

**Means First Extension Water & Sewer District**  
**Budget Hearing and Regular Meeting Minutes**  
**Tuesday, July 8, 2025, 5:30 p.m.**  
**400 South Gillette Avenue, Suite 106, Gillette, Wyoming**  
*Revised 7/9/25*

BOARD MEMBERS PRESENT: Rod Blizzard, Dawn Brengle, Michael Ducey, Russ Opp, Bob Sinclair  
OTHERS PRESENT: Helenanne Cathey, Justin Starck (HDR Engineering)

**BUDGET HEARING**

Russ Opp called the budget hearing to order at 5:30 p.m. There were no changes to the budget. There was an opportunity for public comment. There were no public comments. Russ Opp adjourned the budget hearing at 5:31 p.m.

**REGULAR MEETING**

Russ Opp called the meeting to order at 5:31 p.m.

- I. **Budget** – Dawn Brengle moved to adopt the budget for 7/1/25 – 6/30/26 for \$575,587. Bob Sinclair seconded. Motion carried unanimously.
- II. **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.
  - b. Accounts receivable balances and billing for last month were reviewed. Account 2674 hasn't had readings for four months. Russ Opp reported that he talked to Stefanie Brown with Water Guy, and Water Guy will go look at the meter because the property is using water. Water Guy said that they would also fix the leak on the north water tank.
- III. **Water System Update / Projects**
  - a. **Water Tank Cleaning**
    - 1 Proposal from Water Guy / Midco – The Board authorized having Water Guy go ahead with the tank cleaning and inspections for both water tanks at the June 10<sup>th</sup> meeting. A written proposal was received from Midco. Russ Opp reported that he talked to Alec Horan at Midco regarding the reports that are available with the tank cleaning. Dawn Brengle moved to authorize Russ Opp to sign the agreement with Midco, including the full written report utilizing EPA or State Guidelines. Rod Blizzard seconded. Motion carried unanimously.
  - 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.
    - 1 Visionary / markers that were run over – Russ Opp reported that he talked to someone from Visionary. They will be addressing the issue.
  - e. **Projects / possible funding**
    - 1 Water Tank Replacement – 6/10/25 – Board authorized pursuing a ground storage tank with a generator. Justin Starck explained some of the work that will be needed prior to the next meeting. There was discussion on waiting until the tank cleaning and inspection is done before moving forward on some of the application requirements. The application to the state (for funding) is due the first part of September, so a resolution and \$2,000 application fee would need to be approved at the August meeting. The consensus is to hold off on the engineer doing anything further until the tank cleaning and inspection is done. If the tanks are in decent shape and the District doesn't need a new tank right now, no application would be done for funding at this time.
    - 2 Generator for backup power – No update.
    - 3 General water distribution improvement projects – No update.
    - 4 Lead and copper service line inventory – No update.
  - f. Lead Service Lines Inventory – No update.
  - g. Issues with Hydrant (on Oil) – No update.

**IV. Minutes Approval –**

Rod Blizzard moved to approve the minutes for the regular meeting on June 10, 2025, as presented. Dawn Blizzard seconded. Motion carried unanimously.

