

**BRUNSEN IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
WEDNESDAY, NOVEMBER 13, 2024, 5:00 P.M.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Steven Brenner, Claudia Martinson, John E. Ford (by phone)  
Others Present: Helenanne Cathey, Jen Brenner

Steven Brenner called the meeting to order at 5:00 p.m.

- I. **Minutes Approval** – Claudia Martinson moved to approve the September 11, 2024, regular meeting minutes and October 11, 2024, special meeting minutes as written. John E. Ford seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – Steven Brenner moved to accept the Treasurer’s Report and pay bills as presented. Claudia Martinson seconded. Motion carried unanimously.

<b>Bank Balance From the End of the Last Meeting:</b>		<b>\$32,996.34</b>
09/30/24	Interest	\$12.25
10/31/24	Interest	\$12.58
<b>Bank Balance Prior to Meeting:</b>		<b>\$33,021.17</b>

<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
195	Cathey Consulting, LLC	Inv. 7755 – Sept. Adm./Books \$210.00	\$420.00
		Inv. 7813 – Oct. Adm./Books \$210.00	
196	J Finch Dirt Works	Inv. 039651 – Brunsen Rd. improvements Phases 1 & 2 \$5,200.00	\$11,340.00
		Inv. 039652 – Brunsen Rd improvements Haul J-Base from Quality Agg & Water truck \$6,140.00	
197	Quality Agg & Construction	Inv. 52710 – 630.85 tons J-Base at \$19/ton	\$11,986.15
<b>TOTAL BILLS PAID:</b>			<b>\$23,746.15</b>
<b>Bank Balance After Bills:</b>			<b>\$9,275.02</b>
<b>Total assessments due: \$12,000.00 (plus County grant reimbursement \$5,960.75)</b>			

- III. **Unfinished Business**
  - a. **Road Work / County Grant** – The road project was completed last month. A special meeting was held to approve 3 days with a water truck, but a water truck was only needed for 1 day. The Board was happy with the work that was done. There were a couple of days of weather that delayed the project, but other than that it went well.

John E. Ford asked for specific thank yous to be put in the minutes:

- Thank you to Steven Brenner and Claudia Martinson for the emergency meeting to approve water as needed.
  - Thank you to Jason Finch for the road work.
  - Thank you to Clark Melinkovich from the County for looking at the roads and advising the District on how to proceed with the next phase.
- 2) The County Grant was submitted and approved for \$5,960.75 (50% for drainage and 25% for rock) for two phases of Brunsen Road:
- Phase 1 – 75 Brunsen Road to the cattle guard by Landers Road (1,141’)
  - Phase 2 – Landers Road to halfway to 114 Brunsen Road (637’)

J Finch Dirt Works completed the road and drainage work, hauling and spreading 630.85 tons of J-Base (from Quality Agg) using water as approved at the special meeting. Invoices were paid at this meeting.

The Board reviewed, approved and signed the County grant agreement, pay request, completion report and affidavit to receive reimbursement from and close out the grant.

Total Project Cost \$23,326.15  
Total Grant \$5,960.75  
(District cost: \$17,365.40)

No snow fencing will be put up this year. The contractor that did the road improvements suggested holding off on putting up any snow fence so we can see how the drainage and improvements hold up to snow storms / drifting.

- 3) Phase 3 will be for the rest of Brunsen Road – A scope will be developed in order to get bids to apply for the County grant. This will be discussed at the next meeting.

**IV. New Business**

- a. A suggestion was made to put up some taller posts with reflectors by all of the culverts. Steven Brenner suggested moving the posts off the road a bit because they are too close to the road and will likely get hit by snowplows. John E. Ford said that he would look for taller posts. Steven Brenner moved to reimburse John E. Ford for taller posts. Claudia Martinson seconded. Motion carried unanimously.

**UPCOMING MEETINGS:**


**Next Regular Meeting: Wednesday, January 8, 2025, 5:00 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technologies Building – Office Entrance is on 4<sup>th</sup> Street across from Arrow Printing). Meetings are generally held the second Wednesday of every other month (odd months).**

**2025 Meetings**

Wed., Jan. 8, 2025, 5:00 p.m. / Wed., Mar. 12, 2025, 5:00 p.m. / Wed., May 14, 2025, 5:00 p.m.  
Wed., July 9, 2025, 5:00 p.m. / Wed., Sep. 10, 2025, 5:00 p.m. / Wed., Nov. 12, 2025, 5:00 p.m.

Steven Brenner moved to adjourn. John E. Ford seconded. The meeting was adjourned at 5:12 p.m.

Respectfully Submitted,  
Helenanne Cathey, Assistant to the Board

  
\_\_\_\_\_  
Signature

Steven Brenner  
\_\_\_\_\_  
Printed Name

1-8-2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

Claudia Martinson  
\_\_\_\_\_  
Printed Name

Jan. 8, 2024  
\_\_\_\_\_  
Date

John E. Ford, President (307-680-0682) / Steven Brenner, Vice President (307-258-9953) /  
Claudia Martinson, Secretary/Treasurer (307-660-8469)