

**Fox Ridge Subdivision Improvement & Service District**  
**Regular Meeting Minutes**  
**Wednesday, December 11, 2024, 5:30 p.m.**  
**400 South Gillette Avenue, Suite 106, Gillette**  
*Revised 12/12/24*

BOARD MEMBERS PRESENT: Meldene Goehring, Aric Peterson, William Languemi  
 OTHERS PRESENT: Helenanne Cathey, Cheryl Languemi

Meldene Goehring called the meeting to order at 5:30 p.m.

- I. **Customer Concerns / Billing** – There were no customer concerns on billing reported at this meeting.
- I. **Next meeting** – The next regular meeting is scheduled for Wednesday, February 19, 2025, 5:30 p.m.
- II. **Consent Agenda** – Aric Peterson moved to approve the minutes, the treasurer’s report, bank statements, pay bills this month and next month and transfer \$7,000.00 from the money market to the checking account. William Languemi seconded. Motion carried unanimously.

- a. **Minutes Approval** – October 2, 2024, regular meeting. Meeting minutes are e-mailed after they have been approved and posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net).
- b. **Treasurer’s Report / Bills Paid**

**MONEY MARKET / SAVINGS ACCOUNT:**

BALANCE END OF LAST MEETING:		\$40,728.11
09/30/24	Interest	\$36.59
10/1-10/2/24	Deposits – Water	\$0
ADJUSTED BALANCE FORWARD:		\$40,764.70
10/3-10/31/24	Deposits – Water	\$1,749.29
10/5/24	Deposit – Xpress Bill Pay	\$1,971.59
10/10/24	Deposit – Assessments	\$250.00
10/31/24	Interest	\$37.00
QUICKBOOKS BALANCE 10/31/24:		\$44,772.58
11/1-11/30/24	Deposits – Water	\$1,380.00
11/05/24	Deposit – Xpress Bill Pay	\$2,027.34
11/10/24	Deposit – Assessments	\$3,500.00
11/30/24	Interest	\$40.66
QUICKBOOKS BALANCE 11/30/24:		\$51,720.58
12/05/24	Deposit – Xpress Bill Pay	\$1,855.38
<b>MONEY MKT / SAVINGS BALANCE PRIOR TO START OF MEETING:</b>		<b>\$53,575.96*</b>
12/11/24	Ck#116 Transfer to Checking	\$7,000.00
<b>MONEY MKT / SAVINGS BALANCE END OF MEETING:</b>		<b>\$46,575.96*</b>

*\*Water Guy deposits recorded at the end of each month when reconciling bank statements.  
 This number doesn’t include deposits made between the first of the month and this meeting.*

**RESERVES ACCOUNT:**

BALANCE END OF LAST MEETING:		\$83,618.26
09/30/24	Interest	\$68.57
10/31/24	Interest	\$70.91
11/30/24	Interest	\$68.68
<b>RESERVES ACCOUNT BALANCE END OF MEETING:</b>		<b>\$83,826.42</b>

**CHECKING ACCOUNT:**

BANK BALANCE END OF LAST MEETING:		\$12,423.60
AUTO	Powder River Energy Acct 11476806 9/1/24-10/1/24	\$1,083.85

**Bills Paid in November:**

Invoice received from Simon Materials – Invoice 3924706 for \$757.88 for 20.21 tons of 1” clean limestone dated 10/3/24. Contractor was contacted as this was not the District’s invoice. Dan Hart Patrol should have been billed (work in the District for the regional water system). Simon Materials agreed and sent a credit memo for \$757.88. The invoice was not paid by the District.

AUTO	Powder River Energy	Acct 11476806 10/1/24-11/1/24	\$1,017.66
1484	Cathey Consulting	Inv. 7820 – Oct. Admin./Bookkeeping/ Compliance \$472.50	\$802.41
		Inv. 7788 – Director election mailing	
1485	Gillette News-Record	Inv. 31227 – Director election legal ad	\$110.50
1486	Hawkins, Inc.	Inv. 6889391 – Chlorine	\$20.00
1487	J Finch Dirt Works	Inv. 107987 – Cut washboard, pull shoulders Blade, 2 loads of water from town & 1 load from hydrant	\$2,329.00
1488	Water Guy	Inv. 2024-1163 – Oct. Water Operator/Billing \$1,094.50	\$4,866.86
		Inv. 2024-1114 – Leak between curbstop & meter pit at 29 Fox Ridge – repaired by DRM \$3,753.61	
		Inv. 2024-1218 – Bounced check thru Xpress Bill Pay 10/23/24 \$18.75	
<b>TOTAL</b>			<b>\$9,146.43</b>
<b>CHECKING ACCOUNT BALANCE PRIOR TO START OF MEETING:</b>			<b>\$2,193.32</b>

**Bills Paid at this Meeting:**

AUTO	Powder River Energy	Acct 11476806 11/1-12/1/24	\$1,050.31
1489	Cathey Consulting	Inv. 7862 - Nov. Admin./Books/Comp.	\$472.50
1490	Cody Hyatt	Refund credit balance per Water Guy	\$10.00
1491	Hawkins, Inc.	Inv. 6916114 – Chlorine	\$20.00
1492	Water Guy	Inv. 2024-1280 – Nov. Water Op./Meters/ Billing & Bounced check through Xpress bill pay \$1,113.25	\$2,015.54
		Inv. 2024-1388 – Create, print, label, mail unknown lead line inventory notices to required homeowners \$19.91	
		Inv. 2024-1342 – Locates 8/7-10/21/24 \$863.63	
		Inv. 2024-1370 – Bounced check through Xpress bill pay \$18.75	
<b>TOTAL BILLS:</b>			<b>\$3,568.35</b>
Transfer from Savings			\$7,000.00
<b>CHECKING ACCOUNT BALANCE END OF MEETING:</b>			<b>\$5,624.97</b>

**Unpaid Bills:**

Wyoming Association of Rural Water Systems – Invoice 19795 – 2025 annual voting membership \$495.00 The District is not currently and has not been a member of this organization in the past. The Board will look into the organization and discuss this invoice at the next meeting.

