

Fox Ridge Subdivision Improvement & Service District
Regular Meeting Minutes
Wednesday, April 16, 2025, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Meldene Goehring, William Languemi, Aric Peterson
 OTHERS PRESENT: Helenanne Cathey, Cindy Owens, David Owens, Janis Fink

Meldene Goehring called the meeting to order at 5:33 p.m.

- I. **Customer Concerns / Billing** – There were no customer concerns on billing reported at this meeting.
- I. **Next meeting** – The next regular meeting is scheduled for Wednesday, June 25 2025, 6:00 p.m.
- II. **Consent Agenda** – Meldene Goehring moved to approve the minutes, the treasurer’s report, bank statements, pay bills this month and next month and transfer \$10,000.00 from the money market to the checking account. William Languemi seconded. Motion carried unanimously.

- a. **Minutes Approval** – February 19, 2025, regular meeting. Meeting minutes are e-mailed after they have been approved and posted online at www.catheyconsulting.net.
- b. **Treasurer’s Report / Bills Paid**

MONEY MARKET / SAVINGS ACCOUNT:

BALANCE END OF LAST MEETING:		\$55,538.85
2/1-2/19/25	Deposits – Water	\$695.00
ADJUSTED BALANCE FORWARD:		\$56,233.85
2/20-2/28/25	Deposits – Water	\$510.00
02/28/25	Interest	\$46.32
QUICKBOOKS BALANCE 02/28/25:		\$56,790.17
3/1-3/31/25	Deposits – Water	\$1,220.00
03/05/25	Deposit – Xpress Bill Pay	\$1,895.00
03/10/25	Deposit – Assessments	\$263.07
03/31/25	Interest	\$50.21
QUICKBOOKS BALANCE 03/31/25:		\$60,218.45
04/05/25	Deposit – Xpress Bill Pay	\$1,725.00
MONEY MKT / SAVINGS BALANCE PRIOR TO START OF MEETING:		\$61,943.45*
02/19/25	Ck#118 Transfer to Checking	\$10,000.00
04/16/25	Ck# 119 Transfer to Reserves	\$8,366.00
MONEY MKT / SAVINGS BALANCE END OF MEETING:		\$43,577.45*

**Water Guy deposits recorded at the end of each month when reconciling bank statements.
 This number doesn’t include deposits made between the first of the month and this meeting.*

RESERVES ACCOUNT:

BALANCE END OF LAST MEETING:		\$83,968.73
02/28/25	Interest	\$64.44
03/31/25	Interest	\$71.40
04/16/25	Transfer from Savings	\$8,366.00
RESERVES ACCOUNT BALANCE END OF MEETING:		\$92,470.57

CHECKING ACCOUNT:

BANK BALANCE END OF LAST MEETING:		\$6,528.88	
Bills Paid in March:			
AUTO	Powder River Energy	Acct 11476806 2/1-3/1/25	\$1,113.39
1500	Cathey Consulting	Inv. 7994 – Feb. Admin./Bookkeeping/ Compliance	\$472.50
1501	Hawkins, Inc.	Inv. 6986507 – Chlorine	\$10.00

1502	Water Guy	Inv. 2025-169 – Feb. Water Operator/Billing	\$1,308.42
		\$1,094.50	
		Inv. 2025-236 – Planned power outage by PREC / checked system after power Restored & found 1 pressure pumps Heaters tripped & a fuse blown	\$213.92
TOTAL			\$2,904.31
CHECKING ACCOUNT BALANCE PRIOR TO START OF MEETING:			\$3,624.57
Bills Paid at this Meeting:			
AUTO	Powder River Energy	Acct 11476806 3/1-4/1/25	\$1,053.89
1503	Cathey Consulting	Inv. 8036 - Mar. Admin./Books/Comp.	\$472.50
1504	Hawkins, Inc.	Inv. 7013945 – Chlorine	\$10.00
1505	J Finch Dirt Works	Inv. 098907 – Cut washboard, pull shoulders Recrown all roads to 3%	\$1,495.00
1506	Water Guy	Inv. 2025-268 – Mar. Water Op./Meters/ Billing \$1,094.50	\$1,113.25
		Inv. 2025-322 – Bounced check thru Xpress Bill pay 2 Fox Ridge 3/13/25	\$18.75
TOTAL BILLS:			\$4,144.64
Transfer from Savings		\$10,000.00	
CHECKING ACCOUNT BALANCE END OF MEETING:			\$9,479.93

III. Water System –

- a. Regional water connection is scheduled to be completed this spring
 - i. An estimate was received from Water Guy to finish the connection for regional water in the pumphouse and to remove the old butterfly valve and install a new butterfly control valve and hose fittings for regional water and to wire in a new control valve to well control: \$2,080.28. Aric Peterson moved to approve the estimate and submit a County grant application and authorize the work as soon as the grant is approved. William Languemi seconded. Motion carried unanimously.
- b. Water Guy reports / billing / meter readings were reviewed. There are two meters that show 0 usage. Water Guy will be contacted to investigate these meters.

