

Grace Land Improvement & Service District
Regular Meeting Minutes
Monday, April 7, 2025, 6:30 p.m.
Office of Cathey Consulting - 400 South Gillette Avenue, Suite 106, Gillette
Revised 4/10/25

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

Sean McGinley called the meeting to order at 6:33 p.m.

- I. **Minutes** – Sean McGinley moved to approve the minutes for the March 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:			\$84,173.57
2/1-2/28/25	Deposits – Water billing	\$920.00	
02/28/25	Interest	\$31.38	
3/1-3/3/25	Deposits – Water billing	\$0	
Adjusted Balance Forward:			\$85,124.95
03/05/25	Deposit – Xpress bill pay	\$3,256.71	
03/13/25	Deposit – Collins	\$50.00	
3/1-3/31/25	Deposits - Water billing	\$2,333.03	
03/27/25	AUTO PAY Powder River Energy – Electricity 2/1-3/1/25	\$855.49	
03/31/25	Interest	\$34.39	
04/05/24	Xpress bill pay	No report yet.	
Balance Prior to Meeting:			\$89,943.59

Bills Paid and transfers (Current Meeting):

Ck#	Payee	Description	Check Amount
AUTO	Powder River Energy	Electricity 3/1-4/1/25	No bill yet.
10517	Cathey Consulting	Inv.8038 – Mar. adm./bks \$630.00	\$430.00
10518	Hawkins, Inc.	Inv. 7013772 – Chlorine	\$20.00
10519	Water Guy	Inv. 2025-270– Mar. Oper./meters/bills \$1,252.30	\$1,271.05
		Inv. 2025-323 – Bounced check thru Xpress bill	
		Pay 3/11/25 92 Coal Dust \$18.75	
Total:			\$1,721.05
Water Account Balance End of Meeting:			\$88,222.54*

**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:			\$109,466.33
02/28/25	Interest	\$88.12	
03/31/25	Interest	\$97.73	
04/07/25	Deposit – 2/28/25 Assessment	\$90.00	
Water System Reserves Account Balance End of Meeting:			\$109,742.18

ROAD ACCOUNT SUMMARY:

Road Account Balance End Last Meeting:			\$56,205.86
02/28/25	Interest	\$20.73	
03/10/25	Deposit – 2/28/25 assessments	\$540.00	
03/31/25	Interest	\$22.10	
Balance:			\$56,788.69

Bills Paid (current meeting):

Ck#	Payee	Description	Check Amount
1416	Cathey Consulting	Inv. 8038 – Mar. adm./bks \$630.00	\$200.00
1417	Grace Land ISD	2/28/25 Assessments for Water Reserves	\$90.00
Total bills / transfer:			\$290.00
Road Account Balance End of Meeting:			\$56,498.69

III. Water System –

- a. Water system and billing information were reviewed. Lisa Wagner reported that she contacted people who are on the shut off list. One homeowner on the list reported that she had set up a cap on her automatic bill pay at \$75 and had late fees on the account for several months. The homeowner requested late fees written off. The consensus of the Board is to not waive any late fees on the account. Homeowners should be reviewing their bills each month.

Another homeowner had a fire, and they aren't living in their house and have had the water shut off. The homeowner is still receiving a bill for the monthly fee. There was discussion on the policy that requires the monthly fee whether water is turned on or is shut off. This is an extreme case – the homeowner cannot live there because the home burned and is uninhabitable. Lisa Wagner moved to waive the monthly fee in this case because the home burned and is uninhabitable. Shannon Robinson seconded. Motion carried unanimously. This is not a change in District policy. This is a special extenuating circumstance and will continue until the water is turned back on. The homeowner will have to pay the balance currently due including all late fees and will also pay the required shut off and turn on fees.

IV. Roads

- a. Road maintenance / 2025 Road Project – putting limestone down on Khadafy Skoal because it has so much traffic. Schrank Grading to do the work. Estimated project cost: \$62,134.00 County grant (\$15,533.50) was approved on 2/19/25 – The County grant agreement was reviewed and signed. Shannon Robinson is working to coordinate with Schrank Grading and the County Public Works Engineer (Clark Melinkovich) to inspect the area before the work begins. There is a utility line that affects this project. The work is anticipated to start the end of April.

V. Unfinished Business

- a. Regional Water Connection / Insurance on property (water system) – Lisa Wagner reported that the City requested a letter that the District is requesting to connect to the regional water system. The Board signed a letter requesting connection. Lisa Wagner will take the letter to the City.
- b. Budget for 7/1/25 – 6/30/26 – There was discussion on the road assessment. The current assessment is \$900 per lot X 60 lots which brings in \$54,000. Because of the ongoing complaints about the roads and the cost for road maintenance, there was discussion on increasing the road assessment to \$1,080.00 (\$90 per month) or \$1,200.00 (\$100 per month). The increase of the road assessment to \$1,080 will allow an addition of \$10,000 per year, or the increase of the road assessment to \$1,200 will allow an addition of \$18,000.00 a year for additional rock and blading.

The annual road assessment of \$54,000 and the (approved) County grant of \$15,533.50 allows a total of \$69,533.00 in district funds for road repairs. This would leave the District \$7,399.00 left for emergency road repairs and unforeseen costs after we pay the road project costs of \$62,134.00. That doesn't leave much for snow removal or periodic blading. All Board members agreed that the District does not have enough money coming in to maintain the roads the way members of the District want them maintained. There was discussion on mag chloride. After discussion, the decision was made to budget an increase in the road assessment to \$1,200 a year.