**III. Water System –**

- a. Water Guy notified Meldene Goehring regarding the leak at 29 Fox Ridge and estimated between \$1,000 and \$2,000 to fix it. The bill came in at \$3,753.61. The Board expressed concerns that the bill was about double what was estimated, but there isn’t much that can be done after-the-fact. There was discussion on asking Water Guy to notify a Board member if the cost is going to be higher than estimated if something like this happens again. William Languemi will talk to Water Guy about the issue.
- b. Lead Service Line Inventory
  - i. Water Guy held a meeting on December 3<sup>rd</sup> regarding the lead service line inventory. Meldene Goehring attended the meeting. Water Guy advised that Fox Ridge only has

- one “unknown” line. They know that the service lines are not lead because lead couldn’t be used in the service lines when the District was built (lead in water lines was banned prior to the installation of the District’s lines). The District has to verify the material in the pipes that are in the one home that is “unknown.”
- c. The regional water connection is scheduled to be complete no later than the spring of 2025. Various issues were reported during the project that were dealt with as appropriate:
    - i. A dump truck damaged the arch over a driveway. The construction company worked with the homeowner to remedy the situation.
    - ii. The construction company used District water, and the road contractor also used water from the District. Dan Hart Patrol put a meter on the valve so that they could pay for the water that was used. However, the road contractor used the connection, but they turned on the water full blast and blew out the meter for a cost of about \$1,000. Dan Hart Patrol is not going to charge the District for the cost of the meter, but they won’t pay for the water that was used.
    - iii. The construction company contacted residents that needed to move things out of the road right-of-way.
    - iv. A homeowner at 1 Redtail St. had some issues with work done by their property. Dan Hart Patrol said they would look at it, and it should have been resolved.
  - d. Water Guy reports / billing / meter readings were reviewed.

#### IV. Unfinished Business

- a) Roads / project for 2024 – County grant approved 4/16/24 \$6,000.00 / Redtail project cancelled / material for Arctic and Fox Ridge delivered / spring and fall maintenance blading
  - 1) Maintenance blading – 2 to 3 times per year included in this grant application.
    - i. 5/2024: J Finch Dirt Works did the spring blading
    - ii. 10/2/24 – Board approved Jason Finch to blade the roads, using water from the District if possible.

6/19/24 Pay Request 1 \$5,581.68 / Grant amount: \$1,395.42  
 Spring blading, delivery of and spreading material on Arctic and Fox Ridge  
 12/11/24 Pay Request 2 \$2,329.00 / Grant amount: \$582.25 – The Board reviewed and signed the pay request for fall blading (J Finch invoice).  
 Grant amount remaining: \$4,022.33
- b) Director Election – Aric Peterson, Aurora Reynolds and Helenanne Cathey canvassed ballots on November 7, 2024. Results:

Votes for two directors to serve four-year terms:

Meldene Goehring – 6 votes  
 William Languemi – 6 votes

Oaths were completed as required.

#### V. New Business

- a) Annual Election of officers – Aric Peterson moved to have the following slate of officers: Meldene Goehring, President / Aric Peterson, Vice President / William Languemi, Secretary/Treasurer. William Languemi seconded. Motion carried unanimously.
- b) Aric Peterson moved to add William Languemi to the bank account and remove Aurora Reynolds. Meldene Goehring seconded. Motion carried unanimously. A letter was signed and will be taken to the bank to make this change.
- c) Aurora Reynolds was the Road Coordinator when she was on the Board. After discussion, the consensus is that William Languemi will serve as Road Coordinator and that the Road Coordinator can authorize work for an amount up to \$3,000 if needed for emergency blading, snow removal, or other emergency road work.

- d) There was discussion on the water outages that occurred over the past couple of months. Water Guy has reported that they publish information on Facebook if people want to follow their Facebook page for updates.
- e) Public meeting laws – Because the District has a new Board member, there was a brief discussion on open meetings laws.

Next Meeting:

**Wednesday, February 19, 2025, 5:30 p.m. (Regular Meeting).**

All meetings of the District are open public meetings, and all residents are encouraged to attend.

Road Coordinator: William Languemi (307-680-1022)

Anyone interested in receiving minutes by e-mail should contact Cathey Consulting ([hlcathey@collinscom.net](mailto:hlcathey@collinscom.net) or 307-685-8235) to be added to the e-mail list.

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

**Meldene Goehring adjourned the meeting at 6:09 p.m.**

**MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K<sup>2</sup> TECHNOLOGIES BUILDING – USE ENTRANCE ON 4<sup>TH</sup> STREET).**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
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Signature

Aric Peterson  
\_\_\_\_\_

Printed Name

2/19/25  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Signature

William J. Languemi  
\_\_\_\_\_

Printed Name

2-19-25  
\_\_\_\_\_

Date

Meldene Goehring, President (307-689-8064) / Aric Peterson, Vice President (307-680-1006) / William Languemi, Secretary/Treasurer (307-680-1022)