

**Grace Land Improvement & Service District**  
**Regular Meeting Minutes**  
**Monday, March 3, 2025, 6:30 p.m.**  
**Office of Cathey Consulting - 400 South Gillette Avenue, Suite 106, Gillette**

Board Members Present: Sean McGinley, Shannon Robinson, Lisa Wagner  
 Others Present: Helenanne Cathey

Sean McGinley called the meeting to order at 6:30 p.m.

- I. **Minutes** – Sean McGinley moved to approve the minutes for the February 3, 2025, regular meeting as presented. Lisa Wagner seconded. Motion carried unanimously.
- II. **Treasurer’s Report / Financial Review** – The bills and financial information were reviewed. Sean McGinley moved to accept the Treasurer’s Report and pay the bills as presented. Shannon Robinson seconded. Motion carried unanimously.

**WATER ACCOUNT SUMMARY:**

Water Account Balance End of Last Meeting:		\$86,084.43
1/1-1/31/25	Deposits – Water billing	\$1,180.00
01/31/25	Interest	\$34.51
Adjusted Balance Forward:		\$87,298.94
02/05/25	Deposit – Xpress bill pay	\$3,420.26
02/12/25	Deposit – Collins	\$50.00
2/1-2/28/25	Deposits - Water billing	Not available yet for February.
02/27/25	AUTO PAY Powder River Energy – Electricity 1/1-2/1/25	\$1,028.83
02/28/25	Interest	No statement yet.
03/05/24	Xpress bill pay	No report yet.

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
10513	Energy Capital Plumbing	Inv. 399 – Remove/install 2” pressure relief valve	\$3,827.00
Balance Prior to Meeting:			\$85,913.37

**Bills Paid and transfers (Current Meeting):**

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
AUTO	Powder River Energy	Electricity 2/1-3/1/25	No bill yet.
10514	Cathey Consulting	Inv. 7996 – feb. adm./bks \$630.00	\$430.00
10515	Hawkins, Inc.	Inv. 6986326 – Chlorine	\$20.00
10516	Water Guy	Inv. 2025-171 – Feb. Oper./meters/bills \$1,252.30	\$1,289.80
		Inv. 2025-111 – 11/7/24 Locate \$37.50	

Total: \$1,739.80  
**Water Account Balance End of Meeting:** **\$84,173.57\***

*\*Bank balance does not include water deposits from the first of this month to the meeting date.  
 Water deposits are entered in QuickBooks and verified with bank statements monthly.*

**WATER SYSTEM RESERVES ACCOUNT:**

Water System Reserves Account Balance End of Last Meeting:		\$109,279.68
01/31/25	Interest	\$96.65
03/03/25	Deposit – 1/31/25 Assessment	\$90.00
<b>Water System Reserves Account Balance End of Meeting:</b>		<b>\$109,466.33</b>

**ROAD ACCOUNT SUMMARY:**

Road Account Balance End Last Meeting:		\$59,532.80
01/31/25	Interest	\$23.06
02/10/25	Deposit – 1/31/25 assessments	\$540.00
02/28/25	Interest	No statement yet.
Balance:		\$60,095.86

**Bills Paid (current meeting):**

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
1413	Bell Road Ranch Constr.	Inv. GL12186 – 12/1/24 blade roads	\$3,600.00
1414	Cathey Consulting	Inv. 7996 – Feb. adm./bks \$630.00	\$200.00
1415	Grace Land ISD	1/31/25 Assessments for Water Reserves	\$90.00
Total bills / transfer:			\$3,890.00
<b>Road Account Balance End of Meeting:</b>			<b>\$56,205.86</b>

- III. **Water System** –
  - a. Water system and billing information were reviewed.

**IV. Roads –**

- a. Road maintenance / 2025 Road Project (J-base limestone on Khadafy Skoal) – Schrank Grading Service will be starting on the road project when road conditions are good. The County grant was approved. A Bell Road Ranch invoice was paid at this meeting. No bill has been received yet from Mountain Peak for snow removal.

**V. Unfinished Business**

- a. Regional Water Connection / Insurance on property (water system) – Lisa Wagner said she called the City of Gillette again but hasn't heard back from them.

