

**American Road Water and Sewer District
Budget Hearing and Regular Meeting Minutes
Monday, July 14, 2025, 6:00 p.m.
Freedom Hills Fire Station, 1 Canary Road, Gillette**

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

BUDGET HEARING

Valerie DuBeau called the budget hearing to order at 6:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Gordon DuBeau moved to adjourn the budget hearing and call the regular meeting to order. Sandra Wofford seconded. The Budget Hearing was adjourned at 6:03 p.m.

REGULAR MEETING

The regular meeting came to order at 6:03 p.m.

- I. Budget – Valerie DuBeau moved to adopt the budget for 7/1/25 – 6/30/26 for \$253,887, and approve the update to the rules for the District, and adopt the resolution to assess and submit assessments to the County as approved in the budget. Sandra Wofford seconded. Motion carried unanimously.
- II. Customer Issues / Concerns – None
- III. 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.
- IV. Valerie DuBeau moved to approve the minutes for the last regular meeting on June 9, 2025. Dick Hanes seconded. Motion carried unanimously.
- V. 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.
- VI. The bills were reviewed. Valerie DuBeau moved to pay the bills as presented and as listed below and transfer \$4,500.00 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>Pavee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – Accts 2164225, 2195825, 2532825, 2644926, 2915825, 3291925 6/1–7/1/25	\$624.04
2350	Cathey Consulting	Inv. 8162 – Lien release filed at courthouse \$12.00 Inv. 8163 – June bks/adm./postage \$551.25	\$563.25
2351	Energy Laboratories	Inv. 714514 – Testing/Annual water quality rpt. \$125 Inv. 713651 – Water testing \$580.00	\$705.00
2352	Gordon DuBeau	4 th Qtr 2025 FYE Meeting Attendance	\$75.00
2353	Hawkins	Inv.7099664 – Chlorine	\$10.00
2354	Gillette News-Record	Inv. 42745 – Budget hearing legal ads	\$319.80
2355	Richard Hanes	4 th Qtr 2025 FYE Meeting Attendance	\$75.00
2356	Sandra Wofford	4 th Qtr 2025 FYE Meeting Attendance	\$25.00
2357	Shelby Hanes	4 th Qtr 2025 FYE Meeting Attendance	\$50.00
2358	Valerie DuBeau	4 th Qtr 2025 FYE Meeting Attendance	\$75.00
2359	Water Guy	Inv. 2025-648 – June water operator, meters, billing \$1,465.30 Inv. 2025-621 – Locates 5/7-5/30/25 \$375.00	\$1,859.05

	Inv. 2025-735 – Bounced check Xpress bill pay \$18.75	
2360 Gillette News-Record	Inv. 42749 - Director election legal ad	\$118.30
TOTAL BILLS PAID AT THIS MEETING:		\$4,499.44
Bank Balances End of Meeting:		
CHECKING ACCOUNT BALANCE AFTER BILLS:		\$2,802.63
SAVINGS/MONEY MARKET ACCOUNT BALANCE:		\$163,192.08
RESERVES ACCOUNT:		\$82,148.35

VII. Unfinished Business

- a. Road from water tower onto Quail Meadows Street / Drainage – No update.
- b. 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.

VIII. New Business

- a. Public Records Notice – The Board reviewed and signed the public records notice to submit to the County stating that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- b. Official Depository – Valerie DuBeau moved to designate First Northern Bank as the official depository for 7/1/25 – 6/30/26. Gordon DuBeau seconded. Motion carried unanimously.
- c. Valerie DuBeau reported that she received a phone call from a Board member on the Southfork Improvement & Service District. They have some of the same concerns about the prices they are paying Water Guy for locates. There was discussion. Valerie DuBeau has a call in with One Call of Wyoming to ask some questions. She will also contact the County.

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, 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.)

Valerie DuBeau adjourned the meeting at 7:02 p.m.

Respectfully submitted,
Heleanne Cathey, Assistant to the Board

Valerie DuBeau
Signature

Valerie DuBeau
Printed Name

8-18-25
Date

Dick Hanes
Signature

Dick Hanes
Printed Name

8-18-25
Date

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

Budget - American Road WSD - 7/1/25 - 6/30/26

Budget Hearing: Monday, July 14, 2025, 6:00 p.m. at the Freedom Hills Fire Station / PO Box 2874, Gillette, WY 82717

	Actual (F32) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25	Actual (EST) 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26
CASH CARRYOVER	121,659	96,628	138,338	166,636
Revenue				
Assessments	18,741	18,741	19,047	18,741
Assessments - Interest	94	50	50	50
Customer and other Billing	65,348	64,540	70,812	64,540
Grants - County	0		0	
Interest from Bank	1,780	2,000	2,000	2,000
Other revenue (capital credits)	1,209	1,920	808	1,920
TOTAL REVENUE	87,172	87,251	92,717	87,251
TOTAL REVENUE PLUS CASH CARRYOVER	208,831	183,879	231,055	253,887
Expenditures				
Capital Expenditures	0		0	
Administrative	9,932	10,990	10,200	13,000
Operations	32,953	147,364	33,404	219,282
Indirect	1,662	2,600	1,601	2,600
Debt Principal	0	0	0	0
Interest	0	0	0	0
To Reserves		19,005	19,005	19,005
TOTAL EXPENDITURES	44,547	179,959	64,210	253,887
Receivables Start of FY	5,048		6,020	
Payables Balance Start of FY	5,601		4,905	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	121,659	96,628	138,338	166,636
RESERVES BALANCES	38,080	61,940	62,462	82,148
TOTAL FUNDS BEGINNING OF YEAR	159,739	158,568	200,800	248,784

