

Grace Land Improvement & Service District
Regular Meeting Minutes
Monday, December 2, 2024, 6:30 p.m.
Office of Cathey Consulting - 400 South Gillette Avenue, Suite 106, Gillette
Revised 12/3/24

Board Members Present: Sean McGinley, Shannon Robinson
Board Members Not Present: Lisa Wagner
Others Present: Helenanne Cathey

Sean McGinley called the meeting to order at 6:30 p.m.

- I. **Minutes** – Sean McGinley moved to approve the minutes for the November 4, 2024, regular meeting as presented. Shannon Robinson seconded. Motion carried unanimously.
- II. **Treasurer’s Report / Financial Review** – The bills and financial information were reviewed. Sean McGinley moved to accept the Treasurer’s Report and pay the bills as presented. Shannon Robinson seconded. Motion carried unanimously. CNA Surety was paid from the Water Account, and then a check from the Roads Account was done to be deposited to the Water Account to pay for half. An invoice was received from Wyoming Association of Rural Water Systems (Invoice 19804 – 2025 Voting Membership \$495.00) – The District has not been a member in the past. Board members will look into the Wyoming Association of Rural Water Systems to see if the Board wants to become a member.

WATER ACCOUNT SUMMARY:

Water Account Balance End of Last Meeting:			\$80,812.13
10/1-10/31/24	Deposits – Water	\$1,373.37	
10/31/24	Interest	\$32.90	
Adjusted Balance Forward:			\$82,218.40
11/05/24	Xpress bill pay	\$3,651.12	
11/07/24	Deposit – Collins	\$50.00	
11/1-11/30/24	Deposits – Water	No statement yet.	
11/27/24	AUTO PAY Powder River Energy – Electricity 10/1-11/1/24	\$758.87	
11/30/24	Interest	No statement yet.	
Balance Prior to Meeting:			\$85,160.65
12/02/24	Deposit - \$50 from Roads Account for half of CNA bill:	\$50.00	
Bills Paid and transfers (Current Meeting):			
Ck#	Pavee	Description	Check Amount
AUTO	Powder River Energy	Electricity 11/1-12/1/24	No bill yet.
10503	Cathey Consulting	Inv. 7864 – Nov. adm./bks \$630.00	\$430.00
10504	C N A Surety	Bond / Board 1/2/25 – 1/2/26	\$100.00
10505	Hawkins, Inc.	Inv. 6915934 – Chlorine	\$10.00
10506	Water Guy	Inv. 2024-1282 – Nov. Oper./meters/bills \$1,252.30	\$1,458.55
		Inv. 2024-1220 – Bounced check \$18.75	
		Inv. 2024-1343 – Locates 8/15-10/13/24 \$187.50	
Total:			\$1,998.55
Water Account Balance End of Meeting:			\$83,212.10*

**Bank balance does not include water deposits from last month or the first of this month to the meeting date.
Water deposits are entered in QuickBooks and verified with bank statements monthly.*

WATER SYSTEM RESERVES ACCOUNT:

Water System Reserves Account Balance End of Last Meeting:			\$103,874.40
10/31/24	Interest	\$92.38	
11/30/24	Interest	No statement yet.	
12/02/24	Deposit – 10/31/24 Assessm.	\$990.00	
Water System Reserves Account Balance End of Meeting:			\$104,956.78

ROAD ACCOUNT SUMMARY:

Road Account Balance End Last Meeting:			\$31,785.80
10/31/24	Interest	\$12.43	
11/10/24	Deposit – 10/31/24 assessments	\$5,940.00	
11/30/24	Interest	No statement yet.	
Balance:			\$37,738.23
Bills Paid (current meeting):			

Ck#	Payee	Description	Check Amount
1406	Cathey Consulting	Inv. 7864 – Nov. adm./bks \$630.00/	\$200.00
1407	Grace Land ISD	10/31/24 Assessments for Water Reserves	\$990.00
1408	Grace Land ISD	Half of CNA Surety bill to Water Account	\$50.00
Total bills / transfer:			\$1,240.00
Road Account Balance End of Meeting:			\$36,498.23

III. Water System –

- a. Water system and billing information were reviewed. Sean McGinley reported that he talked to the contractor that put in the last water pump regarding the possibility of a prolonged outage on the water system. The contractor reported that the logistics issues from COVID are in the rear view mirror and he doesn't anticipate that the District would be out of water for weeks and weeks if a pump went down. The contractor thinks that the District could be out of water for a few days if the pump went down – maybe 5 days, but he doesn't think that the District would be without water for a prolonged period of time. The contractor doesn't anticipate problems getting equipment that the District needs in the event of the pump or motor going out. Like most/all of the parts required to change out the motor and pump of our water system, we may be able to purchase the motor here in Gillette. The pump is currently on the shelf in Colorado. If a pump is purchased today, the warranty is good for one year. However, the contractor advised that the warranty isn't always just 12 months – he suggested that the District could buy a pump and store it in a cool dry place like a basement, and the Contractor could likely get the warranty extended if it were installed later. The biggest concern the contractor has is ensuring they have the labor to do the work.
- b. Service Line Inventory / Lead – Water Guy reported that the District does not have any “unknown” service lines so the District's inventory is good.

