

**Grace Land Improvement & Service District**  
**Regular Meeting Minutes**  
**Monday, May 5, 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, Lela Rhodes, Sandra Thomas, Melissa Blankenship

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

- I. Minutes** – Sean McGinley moved to approve the minutes for the April 7, 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. There was discussion on the snow removal. The company that does snow removal is very responsive and reasonably priced.

**WATER ACCOUNT SUMMARY:**

Water Account Balance End of Last Meeting:			\$88,222.54
4/1-4/07/25	Deposits – Water billing	\$0	
04/05/25	Xpress bill pay	\$2,875.00	
Adjusted Balance Forward:			\$91,097.54
4/8-4/30/25	Deposits – Water billing	\$1,375.00	
04/10/25	Deposit – Collins	\$50.00	
04/17/25	Bank returned check-insufficient funds		\$250.00
04/28/25	Powder River Energy – Electricity 3/1-4/1/25		\$845.94
04/30/25	Interest	No statement yet.	
05/05/25	Deposit – Xpress bill pay	No report yet.	
Balance Prior to Meeting:			\$91,426.60

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

Ck#	Payee	Description	Check Amount
AUTO	Powder River Energy	Electricity 4/1-5/1/25	No bill yet.
10520	Cathey Consulting	Inv.8085 – Apr. adm./bks \$630.00	\$430.00
10521	Hawkins, Inc.	Inv. 7036633 – Chlorine	\$20.00
10522	Kesa Miler	Refund credit balance per Water Guy	\$75.00
10523	Local Gov’t Liab. Pool	Inv. 15847 – 7/1/25 – 6/30/26 Liability & Dir. & Officers insurance \$600.00	\$300.00
10524	Water Guy	Inv. 2025-407– Apr. Oper./meters/bills	\$1,252.30
Total:			\$2,077.30

**Water Account Balance End of Meeting:**

**\$89,349.30\***

*\*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:		\$109,742.18
04/30/25	Interest	No statement yet.
<b>Water System Reserves Account Balance End of Meeting:</b>		<b>\$109,742.18</b>

**ROAD ACCOUNT SUMMARY:**

Road Account Balance End Last Meeting:		\$56,498.69
04/30/25	Interest	No statement yet.
Balance:		\$56,498.69

**Bills Paid (current meeting):**

Ck#	Payee	Description	Check Amount
1418	Cathey Consulting	Inv.8085 – Apr. adm./bks \$630.00	\$200.00
1419	Local Gov’t Liab. Pool	Inv. 15847 – 7/1/25 – 6/30/26 Liability & Dir. & Officers insurance \$600.00	\$300.00
1420	Mountain Peak Builders	Inv. 2025176 – Snow removal with plow – 1/9, 1/13, 1/14, 1/22, 1/23, 3/6/25 (8.5 hours total)	\$765.00

Total bills / transfer:

\$1,265.00

**Road Account Balance End of Meeting:**

**\$55,233.69**

### III. Water System –

- a. Water system and billing information were reviewed.

### 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. Schrank Grading started working on the roads this morning.

A concern was expressed about other roads that don't have rock. The roads will be bladed and the shoulders pulled in. A request was made to put something (railroad tie or posts) in to protect a blue post / marker that is at the end of the driveway at 22 Bull Riding. There was discussion on what that post actually is. The homeowner thought it was the water meter, but the water meter and electronic reading device is underground. It could be an old readout that isn't used anymore. Lisa Wagner will contact Water Guy to find out exactly what the marker is and have it removed if it isn't necessary. Water Guy recently flushed the water system.

The District is doing additional blading in addition to the project currently in progress. Sean McGinley recommended bringing in a couple of loads of rock along with the supplemental gradings.

There was discussion on the road work, and a concern was raised that the edge of the road is too high and won't let water drain off the road. Board members explained that the contractor just started today but will follow up with the contractor regarding the concern. Two people at the meeting recommended that the contractor should have scarified (ripped) the road before putting rock down on Khadafy Skoal. Board members explained that they can't do anything at this point, but could include scarifying in future projects and reminded people that it is important they make recommendations before a project is bid. Board members will talk to the contractor about scarifying / ripping Khadafy Skoal or other roads. Board members will also talk to Clark Melinkovich at the County regarding scarifying.

There was discussion on the work that Bell Road Ranch did, or didn't do, the last time they were hired to do some road work. They subcontracted out some of the work and some roads didn't get done that should have been done. No one was happy with the work that was done.

There was discussion on the District buying a blade or a homeowner at the meeting buying a blade and blading the roads for the District. The Board encouraged the homeowners to buy a blade, get the insurance in place, and bid on future projects. The District is not going to buy a blade due to the expense and liability issues.

### V. Unfinished Business

- a. Regional Water Connection – The Board signed a letter requesting connection to the regional system on 4/7/25. The regional water is a backup system if the well goes down. It could take weeks or months to get a new pump in if the District's water well goes down. The regional water connection could be turned on during that time period. A pump can't be purchased ahead of time and put on a shelf because you lose the warranty when you do that (example: if you purchase a pump and it sits on the shelf for 5 years, it is now outside of the warranty period when it is installed so if there is something wrong with it when it is installed, you have no warranty).
- b. Insurance on property (water system) – Shannon Robinson reported that she couldn't find any insurance that would cover the water system. This item will be removed from the agenda.
- c. Budget for 7/1/25 – 6/30/26 – The proposed budget was approved 4/7/25. The following legal ad will run in the Gillette News-Record on June 24, 2025:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
GRACE LAND IMPROVEMENT & SERVICE DISTRICT**

Grace Land Improvement and Service District will hold a public hearing to review the 7/1/2025 – 6/30/2026 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 4<sup>th</sup> Street across from Arrow Printing) on July 7, 2025, at 6:30 p.m.

Budget Summary:

Administrative \$9,500 / Indirect \$600 / Operations & Capital Exp. \$285,070 /  
To Reserves \$15,950

Reserves Start of Fiscal Year: \$92,700

Revenue, Cash Rollover and Reserves: \$403,820

Assessments will increase to \$1,200 per parcel for roads and remain at \$180 for water. The monthly water rate will stay at \$75 per month but in addition to the overage charge of \$7.00 per 1,000 gallons over 15,000 gallons, an additional tier will be added of \$10.00 per 1,000 gallons over 25,000 gallons. The complete proposed budget

is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Grace Land meeting minutes for 04/07/25. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**VI. New Business**

- a. The Local Government Liability Pool renewal application was submitted online as required. The Board reviewed and signed the application.
- b. Water Guy sent an e-mail requesting a waiver of a late fee for Account 864.01. The homeowner didn't realize that there was a drop box. The consensus of the Board was to not waive the late fee.
- c. Lisa Wagner moved to authorize Helenanne Cathey to order a box of checks for the Roads account. Shannon Robinson seconded. Motion carried unanimously.

Sean McGinley adjourned the meeting at 7:32 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, JUNE 2, 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, 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

  
\_\_\_\_\_  
Printed Name

6-2-25  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Printed Name

6-2-25  
\_\_\_\_\_  
Date