

**Means First Extension Water & Sewer District**  
**Regular Meeting Minutes**  
**Tuesday, May 13, 2025, 5:30 p.m.**  
**400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Rod Blizzard, Dawn Brengle, Michael Ducey, Russ Opp  
BOARD MEMBERS NOT PRESENT: Bob Sinclair  
OTHERS PRESENT: Helenanne Cathey, Justin Starck (HDR Engineering)

Russ Opp called the meeting to order at 5:34 p.m.

**I. Customer Accounts / Concerns / Accounts Receivable Report**

- a. DRM master meter – 10/8/24 Board approved DRM using building meter until the master meter is repaired. No update. Dawn Brengle will send DRM an e-mail asking them for an update on when they will have the meter replaced.
- b. Accounts receivable balances and billing for last month were reviewed. There were two accounts that showed 0 usage in March. Account 549.01 shows usage in April. Account 2674.01 still shows 0 usage and will continue to be monitored.

**II. Water System Update / Projects**

- a. The District approved Water Guy to do PFAS testing on 3/11/25. No update.
- b. Permit closeout for water line to serve DRM – Waiting for compaction tests by DRM. No update.
- c. Board members continue to install markers for valves and meter pits. There was discussion on the project and getting the remaining markers installed.
- d. Projects (tank replacement, generator for backup power, general water distribution improvement project, lead service line inventory) – Russ Opp will follow up with Visionary to make sure they are going to have their contractor install markers to replace the ones that were destroyed during their fiber installation project and make any other repairs that are needed.

Tank Replacement – Justin Starck reported that Wyoming Water Development Commission (WWDC) has a grant that could be used because a new water tank was identified in the Level I study done for Means a few years ago. September 1<sup>st</sup> is the due date for a grant application to WWDC. The WWDC grant is typically 2/3 grant with 1/3 matching funds (could use a loan). An elevated tank would be slightly different than what was in the master plan. There was discussion on the cost difference between an elevated tank versus a ground storage tank. A generator would not be required with an elevated tank, but the cost of an elevated tank is going to be more. A generator will require ongoing maintenance. There may be SRF loan money that has about 25% principal forgiveness that could be used as well as the WWDC grant. The County grant is also available.

- e. Lead Service Lines Inventory – Justin Starck reported on the requirements. The next due date is in 2027. There was discussion on the service lines that are still unknown. Dawn Brengle will meet with HDR to see about getting a list or labels of all of the remaining unknowns. The Board discussed sending a letter to people who have not sent a picture of their water line where it comes into their home, explaining to them that they need to send a picture or the District will send someone to their property to take a picture, and the customer will be billed for it.
- f. Issues with Hydrant (on Oil) – No update.

**III. Minutes Approval –**

Dawn Brengle moved to approve the minutes for the regular meeting on April 8, 2025, as presented. Rod Blizzard seconded. Motion carried unanimously.

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

The bills and bank statements were reviewed. Dawn Brengle moved to accept the Treasurer's Report and pay the bills as presented. Rod Blizzard seconded. Motion carried unanimously. Total bills paid \$9,742.47. Account balances: First Northern Bank Checking: \$67,495.90 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: \$143,254.44, Money Market/Reserves: \$447,358.21, CD: \$172,097.42, CD/Reserves \$105,094.53. The total of the accounts is \$935,300.50. 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	\$2,043.18
	4/1/25 - 5/1/25	ACCT. 2847725	COPPER WELL BY PARK - \$285.56	
		ACCT. 3144725	PUMP HOUSE - \$822.27	
		ACCT. 12167102	2011 WATER WELL - \$662.25	
4420	CATHEY CONSULTING	INV. 8091	APR., 2025 ADMIN./BOOKS/COMPL/POSTAGE \$1,654.00	\$1,708.79
		INV. 8069	4/8/25 MEETING MEAL \$54.79	
4421	C N A SURETY	BOND	58249068 / BOND FOR BOARD	\$100.00
4422	HAWKINS, INC.	INV. 7036385	CHLORINE	\$20.00
4423	LOCAL GOVERNMENT LIABILITY POOL	INV. 15850	INSURANCE RENEWAL 7/1/25 - 6/30/26	\$600.00
4424	NEWS-RECORD	INV. 39238	LEGAL AD FOR DIRECTOR ELECTION	\$130.00
4425	WATER GUY	INV. 2025-418	APR., 2025 WATER OPER./METERS/BILLING \$2,927.10	\$5,140.50
		INV. 2025-358	LOCATES 1/3-1/9/25 \$150.00	
		INV. 2025-342	CHANGED OUT METER AT 3216 GARMAN \$488.40	
		INV. 2025-368	PSI PRESSURE LOW / PRV STRAINER WAS PLUGGED - CLEANED \$112.50	
		INV. 2025-466	LOCATES 2/6-3/27/25 \$1,462.50	
			<b>TOTAL CHECKS</b>	<b>\$9,742.47</b>

