

**HIGH COUNTRY IMPROVEMENT & SERVICE DISTRICT**  
 (PO Box 1936, Gillette, WY 82717)  
**REGULAR MEETING**  
**Tuesday, December 17, 2024, 5:30 p.m.**  
**400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**  
**MINUTES**

**Board Members Present:** Wade Burr, Sandy Glock  
**Board Members Not Present:** Jeff Vasalech  
**Others Present:** Helenanne Cathey

Sandy Glock called the meeting to order at 5:32 p.m.

- I. Wade Burr moved to approve the minutes from the September 17, 2024, regular meeting and the October 1, 2024, budget hearing and special meeting. Sandy Glock seconded. Motion carried unanimously.
- II. Wade Burr moved to accept the Treasurer's Report and pay bills as presented and listed below. Sandy Glock seconded. Motion carried unanimously.

Bank Balance Forward (6/30/24):		\$6,567.85	
09/30/24	Interest	\$4.61	
10/10/24	Deposit – Assessments	\$150.00	
10/31/24	Interest	\$3.59	
11/10/24	Deposit – Assessments	\$1,162.50	
11/30/24	Interest	\$2.81	
12/10/24	Deposit – Assessments	\$1,687.50	
Bank Balance Before Meeting:		\$9,578.86	
Bills Paid:			
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
1029	Cathey Consulting	Inv. 7823 – Oct., 2024 Administrative/ Bookkeeping/Compliance \$250.00	\$500.00
		Inv. 7865 – Nov., 2024 Administrative/ Bookkeeping/Compliance \$250.00	
TOTAL			\$500.00
Bank Balance End of Meeting			\$9,078.86
Receivables balance: \$2,800.00 (2024 Assessments)			

- III. Unfinished Business
  - a. None
- IV. New Business
  - a. In October, Spectrum contacted the Board to report that they were running fiber optic cable through the subdivision. They have started the project but haven't completed it yet. Sandy Glock reported that she talked to Spectrum. They will be coming back to clean things up. No action was required by the District.
  - b. Motion to adopt the following Investment Policy – Wade Burr moved to adopt the investment policy as follows. Sandy Glock seconded. Motion carried unanimously:
    - All available cash will be kept on deposit at a bank authorized to do business in Wyoming, preferably located in Wright or Gillette, Wyoming. Funds may be kept in interest-bearing checking and savings accounts that are FDIC insured. Funds may also be deposited in certificates of deposit that are FDIC insured.
    - No investments will be made except as allowed under Wyoming Statutes 9-4-831.
  - c. Official Depository Designation – Wade Burr moved to designate First National Bank as the official depository for 7/1/24 – 6/30/25. Sandy Glock seconded. Motion carried unanimously.

- d. Records Retention Schedule – Sandy Glock moved to adopt the Cathey Consulting Records Retention Schedule. Wade Burr seconded. Motion carried unanimously.
- e. Cathey Consulting Fee Schedule for Records Requests – Sandy Glock moved to approve the fee schedule for public records requests. Wade Burr seconded. Motion carried unanimously. The fee schedule is posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net).
- f. Budget for 7/1/25 – 6/30/26 / Assessments for the next fiscal year / Road work in the Spring/Summer 2025 and County Grant – The Board will approve a proposed budget at the March meeting and will adopt the budget for 25-26 at the June meeting. Board members will talk to contractors about costs for road work and possibly dust control.

**Upcoming meetings (at the office of Cathey Consulting, 400 South Gillette Ave, Suite 106, Gillette):**

Regular Meetings:

Tuesday, March 18, 2025, 5:30 p.m. / Tuesday, June 17, 2025, 5:30 p.m. /

Tuesday, September 16, 2025, 5:30 p.m. / Tuesday, December 16, 2025, 5:30 p.m.

Meetings will generally be held quarterly (3<sup>rd</sup> Tuesday, 5:30 p.m.) – March, June, September, December

Sandy Glock adjourned the meeting at 5:40 p.m.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

Sandra L Glock  
Signature

Wade Burr  
Signature

Sandra L Glock  
Printed Name

Wade Burr  
Printed Name

3-31-2025  
Date

3-31-2025  
Date

Sandy Glock, President / Wade Burr, Treasurer / Jeff Vasalech, Secretary