IV. Unfinished Business

- a) Roads / project for 2024 – County grant approved 4/16/24 \$6,000.00 / The County approved a six month extension so the District has until October 16, 2025, to close out the grant. (Redtail project cancelled / material for Arctic and Fox Ridge delivered / spring and fall maintenance blading).
 - 1) Maintenance blading – 2 to 3 times per year included in this grant application.
 - i. 5/2024: J Finch Dirt Works did the spring blading
 - ii. 10/2/24 – Board approved Jason Finch to blade the roads, using water from the District if possible.

6/19/24 Pay Request 1 \$5,581.68 / Grant amount: \$1,395.42
Spring blading, delivery of and spreading material on Arctic and Fox Ridge

12/11/24 Pay Request 2 \$2,329.00 / Grant amount: \$582.25 – The Board reviewed and signed the pay request for fall blading (J Finch invoice).

4/16/25 – Pay Request 3 for \$373.75 (25% of J Finch Dirtworks invoice \$1,495) was signed and will be submitted to the County for reimbursement.
Grant amount remaining: \$3,648.58

Roads were bladed. Concerns were expressed over the area where the regional water line was put in last fall. A suggestion was made to contact the City regarding the area because maybe they should come back and fix it.

V. **New Business**

- a) ADUs (Accessory Dwelling Units) – The owners of 5 Redtail asked about building an accessory dwelling unit in the Fox Ridge Subdivision. The County regulation states that the District would have to approve any ADU, but the subdivision’s covenants don’t allow it. The covenants can be amended with 80% of the subdivision voting in favor of a proposed change. There was discussion on what that means and if the District should hire an attorney. There are other items in the covenants that could be updated at the same time. A suggestion was made to poll the residents in the subdivision regarding revising the covenants to allow ADUs. Meldene Goehring will send out a text message to people on her list, and the homeowners who are interested in the ADU will go door-to-door to ask people if they would support that or not.
- b) Letter from Water Guy regarding 0 usages – Water Guy does not investigate meters showing 0 usage unless the Board requests that they investigate. The Board will request that Water Guy investigate the two meters that are currently showing 0 usage.
- c) Budget for 7/1/25 – 6/30/26 – The budget hearing will be Wednesday June 25, 2025, at 6:00 p.m. There was discussion on the regional water system costs as well as other costs that have increased. After discussion, William Languemi moved to raise the assessment to \$625 per year and approve the proposed budget as discussed. Aric Peterson seconded. Motion carried unanimously. The budget is attached to these minutes. The consensus is to sign up for the regular full-time rate of \$7.50 per tap (plus usage of \$3.09 per 1,000 gallons) instead of the intermittent rate of \$6.00 per tap (plus usage at a cost of \$6.18 per 1,000 gallons) for the regional water. The District had originally signed up for the intermittent rate. However, if the well goes down over a long holiday weekend, the District could have a very high cost for regional water usage. Helenanne Cathey explained that other Districts have seen some extremely high bills in this instance and most Districts have switched to the full-time rate of \$7.50 per tap. Meldene Goehring will contact the City. William Languemi moved to transfer \$8,366 to the reserve account. Aric Peterson seconded. Motion carried unanimously. The following legal ad will run in the Gillette News-Record on June 10, 2025:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
FOX RIDGE SUBDIVISION IMPROVEMENT & SERVICE DISTRICT**

Fox Ridge Subdivision Improvement and Service District will hold a public hearing to review the 7/1/25 – 6/30/26 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Wednesday, June 25, 2025, 6:00 p.m. The budget is summarized below:

Expenses: Administrative \$7,461 / Indirect \$850 / Operations \$127,062 /
Reserves \$8,366
Revenue and Rollover: \$143,739 / Reserves \$92,678

The assessment will increase to \$625 per year (an increase of \$125). The monthly fee will stay the same. The proposed budget is posted online at www.catheyconsulting.net.

To contact the District or for special accommodations for the hearing,
call Helenanne Cathey at 307-685-8235.

