

BUCKSKIN IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Tuesday, January 21, 2025, 5:30 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

Board Members Present: Shirley Hecht, Tom Price
Board Members Not Present: Lillian Wollman
Others Present: Helenanne Cathey

Tom Price called the meeting to order at 5:30 p.m.

- I. **Minutes Approval** – Shirley Hecht moved to approve the October 15, 2024, regular meeting minutes as revised. Tom Price seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance** – Tom Price moved to accept the Treasurer’s Report, approve bank statements and pay the bills as presented and as listed below. Shirley Hecht seconded. Motion carried unanimously.

Bank Balance End of Previous Meeting:		\$10,422.26	
10/1-10/15/24	Deposits – Water	\$867.72	
Adjusted Balance Forward:		\$11,289.98	
10/16-10/31//24	Deposits – Water	\$1,227.68	
10/31/24	Bank Service Charge	<u>\$2.00</u>	
Balance 10/31/24		\$12,515.66	
11/1-11/30/24	Deposits – Water	\$1,312.16	
11/05/24	Deposit – Xpress bill pay	\$707.72	
11/10/24	Deposit – Assessments	\$4,050.00	
November Bills Paid			
AUTO PAY	Powder River Energy – Electricity 10/1-11/1/24	\$268.10	
AUTO PAY	City of Gillette–Bill 11949987 Water 9/23-10/23/24 353,000 gal.	\$1,210.77	
Ck# 1479	Cathey Consulting – Inv. 7814 – Oct. Adm./Bks/post.	\$341.25	
Ck# 1480	Water Guy, LLC – Inv. 2024-1142 – Oct Water Op/Billing / deposit books	\$804.12	
11/30/24	Bank Service Charge	<u>\$2.00</u>	
Balance 11/30/24		\$15,959.30	
12/1-12/31/24	Deposits – Water	\$856.24	
12/05/24	Deposit – Xpress bill pay	\$819.00	
12/10/24	Deposit – Assessments	\$2,700.00	
12/17/24	Deposit – PR Energy-capital credits	\$637.33	
December Bills Paid:			
AUTO PAY	Powder River Energy – Electricity 11/1-12/1/24	\$250.18	
AUTO PAY	City of Gillette–Bill 1967984 Water 10/23-11/21/24 117,000 gal.	\$481.53	
Ck# 1481	Cathey Consulting – Inv. 7856 – Nov. Adm./Bks/postage	\$341.25	
Ck# 1482	Water Guy – Inv. 2024-1259 – Nov. Water Op/Billing	\$689.80	
12/31/24	Bank Service Charge	<u>\$2.00</u>	
Balance 12.31/24		\$19,207.11	
01/05/25	Deposit – Xpress bill pay	\$466.16	
01/10/25	Deposit – Assessments	\$2,700.00	
Bank Balance Prior to Start of Meeting:		\$22,373.27	
Bills Paid At Meeting:			
<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
AUTO PAY	Powder River Energy	Electricity 12/1/24-1/1/25	\$256.69
AUTO PAY	City of Gillette	Bill 1984717– Water 11/21-12/19/24 60,000 gal.	\$305.40
Ck# 1483	Cathey Consulting	Inv. 7756 – Sept. Adm./Bks/ compliance	\$341.25

Total Bills / Checks \$1,593.14
Bank Balance End of Meeting: **\$20,780.13***

*Bank balance does not reflect bank deposits made by Water Guy since the first of the month – deposits are recorded monthly after receipt of Water Guy reporting and reconciliation of bank statements.

- III. **Water System Review** – The water system information was reviewed. Water Guy billing and monthly reports were reviewed.
- IV. **Unfinished Business**
 - a. Steel posts with reflectors installed around culverts where several people went off the road in past years – There was discussion on this project which will be done in the spring.
- V. **New Business**
 - a. A request was made for a street sign for a special needs child. The consensus is to get two signs, posts and brackets after determining the correct wording for the signs. Shirley Hecht will contact the homeowner and let Helenanne Cathey know what is needed, and Helenanne will contact the County to order the signs.
 - b. Road Maintenance / bids for road work in the spring / annual maintenance plan – The consensus is to blade and crown both Latigo and Rawhide and put down mag chloride. An application for a County grant will be submitted for 25% of the cost once bids are received. Tom Price will call a few contractors and ask them to send Helenanne Cathey the bids.
 - c. Budget for 7/1/25 – 6/30/26 – The budget hearing will be Tuesday, July 15, 2025, at 5:30 p.m. followed by the regular meeting. The consensus is to leave the assessment at \$900 per lot and the monthly fee at \$75 per month plus \$4 per 1,000 gallons over 5,000 gallons. The District does not have any reserves for major repairs or capital improvements (like replacing a water tank, water lines or meters). The budget will include \$1,600 to start a reserve fund. There was discussion on having a maintenance plan with an estimated cost for road material and a timeframe for adding it (example – material added every 5 years or 10 years – whatever makes sense and the cost set aside for those expenses / dust control every year or every other year / blading and recrowning annually).

VI. **Adjourn** – Shirley Hecht moved to adjourn the meeting. Tom Price seconded. The meeting was adjourned at 6:02 p.m.

Next Regular Meeting: Tuesday, April 15, 2025, 5:30 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (In the K2 Technologies Building – office entrance is on 4th Street across from Arrow Printing). Regular bills will be paid between meetings as needed.

2025 meetings:

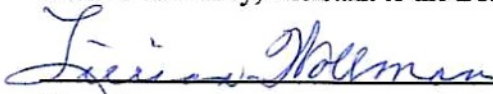
Tuesday, April 15, 2025, 5:30 p.m.

Tuesday, July 15, 2025, 5:30 p.m. / Tuesday, October 21, 2025, 5:30 p.m.

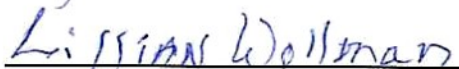
Meeting minutes are posted online at www.catheyconsulting.net.

Respectfully submitted,

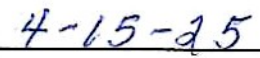
Helenanne Cathey, Assistant to the Board, 307-685-8235



Signature




Printed Name




Date



Signature



Printed Name



Date