\$4,601.56
Checking Account / QuickBooks Balance Prior to bills:	\$49,030.29

Bills Paid at Meeting:

Ck#	Vendor	Description	Amount
AUTO	Powder River Energy	Electricity – 3/1-4/1/25	\$830.89
1455	Cathey Consulting, LLC	Inv. 8031 – Mar. admin./books/compliance	\$656.25
1456	Hawkins, Inc.	Inv. 7036538 – Chlorine	\$30.00
1457	Water Guy	Inv. 2025–258 Mar. water operator/meters/ Billing \$2,079.70	\$2,621.36
		Inv. 2024-328 – Bounced checks thru Xpress bill pay \$37.50	
		Inv. 2025-334 – Water shut off/turn on \$180.00	
		Inv. 2025-350 – Locates 1/27/25 \$324.16	
TOTAL BILLS PAID:			\$4,138.50

CBH Co-Op – No payment in March or April due to credit on account.

Checking Account Balance End of Meeting **\$44,891.79***

**Checking account balance does not include Water Guy deposits since the end of the prior month.*

V. Unfinished Business

- a. Budget for 7/1/25 – 6/30/26 – The annual budget hearing is scheduled for June 26, 2025. The budget was reviewed. Mike Fuller moved to approve the proposed budget and run the following legal ad in the Gillette News-Record on June 3, June 10, and June 17. Angela Williams seconded. Motion carried unanimously. The budget is attached to these minutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
COOK ROAD WATER DISTRICT**

Cook Road Water District will hold a public hearing to review the 7/1/25 – 6/30/26 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on June 26, 2025, at 5:30 p.m. Budget summary:

Expenses: Administrative \$12,288 Indirect \$3,905 / Loans \$55,009 / Operations \$197,293 /
Reserves: \$3,500 / Major Expenses from Reserves: \$190,000
Revenue, Rollover and Transfer from Reserves: \$461,995

No increase in rates is anticipated at this time. \$117.25 is the monthly rate.

The complete budget is available online at www.catheyconsulting.net – Cook Road Minutes for April 24, 2025. For questions or for special accommodation requests, call Helénanne Cathey at 307-685-8235.

VI. New Business

- a. Director Election November 4, 2025 (Nannemann, M. Williams, E. Powers) – Mike Fuller moved to run the following legal in the Gillette News-Record on July 8, 2025. Angela Williams seconded. Motion carried unanimously.

**NOTICE OF DIRECTOR ELECTION
COOK ROAD WATER DISTRICT**

Public Notice is hereby given that on Tuesday, November 4, 2025, an election shall be held for the purpose of electing three Directors to serve four (4)-year terms on the Board of the Cook Road Water District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 4, 2025, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helénanne Cathey (685-8235 or hcathey@collinscom.net) between August 6, 2025, and August 26, 2025. A qualified elector means a person who is an owner of land within the district, or the person holding record fee title to real property, or a registered voter of the District.

Denise Nannemann, Secretary / Filing Officer
Cook Road Water District

VII. Adjourn

Angela Williams moved to adjourn. Mike Fuller seconded. The meeting was adjourned at 5:36 p.m.

A reminder to landowners – when the red light is flashing at the top of the water tank, turn off your outdoor watering until the light is off!

Next Regular Meeting: Thursday, May 22, 2025, 5:30 p.m. at the office of Cathey Consulting.

2025 Meetings:

Thurs., May 22, 2025, 5:30 p.m. / Thurs., June 26, 2025, 5:30 p.m.

Thurs., July 24, 2025, 5:30 p.m. / Thurs., Aug. 28, 2025, 5:30 p.m. / Thurs., Sep. 25, 2025, 5:30 p.m.

Thurs., Oct. 23, 2025, 5:30 p.m. / Wed., Nov. 19, 2025, 5:30 p.m.* / Wed., Dec. 17, 2025, 5:30 p.m.*

**November and December meetings rescheduled due to Thanksgiving and Christmas holidays.*

MEETINGS: BOARD MEETINGS ARE NORMALLY HELD THE FOURTH THURSDAY OF EACH MONTH AT 5:30 P.M. AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE (K² TECHNOLOGIES BUILDING – ENTRANCE IS ON 4TH STREET).