**VI. New Business**

- a. Budget for 7/1/25 – 6/30/26 – A proposed budget must be approved at least at the May meeting, and the final budget will be adopted at the July budget hearing and regular meeting.
- There was discussion on increasing the road assessment. Board members are receiving a lot of complaints about the roads, and the only way to increase the amount of maintenance is to increase the assessment. The roads will be bladed three times a year. There has to be money for snow removal as well.
  - There was discussion on the water rate and a possible lowered base gallons and tiered water usage billing rate.
  - Cathey Consulting will be increasing her fee (about 5%).
  - The budget will be discussed and updated over the next couple of months.

If anyone is unable to attend the meeting but would like to call in for the meeting, contact Lisa Wagner. She will add people to the meeting by phone if possible.

Sean McGinley adjourned the meeting at 7:03 p.m.

**NOTES:**

- A reminder that the speed limit is 30 mph.
- Those caught driving unlicensed vehicles on the road and tearing up the roads will be reported to the Sheriff's office and will be held responsible for any necessary repairs.
- Thank you to those who have slowed down on the roads! Please continue to slow down! Speeding on the roads will tear them up and endangers people, especially children in the area! It also causes more dust! Call the Sheriff's office at 682-7271 to report people speeding! **Anyone caught tearing up the roads will be held responsible for repairing and blading the roads. The Sheriff's office will be contacted, and this will be enforced.**
- IF THE ROADS ARE SHUT DOWN FROM THE SNOW, PLEASE STAY OFF OF THE ROADS. When people get stuck on the roads, then the plow cannot get through and it creates a more dangerous situation. Just stay home and stay off of the roads!
- People are reminded that dogs need to be kept on their own property. Remember you are liable if your dog bites someone or causes property damage or injury to animals.
- Please pick up your trash and report anyone you see throwing trash out. Littering is a crime.
- No one is authorized to blade the roads except the County without board approval. Anyone that does any work on the roads without board authorization will be prosecuted for destruction of property.
- 5/5/14 – Board authorized the signing of checks for regular bills between meetings if a monthly meeting is cancelled.
- Any residents who have issues that they want reviewed at the next meeting should send a written letter to the District's mailing address so the issues can be added to the meeting agenda  
Grace Land Improvement & Service District, P.O. Box 2384, Gillette, WY 82717
- No one should get in meter pits. There are wires on the radio read equipment that are easy to rip apart. There is also a pillow in it that prevents things from freezing. Any damages to the meter pit or equipment in the pit will be billed to homeowners.
- **When anyone sees the red light flashing on the tank, contact a Board member (phone numbers at the bottom of the minutes) or Water Guy (307-299-3544).**

**NEXT REGULAR MEETING: MONDAY, APRIL 7, 2025, 6:30 P.M. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE, SUITE 106, GILLETTE – ENTRANCE ON 4<sup>TH</sup> STREET ACROSS FROM ARROW PRINTING).**

**2025 Meetings:** Monday, Apr. 7, 2025, 6:30 p.m.    Monday, May 5, 2025, 6:30 p.m.    Monday, June 2, 2025, 6:30 p.m.  
Monday, July 7, 2025, 6:30 p.m.    Monday, Aug. 4, 2025, 6:30 p.m.    Tuesday, Sep. 2, 2025, 6:30 p.m.\*  
Monday, Oct. 6, 2025, 6:30 p.m.    Monday, Nov. 3, 2025, 6:30 p.m.    Monday, Dec. 1, 2025, 6:30 p.m.  
\*September meeting rescheduled due to Labor Day.

The District holds regular, monthly meetings, generally on the first Monday of each month at 6:30 p.m. at the office of Cathey Consulting. If the date falls on a holiday, the meeting will be rescheduled.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

Lisa Wagner

Signature

Lisa Wagner

Printed Name

4-7-25

Date

S. Robinson

Signature

Shannon Robinson

Printed Name

4/07/2025

Date

Sean McGinley, Pres. (307-257-4531) / Shannon Robinson, Vice Pres. (661-345-3268) / Lisa Wagner, Secr./Treas. (970-590-5177)