

**BUCKSKIN IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES**

**Tuesday, October 15, 2024, 5:30 p.m.**

400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

Board Members Present: Shirley Hecht, Tom Price, Lillian Wollman  
Others Present: Helenanne Cathey, JR Perez, AJ Perez

Tom Price called the meeting to order at 5:30 p.m.

- I. **Minutes Approval** – Shirley Hecht moved to approve the July 16, 2024, budget hearing and regular meeting minutes as revised. Lillian Wollman seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance** – Tom Price moved to accept the Treasurer’s Report and pay the bills as presented and as listed below. Shirley Hecht seconded. Motion carried unanimously. Bank statements were reviewed. The financial reporting is listed below.

<b>Bank Balance End of Previous Meeting:</b>		<b>\$35,610.58</b>
7/1/-7/16/24	Deposits – Water	\$722.72
Adjusted Balance Forward:		\$36,333.30
7/17-7/31//24	Deposits – Water	\$427.28
07/31/24	Bank Service Charge	\$2.00
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Balance 7/31/24		\$36,758.58
8/1-8/31/24	Deposits – Water	\$2,749.36
08/05/24	Deposit – Xpress bill pay	\$537.52
August Bills Paid		
AUTO PAY	Powder River Energy – Electricity 7/1-8/1/24	\$279.58
AUTO PAY	City of Gillette – Bill 1897816 Water 6/21-7/23 532,000 gal.	\$1,763.88
Ck# 1469	Cathey Consulting – Inv. 7676 – July Adm./Bks/post.	\$341.25
Ck# 1470	Water Guy, LLC – Inv. 2024-742 – July Water Op/Billing	\$689.80
Ck# 1471	Simon Materials – Inv. 3771074 – 917.19 tons recycled concrete	\$25,681.38
05/31/23	Bank Service Charge	\$2.00
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Balance 8/31/24		\$11,287.57
9/1-9/30/24	Deposits – Water	\$1,682.16
09/05/24	Deposit – Xpress bill pay	\$906.20
09/10/24	Deposit – Assessments	\$979.01
09/19/24	Deposit – County Grant	\$8,474.86
September Bills Paid:		
AUTO PAY	Powder River Energy – Electricity 8/1-9/1/24	\$277.33
AUTO PAY	City of Gillette – Bill 1915203 Water 7/23-8/21 560,000 gal.	\$1,850.40
Ck# 1472	Cathey Consulting – Inv. 7715 – Aug. Adm./Bks/postage	\$341.25
Ck# 1473	Hespen Excavating – Inv. 394905 – 1,400 feet of Rawhide Drive – rebuilt drainage, clear culverts, blade \$13,750.00	\$7,250.00
Ck# 1474	Simon Materials – Inv. 3774193 – Water truck	\$480.00
Ck# 1475	Water Guy – Inv. 2024-869 – Aug. Water Op/Billing \$689.80 Inv. 2024-938 – Map for One Call of Wyo. \$75.00	\$764.80
Ck# 1476	Hespen Excavating – Inv. 394905 – 1,400 feet of Rawhide Drive – rebuilt drainage, clear culverts, blade \$13,750.00 (pay balance due after ck# 1473)	\$6,500.00
09/30/24	Bank Service Charge	\$2.00
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Balance 9/30/24		\$5,864.02
10/05/24	Deposit – Xpress bill pay	\$1,190.76
10/09/24	Deposit – County Grant	\$6,683.89
<b>Bank Balance Prior to Start of Meeting:</b>		<b>\$13,738.67</b>
<b>Bills Paid At Meeting:</b>		
<u>Check #</u>	<u>Payee</u>	<u>Amount</u>

AUTO PAY	Powder River Energy	Electricity 9/1-10/1/24	\$266.37
AUTO PAY	City of Gillette	Bill 1932614 – Water 8/21-9/23/24 487,000 gal.	\$1,624.83
Ck# 1477	Cathey Consulting	Inv. 7756 – Sept. Adm./Bks/ compliance	\$341.25
Ck# 1478	Water Guy	Inv. 2024-1001 – September Water Op. Billing/Meter pit repair \$909.80	\$1,083.96
		Inv. 2024-1089 – Locate request for road work \$174.16	
Total Bills / Checks			\$3,316.41
<b>Bank Balance End of Meeting:</b>			<b>\$10,422.26*</b>

\*Bank balance does not reflect bank deposits made by Water Guy since the first of the month – deposits are recorded monthly after receipt of Water Guy reporting and reconciliation of bank statements.

