

**Bennor Estates Improvement & Service District**

**Regular Meeting**

**MINUTES**

**Tuesday, March 4, 2025, 6:00 p.m., 400 South Gillette Avenue, Suite 106, Gillette**

**BOARD MEMBERS PRESENT:** Katie Balamut, Lynne Gray, Jason Snyder

**OTHERS PRESENT:** Helenanne Cathey

Lynne Gray called the meeting to order at 6:00 p.m.

**I. Water System Review** – The water system information, billing and receivables balances were reviewed.

**II. Minutes / Treasurer’s Report** – The minutes and financial information and reports were reviewed. Katie Balamut moved to approve the minutes for the regular meeting on February 4, 2025, accept the Treasurer’s report, pay bills, and transfer \$5,000.00 from the savings to the checking account. Jason Snyder seconded. Motion passed by consensus.

**Account balances:**

Reserve Fund (Balance from Last Meeting Minutes):		\$107,714.01
01/31/25	Interest	\$96.10
02/28/25	Interest	\$86.87
03/04/25	Transfer from Savings	\$11,407.00
<b>Reserve Fund Balance:</b>		<b>\$119,303.98</b>

Savings Account (Balance from Last Meeting Minutes):		\$77,380.89
1/1-1/31/25	Deposits – Water	\$0
1/31/25	Interest	\$68.82
2/1-2/4/25	Deposits – Water	\$0
Adjusted Balance Forward:		\$77,449.71
2/4-2/28/25	Deposits - Water	\$0
02/28/25	Interest	\$59.78
03/05/25	Xpress bill pay deposit	No statement yet.
<b>Savings Balance:</b>		<b>\$77,509.49</b>
03/04/25	Ck# 1222 Transfer to Checking	\$5,000.00
03/04/25	Ck# 1223 Transfer to Reserves	\$11,407.00
<b>Savings Balance End of Meeting:</b>		<b>\$61,102.49*</b>

*\*Includes deposits through the end of the prior month but not since that date to the current date, except for the Xpress bill pay monthly deposit.*

Checking Account (Balance from Last Meeting Minutes):		\$5,905.93
AUTO City of Gillette – Bill No. 2007442 ½-2/3/25 Water 198,000 gal.		\$964.32
AUTO Powder River En. – Acct 9650701-1/1-2/1/25 electricity		\$427.88
<b>Checking Balance Prior to Meeting:</b>		<b>\$4,513.73</b>

**Bills Paid at Current Meeting:**

AUTO	City of Gillette – Bill 2024661 2/3-3/3/25 Water 138,000 gal.	\$778.92.
AUTO	Powder River En. – Acct 9650701-2/1-3/1/25 electricity	No bill yet.
Ck# 1762	Cathey Consulting – Inv. 7985 – Feb. Adm./Books	\$472.50
Ck# 1763	State Farm Insurance 3/15/25-3/15/26	\$1,513.00
Ck# 1764	Strand’s Lawn Care – Inv. 116141 – Snowplow pickup & skidsteer 1/12, 1/22, 1/23/25	\$461.25
Ck# 1765	Water Guy – Inv. 2025-142 – Feb. Water/Billing	\$1,117.30
	- Inv. 2025-100 – Locates 11/2-12/20/24	\$375.00

<b>TOTAL BILLS:</b>		<b>\$4,717.97</b>
Transfer from Savings	\$5,000.00	
<b>Checking Account Balance at End of Meeting:</b>		<b>\$4,795.76</b>

**III. Unfinished Business**

- a) Backup Generator / County grant – No update.
- b) The County approved a grant for \$5,532.91, which is 33% of the cost for work on Jocelynn (because the street is travelled by people from a subdivision outside of the District) and 25% for the remaining dust control and blading/material for a total project cost of \$20,492.26.

**IV. New Business**

- a) Budget for 7/1/25 – 6/30/26 – Katie Balamut moved to transfer \$11,407 to reserves as budgeted. Jason Snyder seconded. Motion carried unanimously. The budget for the next fiscal year was reviewed and discussed. There are no changes in rates anticipated. Jason Snyder moved to approve the proposed budget as discussed. Katie Balamut seconded. Motion carried unanimously. The proposed budget is attached to these minutes.