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Angela Williams
Signature

Angela Williams
Printed Name

5-22-25
Date

Mike D Fuller
Signature

Mike D. Fuller
Printed Name

5-22-25
Date

Angela Williams, Chairman / Eric Powers, Vice-Chairman / *Vacant*, Treasurer /
Denise Nannemann, Secretary / Mike Fuller, Director

Budget - Cook Road Water District - 7/1/25 - 6/30/26

Budget Hearing: Thursday, June 26, 2025, 5:30 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
CASH CARRYOVER	29,714	40,529	41,258	60,730
Revenue				
Assessments		0	5,593	5,593
Assessments - Interest		0		0
Customer and other Billing	139,545	152,251	136,564	152,251
Insurance Claim			170,110	
Grants - County		50,000		50,000
Interest from Bank	3,437	3,421	3,444	3,421
Transfer from reserves				
Other revenue (capital credits)	1,808		1,304	
TOTAL REVENUE	144,790	205,672	317,015	211,265
TOTAL REVENUE PLUS CASH CARRYOVER	174,504	246,201	358,273	271,995
Expenditures				
Capital Expenditures (SEE EXPENSES PAID FROM RESER)	300		171,110	
Administrative	10,745	11,500	9,898	12,288
Operations	65,680	172,287	53,359	197,293
Indirect	3,372	3,905	3,219	3,905
Debt Principal	44,157	46,000	45,924	46,000
Interest	10,852	9,009	9,086	9,009
To Reserves		3,500		3,500
TOTAL EXPENDITURES	135,106	246,201	292,596	271,995
TOTAL EXPENDITURES + MAJOR REPAIR FROM RESERVES				461,995
Receivables Start of FY	4,177		8,099	
Payables Balance Start of FY	5,204		13,813	
Undeposited Funds	4,800		4,264	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	29,714	40,529	41,258	60,730
RESERVES BALANCES	321,504	325,000	324,746	328,243
TOTAL FUNDS BEGINNING OF YEAR	351,218	365,529	366,004	388,973
Receivables Balance End of FY	8,099			
Payables Balance End of FY	13,813			
Other Adjustment	(80)			
Undeposited Funds (Xpress)	4,324			
End of Year Bank Balance	366,005	325,000	388,973	328,243

Net per year (Revenue minus Expenses)	0			
Reserves start of year	321,504	325,000	324,747	328,243
Deposits plus interest on reserves	3,243	3,500	3,496	3,500
Transfers out of reserves (EXPENSE PAID FROM RESERVES)		190,000		190,000
Reserves end of year	324,747	138,500	328,243	141,743

Budget Message: Cook Road Water District manages the water system. Revenue was higher this year due to the insurance company paying for the majority of the well repairs and tap fees. Expenses were also higher due to the well repairs. The District has reserve accounts for capital improvements and major repairs. If repairs are minimal in a fiscal year, any surplus cash is transferred to reserves for maintenance of the water well and distribution system or is used to pay down the loan principle balances.

Board Member Signature _____ Board Member Signature _____

Directors: Eric Power (Vice Chair), Miles Williams (Treas.) & Denise Nannemann (Sec.) Nov., 2025 / Angela Williams (Chair), & Mike Fuller (Dir) Nov., 2027)
 Meetings are the fourth Thursday of each month at 5:30 p.m. at 400 S Gillette Ave., Suite 106, Gillette.
 Records are stored at 400 S Gillette Ave, Suite 106, Gillette. Office hours generally Monday through Friday, 9 a.m. to 5 p.m.

LOAN INFORMATION (updated 3/25/24):

Loan Prin. Balances 6/30/25:	\$99,982.98	\$81,241.35	TOTAL:	\$181,224.33
Loan Payment Annually:	\$24,283.97	\$30,725.74	TOTAL:	\$55,009.71
	2022 = payment # 23 of 35 yr. loan. 4% interest \$24,283.97 add'l prin. paid in 2018	2022 = payment # 10 of 20 yr. loan 4% interest		
Estimated Last Year of Loan payment	2029	2032		
	2001 = 1st pmnt. 2036 w/o extra pmnts.	2013 = 1st pmnt. 2032 w/o extra pmnts.		

Monthly fee \$117.25 = \$47 regular fee + \$30 loan 1 + \$35.25 loan 2 + \$5.00 regional
 2 Ag Taps = pay \$47 if water is used that month plus overages
 Overage Fee: \$1.50 per 1,000 over 15,000 gal. per month