

**YELLOWSTONE L & R RANCH IMPROVEMENT & SERVICE DISTRICT**  
**REGULAR MEETING**  
**Monday, November 25, 2024, 12:00 p.m. Mountain Standard Time**  
**400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**  
**MINUTES**

BOARD MEMBERS PRESENT: Les Lindskov, Brenda Mattison, Jim Roquemore  
OTHERS PRESENT: Helenanne Cathey, Paul Harris

The meeting came to order at 12:03 p.m.

- I. Formation – The District was formed September 3, 2024 by the Crook County Commissioners. Information was sent to the Wyoming Department of Revenue, and the Department of Revenue has confirmed that the District is compliant. The following were elected Directors:

James Roquemore – 4 year term\*  
Brenda Mattison – 2 year term  
Les Lindskov – 2 year term

\*The Crook County Clerk has advised that they did not receive the completed oath from James Roquemore within the required time period, so that director position is considered vacant. Brenda Mattison moved to appoint James Roquemore to serve as director until the next election. Les Lindskov seconded. Motion approved by unanimous consent. This director position will be on the 2026 election ballot for the remaining two years of a four-year term.

Next Election – May, 2026 (Mattison & Lindskov – for 4 year terms and Roquemore – for the remaining two years of a 4 year term)

- II. Election of Officers – President, Vice President, Secretary/Treasurer (to be done annually) – Les Lindskov nominated Brenda Mattison as President. Jim Roquemore seconded. Brenda Mattison was declared President by unanimous consent. Jim Roquemore nominated Les Lindskov as Vice President. Brenda Mattison seconded. Les Lindskov was declared Vice President by unanimous consent. Brenda Mattison nominated Jim Roquemore as Secretary/Treasurer. Les Lindskov seconded. Jim Roquemore was declared Secretary/Treasurer by unanimous consent.
- III. Helenanne Cathey will send an informational letter to the Crook County Commissioners office listing the Directors and Officers and their contact information
- IV. Cathey Consulting, LLC services / agreement / website – It was approved by unanimous consent to hire Cathey Consulting at a rate of \$450 per month.
- V. Special Districts / Statutes – Helenanne Cathey provided a brief summary of some of the laws under which the District operates.
- VI. Public Officer Training – Helenanne Cathey recommended that the Board members take the Public Officer training either from the Department of Audit or the Wyoming Association of Special Districts:

<https://wyospecialdistricts.com/training/>

Wyoming Association of Special Districts training – has 5 courses – as you go mark as complete and print certificate for each course and forward certificates to Helenanne Cathey to be placed on file.

Course 1 – Principal Acts & Purposes

ONLY do the Improvement and Service District module

Course 2 – Elections

Course 3 – Laws General to All Districts

Course 4 – Procurement & Contracting

Course 5 – Personnel Management

<https://audit.wyo.gov/public-funds/training-public-officer>  
Department of Audit – Self-paced Video and Test

- VII. Tax ID – Helenanne Cathey will apply for a tax ID for the District.
- VIII. Open bank account – The consensus is to open a checking account at Sundance State Bank.
- IX. Jim Roquemore moved to designate Sundance State Bank as the official depository and to open a bank account and order checks and a deposit stamp when money has been deposited. Brenda Mattison seconded. Motion carried unanimously. Paul Harris and Helenanne Cathey will set up the bank account.
- X. The consensus is to use the following for the District’s mailing address:  
c/o Cathey Consulting  
PO Box 471  
Gillette, WY 82717
- XI. The consensus is to change the name and address on file with the Wyoming Department of Revenue to Helenanne Cathey with the Cathey Consulting mailing address.
- XII. By-Laws will be discussed at a later date. Paul Harris will send the covenants to Helenanne Cathey for the District’s files.
- XIII. Public Records Notice – Records will be stored at the office of Cathey Consulting. Helenanne Cathey will serve as the public records person and will register with the Department of Administration and Information. Office hours are generally Monday through Thursday, 9 a.m. – 5 p.m. MST.
- XIV. Investment Policy – The following Statement of Investment Policy was approved by unanimous consent.
- All available cash will be kept on deposit at a bank authorized to do business in Wyoming. Funds may be kept in interest-bearing checking or savings or money market accounts that are FDIC insured. Funds may also be deposited in certificates of deposit that are FDIC insured.
- No investments will be made except as allowed under Wyoming Statutes 9-4-831.
- XV. Budget for 7/1/24 – 6/30/25 – The consensus is to budget \$400 per lot per year. This includes ALL lots, including developers. For this first year, an invoice will be mailed to each lot owner and pro-rated as necessary for new owners. Any unpaid assessment will be added to taxes on the 7/1/25-6/30/26 fiscal year which will be done through the Crook County Assessor / Treasurer.
- XVI. Schedule Next Meeting – To be scheduled at a later date.
- XVII. Crook County Commissioners website – [https://www.crookcounty.wy.gov/special\\_dists.2/index.php](https://www.crookcounty.wy.gov/special_dists.2/index.php)  
The following will be provided for the County’s website:  
District Website – [www.catheyconsulting.net](http://www.catheyconsulting.net) – Yellowstone L & R ISD will be added  
Board Members  
Proposed Budget  
Final Budget  
Meeting Minutes
- XVIII. Minutes Approval – Minutes will be published at [www.catheyconsulting.net](http://www.catheyconsulting.net) and on the Crook County Commissioners website after they have been approved by the Board.
- XIX. Treasurer’s Report Acceptance / Bills – None at this time.
- XX. Unfinished Business  
a. None

- XXI. New Business
  - a. No other new business.

ADJOURN – Brenda Mattison moved to adjourn. Jim Roquemore seconded. The meeting was adjourned at 12:39 p.m. Mountain Standard Time.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

~~Brenda Mattison~~  
Brenda Mattison (Jan 13, 2025 16:33 CST)

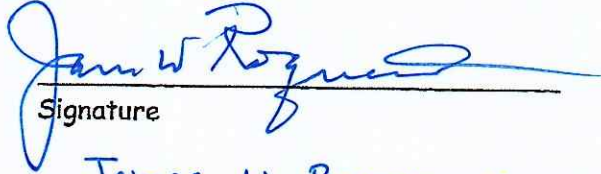
Signature

Brenda Mattison

Printed Name

1/13/25

Date



Signature

James W. Roquemore

Printed Name

1/29/25

Date

Brenda Mattison, President / Les Lindskov, Vice President / James (Jim) Roquemore, Secretary/Treasurer