**III. Water System Review** – The water system information was reviewed. Water Guy billing and monthly reports were reviewed.

**IV. Unfinished Business**

- a. Road project – Rawhide Drive from Kluver to Buckskin (Approximately 1,400 feet) – The project was completed for \$39,911.38 with a total County grant received of \$15,158.75. The County paid some of the costs of the project (some costs related to the bicycle path) as well.

**Tom Price asked that the minutes reflect a BIG THANK YOU to AJ Perez, JR Perez, Frank Dickenson and Bill Singleton who donated much of their time, labor, and equipment hours on the road project. A special thank you also to John Hespen for going beyond the scope of his bid and doing a great deal of extra work on the project. AJ and JR donated the skid steer for dirt work. Frank operated a skid steer and donated equipment to clean the culvert out. Bill Singleton donated the use of his truck and cleaned out a culvert. Thank you for all of the help!**

**Shirley Hecht also reported a BIG THANK YOU to Tom Price for all of his work on this project. Tom Price donated a lot of time and labor on the project and worked with the County and the contractor on the project. Thank you, Tom!**

Some steel posts will be put up around one of the culverts where several people went off the road in past years. The posts will have reflectors on them so that people can see where the culvert is.

- b. Tom Price contacted Water Guy, and Water Guy set up the District under One Call of Wyoming.

**V. New Business**

- a. Water Guy sent an e-mail regarding billing tenants. The consensus of the Board is that only the owners of property should be billed.
- b. Water Guy's invoice 2024-1001 included billing for a damaged meter pit at 1211 Rawhide. Water Guy made the repairs and raised the pit so it wouldn't get hit with the plow. The consensus of the Board is that the homeowner should not be billed.
- c. Road maintenance / annual – There was discussion on creating a maintenance plan and ensuring the roads don't degrade by performing regular maintenance (blading), adding rock when needed and possibly dust control. In the spring, it would be good to have someone blade all of the roads and evaluate Latigo to see if any rock is needed. It's in fairly decent shape, and if rock is brought in from the sides, it may not need much rock. The consensus is to get bids for rock, blading and dust control.

There was discussion on at least using a water truck to spray water over Rawhide (the project that was done this year) to help it pack this fall. It has been so dry this year, the material hasn't had a chance to set up, and concerns were expressed on how dry and loose it is right now. Maybe the moisture that is forecast later this week will help.

The consensus is to get bids and submit a grant application as soon as bids are received.

- d. A question was asked if there was a water line on the west side of a property on Latigo. The Board was fairly certain that there was not a water line there. A map was provided, but the map appears to be the proposed water line. A final plat or "as built" map has not been located.

VI. **Adjourn** – Lillian Wollman moved to adjourn the meeting. Shirley Hecht seconded. The meeting was adjourned at 6:28 p.m.

**Next Regular Meeting: Tuesday, January 21, 2025, 5:30 p.m.** at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (In the K2 Technologies Building – office entrance is on 4<sup>th</sup> Street across from Arrow Printing). Regular bills will be paid between meetings as needed.

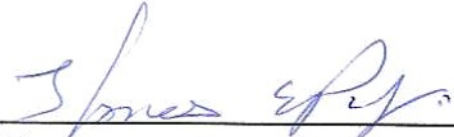
2025 meetings:

Tuesday, January 21, 2025, 5:30 p.m. / Tuesday, April 15, 2025, 5:30 p.m.

Tuesday, July 15, 2025, 5:30 p.m. / Tuesday, October 21, 2025, 5:30 p.m.

Meeting minutes are posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net).

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board, 307-685-8235

  
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Signature

Thomas E Price Jr  
\_\_\_\_\_  
Printed Name

1/21/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

Shirley K. Hecht  
\_\_\_\_\_  
Printed Name

1-21-25  
\_\_\_\_\_  
Date

Thomas Price, President / Shirley Hecht, Vice President / Lillian Wollman, Secretary/Treasurer