There was discussion on the water rates, and the Board agreed to leave the monthly water fee alone but add another tier for water usage. Currently the water usage rate is \$75 for a base monthly fee which includes up to 15,000 gallons of water a month plus \$7.50 per 1,000 gallons over 15,000 gallons a month. A second tier is proposed for \$10 per 1,000 gallons over 25,000 gallons a month.

Shannon Robinson moved to approve the proposed budget with an increase in the road assessment to \$1,200 a year and adds a tier of water overages of \$10 per 1,000 gallons over 25,000 gallons a month. Motion carried with Lisa Wagner and Shannon Robinson voting aye. Sean McGinley voted no. Sean McGinley was in support of the above mentioned second tier water usage fee that may encourage water conservation, and the \$1,080.00 annual road assessment. Sean thought the increase to \$1,200 a year for roads could be done in 2026 if the \$1,080 increase proved to be inadequate.

VI. New Business

- a. A letter was reviewed from Water Guy explaining that they will only investigate 0 usages if the Board submits a work request for them to investigate.

Sean McGinley adjourned the meeting at 7:38 p.m.

NOTES:

- 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.

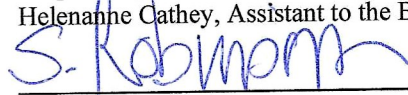
- **A reminder that the speed limit is 30 mph.**
- Those caught driving unlicensed vehicles on the road and tearing up the roads will be reported to the Sheriff's office and will be held responsible for any necessary repairs.
- Thank you to those who have slowed down on the roads! Please continue to 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, MAY 5, 2025, 6:30 P.M. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE, SUITE 106, GILLETTE – ENTRANCE ON 4TH STREET ACROSS FROM ARROW PRINTING).

2025 Meetings: 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



Signature
Shannon Robinson

Printed Name
5/5/25

Date



Signature
Lisa Wagner

Printed Name
5-5-25

Date

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

Budget - Grace Land ISD - 7/1/25 - 6/30/26				
Budget Hearing: Monday, July 7, 2025, 6:30 p.m. at office of Cathey Consulting / PO Box 2384, 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
CASH CARRYOVER	121,561	128,261	118,859	147,625
Revenue				
Assesments - Roads \$1,200 X 60 lots)	54,000	54,000	54,000	72,000
Assessments - Water (180 X 55 lots)	9,900	9,900	9,900	9,900
Assessments - Interest	18	95	200	95
Customer Water Billing & Other (Collins)	55,112	57,600	64,000	60,000
Grants - County - Roads	10,214	10,200	15,500	20,000
Grants - County - Water	3,683		1,000	
Total interest from bank	1,440	1,500	1,900	1,500
Transfer from reserves				
Other revenue (capital credits)			40	
TOTAL REVENUE	134,366	133,295	146,540	163,495
TOTAL REVENUE PLUS CASH CARRYOVER	255,927	261,556	265,399	311,120
Expenditures				
Capital Expenditures	22,337	30,000		30,000
Administrative	8,721	9,000	9,500	9,500
Operations - Roads	43,722	61,000	62,400	88,800
Operations - Water	33,719	46,080	50,000	48,480
Operations - Miscellaneous (cash carryover)		97,425		117,790
Indirect	700	600	600	600
Debt Principal			0	0
Interest			0	0
To Reserves (\$9,900 assessed + \$6,050)		15,950		15,950
TOTAL EXPENDITURES	109,199	260,055	122,500	311,120
Receivables Start of FY	30,305		6,456	
Payables Balance Start of FY	36,864		8,473	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	121,561	128,261	118,859	147,625
UNDEPOSITED FUNDS (XPRESS BILL PAY)				
RESERVES BALANCES	76,656	92,700	99,443	92,700
TOTAL FUNDS BEGINNING OF YEAR	198,217	220,961	218,302	240,325
Receivables Balance End of FY	6,456			
Payables Balance End of FY	8,473			
Undeposited Funds (Xpress)	540			
End of Year Bank Balance	218,302	94,201	240,325	92,700

Net per year (Revenue minus Expenses) 1,501 0

Reserves start of year	76,656	92,700	99,443	109,650
Deposits plus interest on reserves	22,787	16,950	16,700	16,950
Transfers out of reserves				
Reserves end of year	99,443	109,650	116,143	126,600

Budget Message: The District manages the roads and water. The District maintains a reserve fund for eventual well replacement as well as other major water system improvements as needed. Pumphouse stabilizing, roof and siding were completed this year. Annual upgrades/improvements are done to the roads, and due to ongoing homeowner complaints on the roads, the road assessment will increase to \$1,200 per year (from \$900). A second tier will be added to water billing of \$10 per 1,000 gallons over 25,000 gallons a month.

Board Member Signature _____

Board Member Signature _____

Directors: Sean McGinley (Pres.) term ends Nov., 2028 / Shannon Robinson (Vice Pres.) and Lisa Wagner (Sec./Treas.) terms end Nov., 2026
 Meetings are generally the first Monday of each month at 6:30 p.m. at 400 S Gillette Ave., Suite 106, Gillette (if a holiday - date is changed to accommodate)
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

ROAD MILEAGE:	Approx. Miles (driven)	Feet in District	Feet NOT in District
Khadafy Skoal	0.7	2,600	1,400
Coal Dust (Khadafy Skoal to Fairview - not in District)	1.8	7,200	1,400
Barrel Racing	0.3	1,600	
Mutton Bustin	0.3	1,500	
Bull Riding	0.6	2,900	
Steer Roping	0.8	3,600	
Total Miles:	4.5	19,400	2,800
		3.7	0.5

Dust Control approx.
\$7,000+/mile

Miles Calculated

ROADS: Admin. \$2,880 + Indirect \$300 + Operations \$17,332 = \$20,512 total.

4.2