

**American Road Water and Sewer District
Regular Meeting Minutes
Monday, November 24, 2025, 6:00 p.m.
Freedom Hills Fire Station, 1 Canary Road, Gillette**

Board Members Present: Gordon DuBeau, Valerie DuBeau, Dick Hanes, Sandra Wofford
 Board Members Not Present: Shelby Hanes
 Others Present: Helenanne Cathey

Valerie DuBeau called the meeting to order at 6:00 p.m.

- I. Valerie DuBeau moved to approve the minutes for the regular meeting on October 27, 2025. Sandra Wofford seconded. Motion carried unanimously.
- II. The bank statements for the savings, checking, and reserve accounts for last month were reviewed. Valerie DuBeau moved to accept the treasurer's report, bank statements, and reconciliations for last month. Sandra Wofford seconded. Motion carried unanimously.
- III. The bills were reviewed. Valerie DuBeau moved to pay the bills as presented and as listed below and transfer \$5,200.00 from savings to checking for this month's and next month's bills. 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 10/1–11/1/25	\$456.04
2378	Cathey Consulting	Inv. 8356– October bks/adm./postage	\$580.00
2379	Hawkins	Inv.7257068 – Chlorine	\$30.00
2380	Water Guy	Inv. 2025-1207 – Oct. water operator, meters, billing \$1,465.30	\$1,559.05
		Inv. 2025-1287 – Bounced check \$18.75	
		Inv. 2025-1316 – Locates – September \$75.00	
TOTAL BILLS PAID AT THIS MEETING:			\$2,625.09
Bank Balances End of Meeting:			
CHECKING ACCOUNT BALANCE AFTER BILLS:			\$5,459.51
SAVINGS/MONEY MARKET ACCOUNT BALANCE:			\$177,765.97
RESERVES ACCOUNT:			\$82,425.53

- 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) – Gordon DuBeau, Rodrick Oller, and Helenanne Cathey canvassed ballots on November 6, 2025. Election results:
 Votes for 3 directors to serve 4-year terms:
 Valerie DuBeau – 14 votes
 Dick Hanes – 15 votes
 Shelby Hanes – 15 votes
 Oaths were completed as required.
 - c. Water Guy billing for locates / One Call of Wyoming and the County – No update.
- V. New Business
 - a. Water Guy e-mailed a request for the waiver of a late fee for Account 1978.02. The account received a late fee because the safety limit was less than the bill amount so Xpress bill pay didn't pull the full payment amount. Valerie DuBeau moved to waive the late fee on the account. Moving forward, the late fees will not be forgiven for those accounts that haven't increased their safety limit and end up with a late fee. Sandra Wofford seconded. Motion carried unanimously.
- VI. Customer Issues / Concerns – None
- VII. Water System / Water Tank Project –
 - Duaine Faucett / Water Guy update – No update at this meeting.
 - EPA Sanitary Survey / Significant Deficiencies / Plug & Abandon Wells
 - Meter Readings / Main Meter compared to total of water meters

- 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.
- PFAS Testing – Valerie DuBeau will sign up for the PFAS testing and contact Water Guy if more information is needed.

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 20TH OF THE MONTH!
12. Minutes are posted online at www.cathevconsulting.net.

Upcoming Meetings: No meeting in December / Monday, January 19, 2026, 5:30 p.m. at the Freedom Hills Fire Station.

Valerie DuBeau adjourned the meeting at 6:37 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Signature

Valerie DuBeau

Printed Name

1-19-2026

Date

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

Signature

Dick Hanes

Printed Name

1-19-2026

Date