Next Meeting:

Wednesday, June 25, 2025, 6:00 p.m. (Budget Hearing and Regular Meeting).

All meetings of the District are open public meetings, and all residents are encouraged to attend.

Road Coordinator: William Languemi (307-680-1022)

Anyone interested in receiving minutes by e-mail should contact Cathey Consulting (hlcathey@collinscom.net or 307-685-8235) to be added to the e-mail list.

Minutes are posted online at www.catheyconsulting.net.

Meldene Goehring adjourned the meeting at 6:55 p.m.

MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K² TECHNOLOGIES BUILDING – USE ENTRANCE ON 4TH STREET).

Respectfully submitted,
Helenanne Cathey, Assistant to the Board




Signature

Meldene Goehring

Printed Name

6/25/2025

Date



Signature

Aric Peterson

Printed Name

6/25/25

Date

Meldene Goehring, President (307-689-8064) / , Aric Peterson, Vice President (307-680-1006) /
William Languemi, Secretary/Treasurer (307-680-1022)

Budget - Fox Ridge ISD - 7/1/25 - 6/30/26				
Budget Hearing: Wednesday, June 25, 2025, 6:00 p.m. at the office of Cathey Consulting/ PO Box 4314, 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 (GENERAL FUND)	65,063	62,416	66,806	57,591
Revenue				
Assessments (\$625 per lot X 41 lots)	20,500	20,500	20,500	25,625
Assessments - Interest	8	30	70	30
Customer and other Billing	45,422	47,820	40,940	47,820
Grants - County	7,383	11,500	582	11,500
Interest from Bank	1,201	1,173	890	1,173
Transfer from reserves				
Other revenue (capital credits)				
TOTAL REVENUE	74,514	81,023	62,982	86,148
TOTAL REVENUE PLUS CASH CARRYOVER	139,577	143,439	129,788	143,739
Expenditures				
Capital Expenditures				
Administrative	6,086	7,461	6,562	7,461
Operations	62,736	126,762	41,533	127,062
Indirect	726	850	726	850
To Reserves		8,366	8,366	8,366
TOTAL EXPENDITURES	69,548	143,439	57,187	143,739
Receivables Start of FY	2,047		4,066	
Payables Balance Start of FY	10,293		2,868	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	65,063	62,416	66,806	57,591
RESERVES BALANCES	74,349	83,449	74,349	92,678
UNDEPOSITED FUNDS	1,744		2,121	
TOTAL FUNDS BEGINNING OF YEAR	141,156	145,865	143,276	150,269
Receivables Balance End of FY	4,066			
Payables Balance End of FY	2,868			
Undeposited Funds (Xpress)	2,121			
End of Year Bank Balance	134,557		150,269	

Net per year (Revenue minus Expenses)		0		0
Reserves start of year	74,349	83,449	83,477	83,449
Deposits plus interest on reserves	9,128	9,200	9,201	9,200
Transfers out of reserves				
Reserves end of year	83,477	92,649	92,678	92,649

Budget Message: Fox Ridge ISD maintains the roads and water for the District. The assessment will increase by \$125 due to the regional water connection and increased costs in general. The District's reserves will increase by \$8,366 this next fiscal year. Reserves are for the long-term maintenance and capital improvements of the water system and roads.

Board Member Signature _____

Board Member Signature _____

Directors: Meldene Goehring (Pres.) & William Languemi (Sec./Treas.) terms end Nov., 2028 / Aric Peterson (Vice Pres.) (term ends Nov. 2026)
 Meetings are held on a regular basis, either monthly or every other month at 400 S Gillette Ave., Suite 106, Gillette. The next meeting date is set at each meeting.
 Records are stored at 400 S Gillette Ave, Suite 106, Gillette.

Use of 50% one time only drainage on County Grant program: Fox Ridge Avenue - 2017-2018 budget (September, 2017)

Monthly rates (history):

\$75/mo. Start of district (district formed in 2010 - first billing around 2012) average 15,000 gallons in base plus \$1.50 per 1,000 over that.

\$85/mo. 7/1/22 & average costs 15,000 gallons in base plus \$3.50 per 1,000 over that.

Fox Ridge	Feet	Miles
Artic Ave	4,030	0.76
Fox Butte St	1,150	0.22
Fox Ridge Ave	4,070	0.77
Red Fox St	520	0.10
Red Tail St	760	0.14
Spotted Fox St	670	0.13
Swift St	1,670	0.32
Total	12,870	2.44

5,280 feet in a mile

\$21,804 - Cost for last time to pull well and replace pump and motor (11/14/16)