Receivables Balance End of FY	6,020			
Payables Balance End of FY	4,905			
Undeposited Funds (Xpress)	104			
End of Year Bank Balance	200,800	65,860	230,422	82,148

Net per year (Revenue minus Expenses) 3,920 166,845 0

Reserves start of year	38,080	61,940	62,462	82,083
Deposits plus interest on reserves (deposit done 3/18/24)	24,382	19,005	19,621	19,005
Transfers out of reserves				
Reserves end of year	62,462	80,945	82,083	101,088

Budget Message: The District's water continue to commit \$19,005 to reserves each year to build back reserves after the water tank project. This will be the fifth year of a 10 year assessment for properties that didn't prepay the assessment for the water tank project. No major repairs or improvements are planned at this time. Rates are anticipated to stay the same at this time.

 Board Member Signature Sandra Wofford

Directors: Valerie DuBeau (Pres.), Dick Hanes, (Dir.) Shelby Hanes (Sec. - 4 years) terms end Nov., 2025 / Gordon DuBeau (Dir.), Sandra Wofford (VP), terms end Nov., 2027
 Meetings are held monthly with the next meeting date confirmed at each meeting. Meetings are at the Freedom Hills Fire Station, 1 Canary Road, Gillette or at the office of Carhey Consulting (400 S Gillette Ave, Suite 106, Gillette). Records are stored at 400 S Gillette Ave, Suite 106, Gillette.

NOTES: Capital / Major Improvements estimate \$8,757 for cementing wells (Plug & abandon 2 wells - UW 91971 & UW 91968) - to be done at some point in the future.

Date	Base Monthly Fee
7/1/22 Base monthly fee increased	\$65.00
10/1/2016 Base monthly fee increased	\$45.00
7/1/2008 Base monthly fee increased	\$40.00
1998 - not sure when this fee started	\$30.00

18,000 gallons included in base monthly fee – Overage increased July, 2008 to the following:
 \$3.00/1,000 gallons for water usage above the 18,000 gallons up to 25,000 gallons.
 \$3.50/1,000 gallons for water usage equal to or more than 25,000 gallons.

July, 1998: \$30 per month plus:
 \$2.50/1,000 gallons for water usage above 18,000 gallons but less than 25,000 gallons.
 \$3.00/1,000 gallons for water usage over 25,000 gallons.
 District formation = 1988
 Assessment on 72 properties (\$263.96) - started in 2021 - 10 year assesment. Last year 2030.

AMERICAN ROAD WATER & SEWER DISTRICT
Water Rates & Tap Fees – July 1, 2025

WATER RATES

- 1 \$65.00 per meter unit per month with a limit of 18,000 gallons.
- 2 \$3.00/1,000 gallons for water usage above the 18,000 gallons up to 25,000 gallons.
- 3 \$3.50/1,000 gallons for water usage over 25,000 gallons.
- 4 Bill adjustment requests must be made in person at a monthly meeting within 60 days of actual charge.
- 5 A clearing fee and/or any associated costs to free area surrounding meter pits/readouts of grass, snow, debris or other hazards will be billed at cost plus 20%, payable to the water district. This also includes locks / straps removed from meter pits and/or other district property. Other remedies may be applicable if approved by the board.
- 6 When selling property, it is the seller's responsibility to notify the water district and provide the buyer's name, address and phone number to the District's Secretary/Treasurer. Otherwise, the seller is responsible for all accumulated charge. Water to the whole lot can be disconnected to ensure compliance. Additional charges for shut off and turn on will apply.
- 7 All fees are due by the 20th of each month. Late fees are run on the 21st of the month.

WATER TAP FEES

- 1 \$3,000.00 per residential unit. All costs associated with the construction: i.e., meter pit, meter, etc. will be paid by the party wanting to tap into the system. All construction will meet applicable regulations.

LATE FEES

- 1 \$15.00 each month per meter that payment in full is not received
- 2 \$35 Returned Check Fee for checks returned due to insufficient funds or any electronic return.
- 3 If account is turned over to collections, landowner is responsible for all fees associated to collect debt.

SUMMARY

- 1 \$65.00 per month for the first 18,000 gallons.
- 2 \$3.00 per 1,000 gallons 18,001 to 24,999 gallons.
- 3 \$3.50 per 1,000 gallons 25,000 gallons and over.
- 4 \$15.00 per month late fee if not paid by the 20th of the month.
- 5 \$250.00 shut off / turn on fee if water is shut off. District board reserves the right to pass on only the District's costs rather than charge the \$250 shut off/turn on fee for shut offs due to reasons other than nonpayment. Additional charges may apply (for example – after hours turn on).
- 6 If water is shut off to a property, the FULL balance owed on the account will be required to be paid before water will be turned on.
- 7 Cost plus 20% for fees or property damages.
- 8 \$35 Returned Check or Electronic Payment Fee
- 9 \$200 for meter or meter pit compromised PLUS all costs to repair meter, meter pit, and any District property. If a meter or meter pit has been compromised in any way, including but not limited to the lock and chain, 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.
- 10 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.
- 11 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).
NOTE: IDLE METER FEE DISCONTINUED 7/1/19 EXCEPT FOR 1 LOT THAT HAS NEVER BEEN CONNECTED TO THE WATER SYSTEM (\$45 PER MONTH STARTING 7/1/22). ONCE CONNECTED, IDLE METER FEE NO LONGER AVAILABLE.

See list attached