

**American Road Water and Sewer District
Regular Meeting Minutes
Monday, May 12, 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 Approved Absent: Sandra Wofford
Others Present: Helenanne Cathey, Tim Slattery

Valerie DuBeau called the meeting to order at 6:01 p.m.

- I. Customer Issues / Concerns –
- 1) Tim Slattery reported that their homeowners association has received several complaints about the water running down the road that comes down from the water tower, and the water runs onto Quail Meadows street. He suggested one option to improve the drainage is to cut a dip at the end of the road, going across the road, so the water won't run onto the main road but will hit that dip and flow off the side of the road. Board members will take a look at the area and see what can be done to resolve the issue.
 - 2) Water Guy sent an e-mail requesting a waiver of a late fee for Account 1990.02. The request was denied.
- II. Water System / Water Tank Project –
- Water System information, including water meter readings, billing and accounts receivable balances were reviewed.
 - After the April meeting, a form was sent to Water Guy asking them to investigate two meters that were showing 0 usage – Accounts 2007.03 and 2016.02. Water Guy replied that they would have their operators check them. There has been no further response from Water Guy on Account 2007.03. Account 2016.02 had moles in the pit that filled some of the pit with dirt. The meter still read 0, but Water Guy should be addressing this issue.
 - A form was completed to have Water Guy check the meter at Account 2006.02 because the usage was high in March and went to 0 in April. The form also includes a reminder for them to check account 2007.03 which is still 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 April 14, 2025. Gordon DuBeau 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 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. Gordon DuBeau seconded. Motion carried unanimously. The following bills and check numbers (where applicable) were approved and paid:

<u>Ck#</u>	<u>Pavee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – Accts 2164225, 2195825, 2532825, 2644926, 2915825, 3291925 4/1–5/1/25	\$474.53
2344	Cathey Consulting	Inv. 8071 – Apr. bks/adm./postage	\$551.25
2345	Hawkins	Inv. 7036332 – Chlorine	\$30.00
2346	Water Guy	Inv. 2025-374 – Apr. water operator, meters, billing \$1,465.30	\$1,735.60
		Inv. 2025-478 – Chlorine tube cracked/replaced	\$45.30
		Inv. 2025-453 – Locates 2/20-3/21/25	\$225.00
TOTAL BILLS PAID AT THIS MEETING:			\$2,791.38
Bank Balances End of Meeting:			
CHECKING ACCOUNT BALANCE AFTER BILLS:			\$2,802.23
SAVINGS/MONEY MARKET ACCOUNT BALANCE:			\$147,411.43
RESERVES ACCOUNT:			\$82,011.24

VI. Unfinished Business

- a. Budget for 7/1/25 – 6/30/26 – The budget hearing is July 14, 2025. The proposed budget was approved April 14, 2025. The following legal ad will run in the Gillette News-Record on June 17, June 24, and July 1, 2025.

LEGAL NOTICE OF PUBLIC BUDGET HEARING
AMERICAN ROAD WATER & SEWER DISTRICT

Pursuant to the provision of the Wyoming Uniform Municipal Fiscal Procedures Act, American Road Water & Sewer 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 Freedom Hills Fire Station, 1 Canary Rd, Gillette, on July 14, 2025, at 6:00 p.m.

Expenses: Administrative \$13,000 / Operations/Improvements \$200,985 /
Indirect \$2,600 / Reserves \$19,005
Operating Revenue / Reserves / Carryover \$235,590

No change in the monthly billing rate is anticipated. The \$263.96 assessment will continue a fifth year on properties for the water tank, except for those that prepaid the assessment in 2021. The complete proposed budget is available online at www.catheyconsulting.net – American Road meeting minutes for 04/14/25. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VII. New Business

- a. Director Election (November 4, 2025 – V. DuBeau, D. Hanes, S. Hanes) – The following legal ad will run in the Gillette News-Record on July 8, 2025:

NOTICE OF DIRECTOR ELECTION
AMERICAN ROAD WATER & SEWER DISTRICT

Public Notice is hereby given that on Tuesday, November 4, 2025, an election shall be held for the purpose of electing three directors for four (4) year terms on the Board of the American Road Water & Sewer 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 (PO Box 2874, Gillette, WY 82717) or with Cathey Consulting (address listed above) between August 6, 2025, and August 26, 2025. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. 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.

Sandra Wofford, Secretary/Treasurer / Filing Officer
American Road Water & Sewer District

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 20TH OF THE MONTH!
11. Minutes are posted online at www.catheyconsulting.net.

Upcoming Meetings: 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

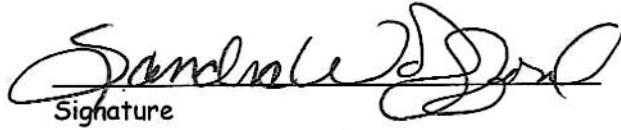
Valerie DuBeau moved to adjourn. Gordon DuBeau seconded. The meeting was adjourned at 6:54 p.m.

Respectfully submitted,
 Helennane Cathey, Assistant to the Board


 Signature

Valerie DuBeau
 Printed Name

6-9-25
 Date


 Signature

Sandra Wofford
 Printed Name

6-9-25
 Date

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