IV. Roads –

- a. Road maintenance – Shannon Robinson reported that she contacted Bell Road Ranch and discussed the Board's concerns that the crown was taken out of the road and Bull Riding hasn't been bladed. Bell Road Ranch stated that they subcontracted the work, and they will be back out to blade the road this week. They are supposed to come back and crown Khadafy Skoal and blade Bull Riding.
- b. 2025 Road Project / Develop project late 2024 and submit grant application in January, 2025 (putting limestone down on Khadafy Skoal because it has so much traffic (at least starting to put limestone down). Shannon Robinson reported that someone from Hot Iron contacted her and advised that they are interested in bidding on road work next year. Shannon Robinson will talk to a couple of contractors for estimates and try to determine how much of the road can be done (how much the District can afford to do).

V. Unfinished Business

- a. Director Election November 5, 2024 (McGinley – 4 year term) –Ballots were canvassed by Helenanne Cathey, Shannon Robinson and Lisa Wagner on November 7, 2024. Election results:
Votes for one director to serve a four-year term:
Tyler Flom – 6 votes
Sean McGinley – 6 votes
Lots cast – Sean McGinley was selected. Sean completed the oath as required.
- b. Discussions from 10/7/24 meeting: Regional Water Connection / Insurance on property (water system). There was discussion on the regional water system and the advantage of being connected. The regional water is a backup for a lot of districts. Other Districts turn on the regional water when their pump goes down or there are other problems with the water well. There aren't any concerns about the aquifer running out of water. The Board is still looking into regional water.

VI. New Business

- a. Annual election of officers – Shannon Robinson moved to keep the same slate of officers for the year (Sean McGinley, President / Shannon Robinson, Vice President / Lisa Wagner, Secretary/Treasurer). Sean McGinley seconded. Motion carried unanimously.

If anyone is unable to attend the meeting but would like to call in for the meeting, contact Lisa Wagner. She will add people to the meeting by phone if possible.

Sean McGinley adjourned the meeting at 7:13 p.m.

NOTES:

- A reminder that the speed limit is 30 mph.
- Those caught driving unlicensed vehicles on the road and tearing up the roads will be reported to the Sheriff's office and will be held responsible for any necessary repairs.

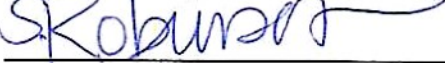
- Thank you to those who have slowed down on the roads! Please continue to slow down! Speeding on the roads will tear them up and endangers people, especially children in the area! It also causes more dust! Call the Sheriff's office at 682-7271 to report people speeding! **Anyone caught tearing up the roads will be held responsible for repairing and blading the roads. The Sheriff's office will be contacted, and this will be enforced.**
- IF THE ROADS ARE SHUT DOWN FROM THE SNOW, PLEASE STAY OFF OF THE ROADS. When people get stuck on the roads, then the plow cannot get through and it creates a more dangerous situation. Just stay home and stay off of the roads!
- People are reminded that dogs need to be kept on their own property. Remember you are liable if your dog bites someone or causes property damage or injury to animals.
- Please pick up your trash and report anyone you see throwing trash out. Littering is a crime.
- No one is authorized to blade the roads except the County without board approval. Anyone that does any work on the roads without board authorization will be prosecuted for destruction of property.
- 5/5/14 – Board authorized the signing of checks for regular bills between meetings if a monthly meeting is cancelled.
- Any residents who have issues that they want reviewed at the next meeting should send a written letter to the District's mailing address so the issues can be added to the meeting agenda
Grace Land Improvement & Service District, P.O. Box 2384, Gillette, WY 82717
- No one should get in meter pits. There are wires on the radio read equipment that are easy to rip apart. There is also a pillow in it that prevents things from freezing. Any damages to the meter pit or equipment in the pit will be billed to homeowners.
- **When anyone sees the red light flashing on the tank, contact a Board member (phone numbers at the bottom of the minutes) or Water Guy (307-299-3544).**

NEXT REGULAR MEETING: MONDAY, JANUARY 6, 2025, 6:30 P.M. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE, SUITE 106, GILLETTE – ENTRANCE ON 4TH STREET ACROSS FROM ARROW PRINTING).

2025 Meetings: Monday, Jan. 6, 2025, 6:30 p.m. Monday, Feb. 3, 2025, 6:30 p.m. Monday, Mar. 3, 2025, 6:30 p.m.
Monday, Apr. 7, 2025, 6:30 p.m. Monday, May 5, 2025, 6:30 p.m. Monday, June 2, 2025, 6:30 p.m.
Monday, July 7, 2025, 6:30 p.m. Monday, Aug. 4, 2025, 6:30 p.m. Tuesday, Sep. 2, 2025, 6:30 p.m.*
Monday, Oct. 6, 2025, 6:30 p.m. Monday, Nov. 3, 2025, 6:30 p.m. Monday, Dec. 1, 2025, 6:30 p.m.
*September meeting rescheduled due to Labor Day.

The District holds regular, monthly meetings, generally on the first Monday of each month at 6:30 p.m. at the office of Cathey Consulting. If the date falls on a holiday, the meeting will be rescheduled.


Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Signature
Shannon Robinson

Printed Name
1-6-25

Date



Signature
Lisa Wagner

Printed Name
1-6-25

Date

Sean McGinley, Pres. (307-257-4531) / Shannon Robinson, Vice Pres. (661-345-3268) / Lisa Wagner, Sec./Treas. (970-590-5177)