There was an opportunity for public comment. There were no public comments.

Lynne Gray adjourned the meeting at 6:23 p.m.

**Next Meeting: Tuesday, April 1, 2025, 12:00 p.m. at the office of Cathey Consulting.**

2025 Meetings:


Tues., Apr. 1, 2025, 12:00 p.m./Tues., May 20, 2025, 12:00 p.m./Tues., June 17, 2025, 6:30 p.m./  
Tues., July 15, 2025, 12:00 p.m.(Budget Hearing)

**MEETINGS ARE HELD MONTHLY, GENERALLY ON A TUESDAY, AT THE OFFICE OF CATHEY CONSULTING, 400 SOUTH GILLETTE AVENUE, SUITE 106 (K2 TECHNOLOGIES BUILDING) – ENTRANCE IS ON 4<sup>TH</sup> STREET, GILLETTE.**

Respectfully submitted,  
Helianne Cathey, Assistant to the Board

  
\_\_\_\_\_

Signature

  
\_\_\_\_\_

Printed Name

  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Signature

  
\_\_\_\_\_

Printed Name

  
\_\_\_\_\_

Date

Lynne Gray, President / Jason Snyder, Vice President / Katie Balamut, Secretary/Treasurer

**Budget - Bennor Estates ISD - 7/1/25 - 6/30/26**

**Budget Hearing: Tuesday, July 15, 2025, 12:00 p.m. at the office of Cathey Consulting / PO Box 2544, Gillette, WY 82717**

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
<b>CASH CARRYOVER (Actual YTD &amp; next yr. budget - no reserves)</b>	162,025	53,314	69,942	69,437
<b>Revenue</b>				
Assessments	72,705	74,977	74,526	74,977
Assessments - Interest	0	120	80	120
Customer and other Billing	3,288	2,643	7,281	2,643
Grants - County	3,139	4,684	5,533	5,533
Interest from Bank	1,584	100	1,765	1,500
Transfer from reserves				
Other revenue (capital credits)				
<b>TOTAL REVENUE</b>	80,716	82,524	89,185	84,773
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	242,741	135,838	159,127	154,210
<b>Expenditures</b>				
Capital Expenditures				
Administrative	5,954	7,120	7,000	7,120
Operations	52,136	115,761	60,000	133,883
Indirect	1,537	1,550	1,713	1,800
To Reserves	0	11,407	11,407	11,407
<b>TOTAL EXPENDITURES</b>	59,627	135,838	80,120	154,210
Receivables Start of FY	10,088		5,009	
Payables Balance Start of FY	13,099		2,005	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	67,283	53,314	69,942	69,437
RESERVES BALANCES	94,742	107,000	107,147	119,721
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	162,025	160,314	177,089	189,158
Receivables Balance End of FY	5,009			
Payables Balance End of FY	2,005			
Undeposited Funds (Xpress)	10			
End of Year Bank Balance	177,089	107,000	189,158	119,721
Net per year (Revenue minus Expenses)		0	9,065	0
Reserves start of year	94,742	107,000	107,147	119,721
Deposits to reserves	12,405	11,407	11,407	11,407
Transfers out of reserves				
Reserves end of year	107,147	118,407	118,554	131,128

Budget Message: Bennor Estates ISD manages the water system and roads. No rate changes are anticipated for this fiscal year. If the City raises regional water usage (per 1,000 gallon) rates, those increases will be passed on to customers with water meter reading billing.

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Lynne Gray (Pres.) & Katie Balamut (Sec./Treas.) terms end Nov., 2026 / Jason Snyder, Vice Pres. term ends Nov., 2028)  
 Meetings are generally on a Tuesday and are scheduled at least a month in advance for 12:00 p.m. or in the evening at 400 S Gillette Ave., Suite 106, Gillette.  
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

<b>Bennor Roads</b>	feet	miles
Austin Dr	2950	0.56
Danielle Ave	2690	0.51
David Ave	1450	0.27
Jocelynn Ave	1250	0.24
<b>Total</b>	<b>8340</b>	<b>1.58</b>

(County will reimburse 33% for Cty. Grants)