

**American Road Water and Sewer District
Regular Meeting Minutes
Monday, June 9, 2025, 6:00 p.m.
49 Daisy Street, Gillette**

(Freedom Hills Fire Station had a water leak and was not available for this meeting.)

Board Members Present: Valerie DuBeau, Gordon DuBeau, Dick Hanes, Sandra Wofford
Board Members Approved Absent: Shelby Hanes
Others Present: Helenanne Cathey

Valerie DuBeau called the meeting to order at 6:02 p.m. The meeting location was changed due to a water leak at the Freedom Hills Fire station making the meeting room there unavailable. A sign was posted at the Freedom Hills Fire Station, an e-mail was sent to the District's e-mail list, and the information was posted online.

- I. Customer Issues / Concerns – None
- II. Water System / Water Tank Project –
 - Water System information, including water meter readings, billing and accounts receivable balances were reviewed.
 - Regional Water Connection – No update.
 - Lead and Copper Rules (Service Lines Inventory) / Water Guy – No update.
 - Plug and Abandon 2 Wells – No update.
- III. Gordon DuBeau moved to approve the minutes for the last regular meeting on May 12, 2025. Dick 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 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 \$4,000.00 from savings to checking. Sandra Wofford 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 5/1–6/1/25	\$490.16
2347	Cathey Consulting	Inv. 8118 – May bks/adm./postage	\$551.25
2348	Hawkins	Inv.7068837 – Chlorine \$849.00 Inv. 7066978 – Chlorine \$10.00	\$859.00
2349	Water Guy	Inv. 2025-499 – May water operator, meters, billing \$1,465.30 Inv. 2025-596 – Locates 4/11/25-4/29/25 \$637.50	\$2,102.80
TOTAL BILLS PAID AT THIS MEETING:			\$4,003.21
Bank Balances End of Meeting:			
CHECKING ACCOUNT BALANCE AFTER BILLS:			\$2,800.42
SAVINGS/MONEY MARKET ACCOUNT BALANCE:			\$155,680.06
RESERVES ACCOUNT:			\$82,080.89

- VI. Unfinished Business
 - a. Road from water tower onto Quail Meadows Street / Drainage – The Board hasn't looked at the area yet.
 - b. Budget for 7/1/25 – 6/30/26 – The budget hearing is July 14, 2025. The proposed budget was approved April 14, 2025.
 - a. One item was added to the summary of rules –
Any lot not previously developed with two hookups (for two living units) on the lot prior to 1993 can only have one living unit per lot. An additional living unit cannot be added to any lot in American Road Water and Sewer District (unless the lot had been developed with an additional hookup prior to 1993).

This is a clarification of the rules, not an additional rule. This has always been the policy.
 - c. Director election (November 4, 2025 – V. DuBeau, D. Hanes, S. Hanes) – Applications to be on the ballot are due between August 6, 2025, and August 26, 2025.

VII. New Business

- a. August through November meetings were scheduled. The meeting dates and times are listed at the end of the meeting minutes.
- b. The balance due on 2 Camillia Court has been paid in full. Water was turned on to the property. Gordon DuBeau moved to file the release of lien on 2 Camillia Court (Granzer property). Sandra Wofford seconded. Motion carried unanimously.

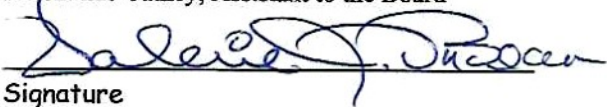
NOTES:

- 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, July 14, 2025, 6:00 p.m. (Budget Hearing and Regular Meeting) / Monday, August 18, 2025, 6:00 p.m. / Monday, September 29, 2025, 6:00 / Monday, October 27, 2025, 6:00 p.m. / Monday, November 24, 2025, 6:00 p.m. the Freedom Hills Fire Station. (No meeting in December.)

Sandra Wofford moved to adjourn. Dick Hanes seconded. The meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board


Signature

Valerie J. DuBeau
Printed Name

7-14-2025
Date


Signature

Sandra Wofford
Printed Name

7-14-2025
Date