

Means First Extension Water & Sewer District
Regular Meeting Minutes
Tuesday, April 8, 2025, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

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

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

I. Customer Accounts / Concerns / Accounts Receivable Report

- a. Leonard Taylor, 2902 Silver Avenue, requested a waiver of a late fee. The account balance was reviewed. Dawn Brengle moved to write off the late fee. Rod Blizzard seconded. Motion carried unanimously.
- 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. Russ Opp reported that he talked to DRM and explained that DRM will need to replace the master meter. They were going to check on getting a new meter, but they did not get back to Russ Opp yet.
- c. A meter replacement approved for Account 600.02 at last month's meeting appears to have been installed based on the Meter Reading Proof Report.
- d. Account 495.01 had a high usage that was discussed at the last meeting. The last meter reading looks normal.
- e. Accounts receivable balances and billing for last month were reviewed. There was discussion on one property's reading that has sold that showed 0 usage. This account (549.01) will be monitored. Account 2674.01 will also be monitored as it shows 0 usage and has recently changed ownership.

II. Water System Update / Projects

- a. A letter was received from Water Guy explaining that they do not investigate 0 usages unless a request is made by the Board that they investigate.
- b. The District approved Water Guy to do PFAS testing on 3/11/25. No update.
- c. Permit closeout for water line to serve DRM – Waiting for compaction tests by DRM. No update.
- d. Board members continue to install markers for valves and meter pits. There was discussion on the project and which markers still need to be installed. There are quite a few left to be done on the residential side. A number of the markers were knocked over by a contractor that will need to be put back up.
- e. Projects (tank replacement, generator for backup power, general water distribution improvement project, lead service line inventory) – There was discussion on these projects. The generator has been discussed off and on and the Board understood at one time that the District didn't need one, but now Duaine Faucett is advising that the District does need one. It isn't clear to the Board exactly what is required. The state said that a generator is needed to keep the pressure for the residents that are affected if the power goes off. If the District goes with a raised tank, the District wouldn't need a generator. The cost estimate for a raised tank was discussed a few years ago, and it was estimated at approximately \$1 million at that time. The consensus is to start looking into prices on water tanks.
- f. Lead Service Lines Inventory – Nothing else is due until 2027.
- g. Issues with Hydrant (on Oil) – No update.

III. Minutes Approval –

Rod Blizzard moved to approve the minutes for the regular meeting on March 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. Bank statements were not received prior to the agenda so the bank balances listed in these minutes do not include interest from March. Dawn Brengle moved to accept the Treasurer's Report, transfer \$40,000 to reserves and pay the bills as presented. Rod Blizzard seconded. Motion carried unanimously. Total bills paid \$8,626.45. Account balances: First Northern Bank Checking: \$66,377.89 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: \$446,654.20, CD: \$170,208.81, CD/Reserves \$103,814.62. The total of the accounts is \$930,070.85. 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 - \$273.10	\$1,764.28
	3/1/25 - 4/1/25	ACCT. 2847725	COPPER WELL BY PARK - \$283.64	
		ACCT. 3144725	PUMP HOUSE - \$579.79	
		ACCT. 12167102	2011 WATER WELL - \$627.75	
4412	CATHEY CONSULTING	INV. 8044	MAR., 2025 ADMIN./BOOKS/COMPL/POSTAGE \$1,654.00	\$3,215.57
		INV. 8064	3/11/25 MEETING MEAL \$81.44	
		INV. 8044	DIRECTOR ELECTION MAILING FOR 5/6/25 ELECTION \$1,480.13	
4413	DAWN BRENGLE	3RD QTR 2025	BOARD MEETING ATTENDANCE 3RD QTR 2025	\$75.00
4414	HAWKINS, INC.	INV. 7007995	CHLORINE \$459.50	\$469.50
		INV. 7013536	CHLORINE \$10.00	
4415	MEANS FIRST EXT. WSD	TRANSFER	TRANSFER TO RESERVES PER BUDGET	\$40,000.00
4416	ROBERT SINCLAIR	3RD QTR 2025	BOARD MEETING ATTENDANCE 3RD QTR 2025	\$75.00
4417	RODERICK BLIZZARD	3RD QTR 2025	BOARD MEETING ATTENDANCE 3RD QTR 2025	\$25.00
4418	DAWN BRENGLE	3RD QTR 2025	BOARD MEETING ATTENDANCE 3RD QTR 2025	\$75.00
4419	WATER GUY	INV. 2025-281	MAR., 2025 WATER OPER./METERS/BILLING \$2,927.10	\$2,927.10
			TOTAL CHECKS	\$48,626.45

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 April 11th, and the final legal ad will run in the Gillette News-Record on April 22nd. Helenanne Cathey will contact Bob Sinclair and Rod Blizzard or another person in the District to help count ballots within 7 days of the election date.
- c. Budget for 7/1/25 – 6/30/26 – The budget was reviewed. Rod Blizzard moved to approve the proposed budget as presented. Dawn Brengle seconded. Motion carried unanimously. The proposed budget is attached to these minutes.