**V. Treasurer’s Report Acceptance / Deposits Review / Bank Statements / Pay Bills**

The bills and bank statements were reviewed. There was a great deal of discussion on the bill from Water Guy for the locates. Dawn Brengle moved to accept the Treasurer’s Report and pay the bills as presented. Rod Blizzard seconded. Motion carried unanimously. Total bills paid \$6,889.05. Account balances: First Northern Bank Checking: \$72,458.85 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: \$143,493.95 CD: \$174,049.43, Money Market/Reserves: \$448,106.16, CD/Reserves \$106,275.04. The total of the accounts is \$944,383.43. 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 - \$	No bill yet.
	6/1/25 - 7/1/25	ACCT. 2847725	COPPER WELL BY PARK - \$	
		ACCT. 3144725	PUMP HOUSE - \$	
		ACCT. 12167102	2011 WATER WELL - \$	
4430	CATHEY CONSULTING	INV. 8183	JUNE, 2025 ADMIN./BOOKS/COMPL/POSTAGE \$1,654.00	\$1,743.55
		INV. 8160	6/10/25 MEETING MEAL \$89.55	
4431	DAWN BRENGLE	4TH QTR FYE 2025	BOARD MEETING ATTENDANCE	\$75.00
4432	ENERGY LABORATORIES, INC.	INV. 715240	ANNUAL WATER QUALITY REPORT	\$125.00
4433	HAWKINS, INC.	INV. 7099711	CHLORINE \$30.00	\$484.50
		INV. 7105843	CHLORINE \$454.50	
4434	MICHAEL DUCEY	4TH QTR FYE 2025	BOARD MEETING ATTENDANCE	\$50.00
4435	NEWS-RECORD	INV. 42817	BUDGET HEARING LEGAL AD	\$296.40
4436	ROBERT SINCLAIR	4TH QTR FYE 2025	BOARD MEETING ATTENDANCE	\$25.00
4437	RODERICK BLIZZARD	4TH QTR FYE 2025	BOARD MEETING ATTENDANCE	\$75.00
4438	RUSSELL W. OPP	4TH QTR FYE 2025	BOARD MEETING ATTENDANCE	\$75.00
4439	WATER GUY	INV. 2025-695	JUNE, 2025 WATER OPER./METERS/BILLING \$2,927.10	\$3,939.60
		INV. 2025-635	LOCATES - MAY, 2025 \$1,012.50	
			<b>TOTAL CHECKS</b>	<b>\$6,889.05</b>

**VI. Unfinished Business**

- a. None

**VII. New Business**

- a. Public Records Notice – The public records notice was signed and will be submitted to the County reporting that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- b. Dawn Brengle moved to designate First Northern Bank as the official depository for the District for 7/1/25 – 6/30/26. Rod Blizzard seconded. Motion carried unanimously.
- c. Self-audit (Checks and Balances can perform the self-audit again this year at the same rate as last year) – Dawn Brengle moved to hire Checks and Balances at the same rate. Rod Blizzard seconded. Motion carried unanimously.

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

**IX. Adjourn** – Rod Blizzard moved to adjourn. Dawn Brengle seconded. The meeting was adjourned at 6:22 p.m.

**NEXT REGULAR MEETING: TUESDAY, AUGUST 12, 2025, 5:30 P.M.**

**2025 Meetings:**

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,  
Helenanne Cathey, Assistant to the Board

  
\_\_\_\_\_

Signature

Russ OPP  
\_\_\_\_\_

Printed Name

12 Aug 2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_

Signature

Robert Sinclair  
\_\_\_\_\_

Printed Name

8/11/25  
\_\_\_\_\_  
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)

**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) 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
<b>CASH CARRYOVER (BUDGET - NO RESERVES)</b>	409,936	333,066	387,373	379,226
<b>Revenue</b>				
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	
<b>TOTAL REVENUE</b>	168,566	196,361	191,236	196,361
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	578,502	529,427	578,609	575,587
<b>Expenditures</b>				
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
<b>TOTAL EXPENDITURES</b>	114,842	529,427	177,999	575,587
Receivables Start of FY	6,143		(479)	
Payables Balance Start of FY	7,613		11,122	
	<b>6/30/2023</b>	<b>6/30/24 (EST)</b>	<b>6/30/2024</b>	<b>6/30/25 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	409,936	333,066	387,373	379,226
RESERVES BALANCES	399,446	505,000	505,217	555,000
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	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
<b>Net per year (Revenue plus cash on hand minus Expenses)</b>	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)				
<b>Reserves end of year</b>	505,217	542,934		580,858

**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.

*Dawn Brengle*
*Michael Ducey*

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 Michael Ducey 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