

MCKENNEY IMPROVEMENT & SERVICE DISTRICT

(PO Box 1113, Gillette, WY 82717)

REGULAR MEETING MINUTES

Thursday, January 23, 2025, 4:00 P.M.

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

Board Members Present: Zach Poitra, Deb Shaw
Board Members Not Present: Bob Maul
Others Present: Helenanne Cathey

Zach Poitra called the meeting to order at 4:05 p.m.

- I. Minutes Approval - Deb Shaw moved to approve the minutes for the November 21, 2024, regular meeting as presented. Zach Poitra seconded. Motion carried unanimously. There was no meeting in December.
II. Treasurer's Report Acceptance / Bills - The bills and financial reporting were reviewed. Deb Shaw moved to accept the Treasurer's Report and pay bills as presented. Zach Poitra 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: \$45,763.07
11/1-11/21/24 Deposits - Water Guy \$319.23
Adjusted Balance Forward: \$46,082.30
11/22-11/30/24 Deposits - Water Guy \$261.00
11/30/24 Interest \$17.17
12/05/24 Deposit - Xpress bill pay \$1,387.64
12/10/24 Deposit - Assessments \$1,000.00
Balance Prior to December bills: \$48,748.11

Bills Paid - December

Table with 4 columns: Ck#, Payee, Description, Amount. Rows include City of Gillette, Cathey Consulting, Gillette News-Record, and Water Guy.

Summary table for December bills: 12/1-12/19/24 Deposits - Water Guy \$100.61, Adjusted Balance Forward: \$47,439.73, 12/20-12/31/24 Deposits - Water Guy \$171.00, 12/31/24 Interest \$18.19, 01/05/25 Deposit - Xpress bill pay \$672.24, 01/10/25 Deposit - Assessments \$602.17.

Bank Balance Prior to Start of Meeting: \$48,903.33

Bills paid at meeting:

Table with 4 columns: Ck#, Payee, Description, Amount. Rows include City of Gillette, Cathey Consulting, and Water Guy.

Bank Balance End of Meeting: \$47,667.64\*

\*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. The meter is still showing 0 usage. There was discussion on the possibility of billing based on the average for the property. This would be a question for Water Guy.

**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 draft ballot was reviewed and approved to mail between February 21<sup>st</sup> and March 3<sup>rd</sup>. The following legal ad will run in the Gillette News-Record on March 4, 2025.

NOTICE OF DIRECTOR ELECTION  
 MCKENNEY IMPROVEMENT & SERVICE DISTRICT  
 CAMPBELL COUNTY, WYOMING  
 Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the McKenney Improvement & Service District for the purpose of electing one director to the Board of Directors to serve a four (4)-year term. Candidates include Zach Poitra. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (City Hall Mall / K2 Technologies building – office entrance is on 4<sup>th</sup> Street across from Arrow Printing), or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by McKenney Improvement & Service District by mail at PO Box 1113, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, March 18, 2025, or at Cathey Consulting by 5:00 p.m. on Tuesday, March 18, 2025, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 18, 2025, between 9:00 a.m. and 2:00 p.m.  
 Deb Shaw, Secretary/Treasurer / Filing Officer  
 McKenney Improvement & Service District

**V. New Business**

a.

**VI. Next Regular Meeting: Thursday, February 27, 2025, 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.**

**2025 MEETINGS:**

|                                  |                                   |                                   |
|----------------------------------|-----------------------------------|-----------------------------------|
| 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.* |

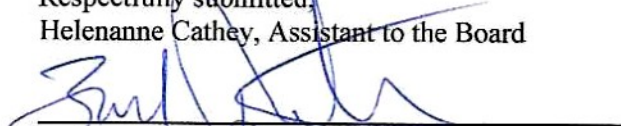


**Generally, the fourth Thursday of each month**

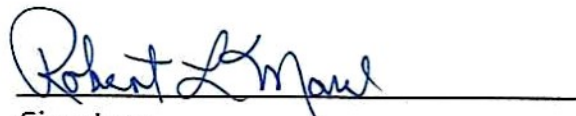
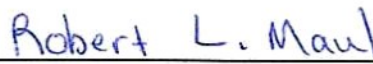
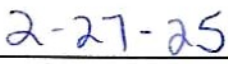
*\*November and December meetings are moved to the third Thursday of the month instead of the fourth Thursday due to holidays.*

**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.

Zach Poitra adjourned the meeting at 4:12 p.m.  
 Respectfully submitted,  
 Helenanne Cathey, Assistant to the Board

  
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 Signature  
  
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 Printed Name  
  
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 Date

  
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 Signature  
  
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 Printed Name  
  
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 Date