VI. New Business

- a. None

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

VIII. **Adjourn** – Dawn Brengle moved to adjourn. Rod Blizzard seconded. The meeting was adjourned at 6:08 p.m.

NEXT REGULAR MEETING: TUESDAY, MAY 13, 2025, 5:30 P.M.

2025 Meetings:

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

13 May 25
Date

Dawn Brengle
Signature

Dawn Brengle
Printed Name

5/13/25
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

Budget - Means First Ext. Water & Sewer Dist. - 7/1/25 - 6/30/26				
Budget Hearing: Tuesday, July 8, 2025, 5:30 p.m. at the office of Cathey Consulting / PO Box 1661, 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 (BUDGET - NO RESERVES)	409,936	333,066	387,373	379,226
Revenue				
Assessments				
Assessments - Interest				
Customer and other Billing	150,750	173,360	174,367	173,360
Grants - County		15,000	8,260	15,000
Interest from Bank	14,704	8,001	6,537	8,001
Transfer from reserves				
Other revenue (capital credits)	3,112		2,072	
TOTAL REVENUE	168,566	196,361	191,236	196,361
TOTAL REVENUE PLUS CASH CARRYOVER	578,502	529,427	578,609	575,587
Expenditures				
Capital Expenditures		45,000	33,042	45,000
Administrative	23,977	30,646	25,328	30,646
Operations	88,597	212,347	77,361	258,507
Indirect	2,268	3,500	2,268	3,500
To Reserves (or major repairs) (DONE 4/8/25)		37,934	40,000	37,934
Emergency Repairs		200,000		200,000
TOTAL EXPENDITURES	114,842	529,427	177,999	575,587
Receivables Start of FY	6,143		(479)	
Payables Balance Start of FY	7,613		11,122	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	409,936	333,066	387,373	379,226
RESERVES BALANCES	399,446	505,000	505,217	555,000
TOTAL FUNDS BEGINNING OF YEAR	809,382	838,066	892,590	934,226
Receivables Balance End of FY	(479)			
Payables Balance End of FY	11,122			
Undeposited Funds (Xpress)	23,623			
Deposits Payable End of FY	(4,271)			
End of Year Bank Balance	892,589		934,226	555,000
Net per year (Revenue plus cash on hand minus Expenses)	463,660	0	400,610	0
Reserves start of year	399,446	505,000		542,934
Deposits plus interest on reserves	105,771	37,934		37,934
Transfers out of reserves (emergency repairs if needed)				
Reserves end of year	505,217	542,934		580,868

Budget Message: The District manages the water system. The District has 3 water wells and budgets to replace those wells in addition to making other major repairs on the water systems if needed in the future by deposits to reserves. The budget the last fiscal year included the installation of a generator for the water system, but that was not done so the generator will remain in next year's budget. A transfer to reserves of \$40,000 was done on 4/8/25. The District's water tanks are 39 years old and 35 years old. Funds need to be built up to replace those tanks when needed. In addition, the District doesn't have enough reserves to replace a water well at this time either should that be needed.

Board Member Signature

Board Member Signature

Directors: Bob Sinclair (Vice Pres) and Rod Blizzard terms end May, 2027 / Dawn Brengle (Secr/Treas.), Russ Opp (Pres) and (Vacant) terms end May, 2025

Meetings are held the second Tuesday of each month at 5:30 p.m. at 400 S Gillette Ave., Suite 106, Gillette.

Records are stored at Cathey Consulting office at 400 S Gillette Ave, Suite 106, Gillette and at Water Guy office at 512 Hwy 50

Rate Changes:

March, 2022 - Residential changed from \$35 per month to \$45 per month / no change in overages

March, 2022 - Commercial changed from \$55 per month to \$65 per month / no change in overages

July, 2015 - Residential changed to \$35 plus \$2 per 1,000 gal over 10,000 gal (was \$1 per 1,000 gal over 15,000 gal)

August, 2013 - Commercial changed to \$55 plus \$3.95 per 1,000 gal over 5,000 gal (was \$1 per 1,000 gal over 5,000 gal)

July, 2011 - Residential base changed from \$25 to \$35

July, 2011 - Commercial base changed from \$35 to \$55