#### V. Unfinished Business

- a. Director election (May 6, 2025 – Brengle, Opp (4 year terms) and Vacant (remaining 2 years of a 4-year term). Helenanne Cathey, Bob Sinclair and Julie Sinclair canvassed ballots on May 8, 2025. Election results:

Votes for two directors to serve 4-year terms:

Dawn Brengle – 25 votes

Russ Opp – 24 votes

Joe Granzer – 1 vote

Michael Ducey – 2 votes

Votes for one director to serve the remaining two years of a 4-year term:

Joe Granzer – 1 vote

Michael Ducey – 9 votes

Oaths were completed by Dawn Brengle, Russ Opp and Michael Ducey.

- b. Budget for 7/1/25 – 6/30/26 – The proposed budget was approved 4/8/25. The following legal ad will run in the Gillette News-Record on June 17, June 24, and July 1:

#### LEGAL NOTICE OF PUBLIC BUDGET HEARING MEANS FIRST EXTENSION WATER & SEWER DISTRICT

Means First Extension 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 office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on July 8, 2025, at 5:30 p.m. The proposed budget is summarized below:

Expenses: Administrative \$30,646 / Indirect \$3,500 / Operations/Misc./Capital/Emergency \$503,507 / Reserves \$37,934

Revenue / Rollover / Reserves: \$575,587

The budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Means /Minutes from 04/08/25. No change in rates is anticipated.

To contact the District or for special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**VI. New Business**

- a. The Local Government Liability Pool renewal application was completed online as required. The Board reviewed and signed the application.
- b. Russ Opp reported that Stefanie Brown from Water Guy called and asked if the District wanted to be included in the water tank cleaning along with a number of other systems this year. The cost will be about \$8,000 total, and the tanks are due for a cleaning.
- c. Rod Blizzard moved to add Michael Ducey and remove Gerald Eutsler from the bank accounts. Dawn Brengle seconded. Motion carried unanimously.

**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 6:55 p.m.

**NEXT REGULAR MEETING: TUESDAY, JUNE 10, 2025, 5:30 P.M.**

2025 Meetings:

- Tues., June 10, 2025, 5:30 p.m.
- Tues., July 8, 2025, 5:30 p.m. (Budget Hearing and Regular Meeting)
- 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 (K<sup>2</sup> TECHNOLOGIES BUILDING – ENTRANCE IS ON 4<sup>TH</sup> STREET)**

**Meeting Minutes are posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – click on Means Water & Sewer.**

Respectfully submitted,  
Helennane Cathey, Assistant to the Board

Russ Opp  
Signature

Russ Opp  
Printed Name

10 June 25  
Date

Dawn Brengle  
Signature

Dawn Brengle  
Printed Name

6/10/25  
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) / Michael Ducey, Director (307-670-4545)

**District: Means First Extension Water & Sewer District**  
**Regular Meeting**  
**Date / Time: Tuesday, May 13, 2025, 5:30 p.m.**  
**Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette**  
**SIGN-IN SHEET**

**BOARD MEMBERS:**

1. R. Blizzard
2. MICHAEL DUCEY
3. Dawn Brengle
4. Russ Opp
5. \_\_\_\_\_

**OTHERS ATTENDING (Please sign or print legibly – If you would like to receive minutes by e-mail, please provide e-mail address. If you are already receiving minutes by e-mail, leave blank):**

1. JUSTIN STARCK - HDR E-mail: \_\_\_\_\_
2. Helenaanne Cathey E-mail: \_\_\_\_\_
3. \_\_\_\_\_ E-mail: \_\_\_\_\_
4. \_\_\_\_\_ E-mail: \_\_\_\_\_
5. \_\_\_\_\_ E-mail: \_\_\_\_\_
6. \_\_\_\_\_ E-mail: \_\_\_\_\_
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