

**American Road Water and Sewer District  
Regular Meeting Minutes  
Monday, September 29, 2025, 6:00 p.m.  
Freedom Hills Fire Station, 1 Canary Road, Gillette**

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

Dick Hanes called the meeting to order at 6:00 p.m.

- I. Dick Hanes moved to approve the minutes for the regular meeting on August 18, 2025. Shelby Hanes seconded. Motion carried unanimously.
- II. The bank statements for the savings, checking, and reserve accounts for last month were reviewed. Dick Hanes moved to accept the treasurer's report, bank statements, and reconciliations for last month. Shelby Hanes seconded. Motion carried unanimously.
- III. The bills were reviewed. The bill for HUB International for insurance for 9/5/25 – 9/5/26 was paid in August after the last meeting because it was due prior to this meeting. Dick Hanes moved to pay the bills as presented and as listed below and transfer \$5,000.00 from savings to checking. Shelby Hanes 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 8/1–9/1/25	\$726.31
2364	HUB International	Insurance 9/5/25 – 9/5/26	\$1,525.00
2365	C.N.A. Surety	Bond / Board	\$100.00
2366	Cathey Consulting	Inv. 8257– August bks/adm./postage	\$580.00
2367	Hawkins	Inv. 7168228 – Chlorine \$30.00 Inv. 7196199 – Chlorine \$461.00 Inv. 7197230 – Chlorine \$20.00	\$511.00
2368	Water Guy	Inv. 2025-9275 – Aug. water operator, meters, billing \$1,465.30 Inv. 2025-1056 – Locates July, 2025 \$150.00	\$1,615.30
<b>TOTAL BILLS PAID AT THIS MEETING</b>			
<b>(PLUS HUB INTERNATIONAL BILL PAID IN AUGUST:</b>			<b>\$5,057.61</b>
Bank Balances End of Meeting:			
CHECKING ACCOUNT BALANCE AFTER BILLS:			\$2,960.07
SAVINGS/MONEY MARKET ACCOUNT BALANCE:			\$166,141.46
RESERVES ACCOUNT:			\$82,287.95

IV. 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) – The draft ballot was reviewed and will be mailed between October 10<sup>th</sup> and October 20<sup>th</sup>. The following legal ad will run in the Gillette News-Record on October 21, 2025, after ballots have been mailed:

**NOTICE OF DIRECTOR ELECTION  
AMERICAN ROAD WATER & SEWER DISTRICT  
CAMPBELL COUNTY, WYOMING**

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the American Road Water & Sewer District for the purpose of electing three directors to the Board of Directors to serve four-year terms. Candidates include Valerie DuBeau, Dick Hanes, and Shelby Hanes. Replacement ballots may be obtained from Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helenanne Cathey at 307-685-8235. An "Elector Affidavit" form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by American Road Water & Sewer District by mail at P.O. Box 2874, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, November 4, 2025, or at Cathey Consulting by 5:00 p.m. on Tuesday, November 4, 2025, to be valid. 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.

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

Helennane Cathey, Gordon DuBeau and Sandra Wofford will canvass ballots within a week of the election date.

- c. Water Guy billing for locates / One Call of Wyoming and the County – No update.

V. New Business

- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/25. The report will be sent to the Department of Audit as required.
- b. An EPA Sanitary Survey and letter were received by e-mail from the EPA dated 9/10//25. The information was forwarded to the Board and was available for review at the meeting. Dick Hanes moved to contact Water Guy and have them come to the meeting. Gordon DuBeau seconded. Motion carried unanimously.

- VI. Customer Issues / Concerns – Account 1957.01 requested the waiver of a late fee. When the automatic payment was set up on the account, a cap was set at \$65, and when there was an overage charge the automatic payment only deducted the \$65 which resulted in the account receiving a late fee. Dick Hanes moved to waive the late fee on Account 1957.01. Shelby Hanes seconded. Gordon DuBeau was in agreement with what the other Board members decided so the motion carried.

Homeowners with automatic payments set up are encouraged to check their automatic payment setup and make sure they know if a limit has been set on the automatic payment to ensure that monthly bills are covered, even if there are usages on the account.

VII. Water System / Water Tank Project –

- Water System information, including water meter readings, billing and accounts receivable balances were reviewed and discussed.
- Regional Water Connection – No update.
- Lead and Copper Rules (Service Lines Inventory) / Water Guy – No update.
- Plug and Abandon 2 Wells – No update.

NOTES:

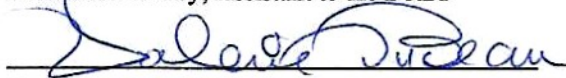
1. If a landowner is selling, then it is the seller's responsibility to assure ALL water connections meet District Policy, and are inspected by Water Guy, LLC. Water to the whole lot can be disconnected to ensure compliance. Additional charges for shut off and turn on will apply.
2. When selling your 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. Homeowners with automatic payments set up are encouraged to check their automatic payment setup and make sure they know if a limit has been set on the automatic payment to ensure that monthly bills are covered, even if there are usages on the account.

- 11. 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 20<sup>TH</sup> OF THE MONTH!
- 12. Minutes are posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net).

**Upcoming Meetings: Monday, 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.)**

Dick Hanes moved to adjourn. Gordon DuBeau seconded. The meeting was adjourned at 6:39 p.m.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
Signature

Valerie DuBeau  
Printed Name

10-27-25  
Date

  
Signature

Sandra Wofford  
Printed Name

10-27-25  
Date

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