

MCKENNEY IMPROVEMENT & SERVICE DISTRICT
(PO Box 1113, Gillette, WY 82717)
REGULAR MEETING MINUTES
Thursday, November 21, 2024, 4:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

Board Members Present: Bob Maul, Zach Poitra, Deb Shaw
 Others Present: Helenanne Cathey

Bob Maul called the meeting to order at 4:10 p.m.

- I. **Minutes Approval** – Zach Poitra moved to approve the minutes for the October 24, 2024, regular meeting as presented. Deb Shaw seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – The bills and financial reporting were reviewed. Zach Poitra moved to accept the Treasurer’s Report and pay bills as presented. Deb Shaw seconded. Motion carried unanimously. The bank statement was reviewed and signed. Accounts receivable balances and reports from Water Guy were reviewed.

Bank Balance End of Previous Meeting:		\$44,830.45
10/1-10/24/24 Deposits – Water Guy	\$339.21	
Adjusted Balance Forward:		\$45,169.66
10/25-10/31/24 Deposits – Water Guy	\$0	
10/31/24 Interest	\$17.39	
11/05/24 Deposit – Xpress bill pay	\$1,128.53	
11/10/24 Deposit – Assessments	\$1,000.00	
Bank Balance Prior to Start of Meeting:		\$47,315.58
Bills paid at meeting:		
Ck# Payee Description Amount		
AUTO City of Gillette	Inv. 1949707 – Water 9/23-10/23/24 – 138,000 gal.	\$869.28
1849 Cathey Consulting	Inv. 7825 – Oct. Admin./Books/Compl/Postage	\$393.75
1850 Water Guy	Inv. 2024-1174 – Oct. monthly billing	\$289.48
Total Bills Paid:		\$1,552.51
Bank Balance End of Meeting:		\$45,763.07*

**Bank Balance does not include Water Guy deposits between start of month and meeting date except for the Xpress bill pay deposit.*

- III. **Water System Review** – Water system usage and billing were reviewed. There is one meter (account 1769.01) that had 0 usage in September that should show usage as someone is living there. A form was completed and sent to Water Guy to ask them to investigate. Water Guy reported that they need to replace the meter and wiring inside of the pit.
- IV. **Unfinished Business**
 - a. Water line moved to Kelly Reynolds / Petition to enlarge the District – No update.
 - b. Roads – Grant application for road work – extending culverts and putting in additional culverts where needed. A scope of work will be developed for getting bids for road improvements. No update.
 - c. Director election March 18, 2025 (Poitra – 4 year term) – The first legal ad will run on November 26, 2024. Applications to be on the ballot are due between December 18th and January 7th.
- V. **New Business**
 - a. A request was made that the roads be bladed. The road is currently packed and hard, and the rock will stay on the road if it’s left alone. If it’s bladed now, loose rock will be on top of the road, and the rock will get pushed to the sides and off into the ditches over the winter, especially from the snow plow. The consensus is to leave the road alone for now.

VI. Next Regular Meeting: Thursday, December 19, 2024, 4:00 p.m. at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette). The District holds regular monthly meetings, generally on the fourth Thursday of each month at 4:00 p.m.

2024 Meetings:

Thurs., Dec. 19, 2024, 4:00 p.m.

2025 MEETINGS:

Thurs., Jan. 23, 2025, 4:00 p.m.

Thurs., Feb. 27, 2025, 4:00 p.m.

Thurs., Mar. 27, 2025, 4:00 p.m.

Thurs., Apr. 24, 2025, 4:00 p.m.

Thurs., May 22, 2025, 4:00 p.m.

Thurs., June 26, 2025, 4:00 p.m.

Thurs., July 24, 2025, 4:00 p.m.

Thurs., Aug. 28, 2025, 4:00 p.m.

Thurs., Sep. 25, 2025, 4:00 p.m.

Thurs., Oct. 23, 2025, 4:00 p.m.

Thurs., Nov. 20, 2025, 4:00 p.m.*

Thurs., Dec. 18, 2025, 4:00 p.m.*

Generally, the fourth Thursday of each month

**November and December meetings are moved to the third Thursday of the month instead of the fourth Thursday due to holidays.*

NOTES:

- Landowners need to move equipment and any other items out of the road right-of-way so that the District can work on ditches and roads as needed.
- There should be no shooting of guns in the Improvement and Service District and for safety reasons within a half a mile of the District in any direction.

Deb Shaw moved to adjourn the meeting. Zach Poitra seconded. The meeting was adjourned at 4:25 p.m.

Respectfully submitted,
Helcianne Cathey, Assistant to the Board

Debra J Shaw
Signature

Debra J. Shaw
Printed Name

1/23/25
Date

Zach Poitra
Signature

Zach Poitra
Printed Name

1/23/25
Date

Robert (Bob) Maul, President / Zachary (Zach) Poitra, Vice President / Deb Shaw, Secretary/Treasurer