

MCKENNEY IMPROVEMENT & SERVICE DISTRICT

(PO Box 1113, Gillette, WY 82717)

REGULAR MEETING MINUTES

Thursday, May 22, 2025, 4:00 P.M.

400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

Board Members Present: Bob Maul, Zach Poitra, Deb Shaw

Others Present: Helenanne Cathey, Emily Cathey

Bob Maul called the meeting to order at 4:03 p.m.

- I. **Minutes Approval** – Deb Shaw moved to approve the minutes for the March 27, 2025, regular meeting as written. Zach Poitra seconded. Motion carried unanimously. There was no meeting in April
- II. **Treasurer’s Report Acceptance / Bills** – The bills and financial reporting were reviewed. Deb Shaw moved to accept the Treasurer’s Report and pay bills as presented. Zach Poitra seconded. Motion carried unanimously. The bank statements were reviewed and signed. Accounts receivable balances and reports from Water Guy were reviewed.

Bank Balance End of Previous Meeting:		\$47,919.91	
3/1-3/27/25	Deposits – Water Guy	\$162.00	
Adjusted Balance Forward:		\$48,081.91	
3/28-3/31/25	Deposits – Water Guy	\$0	
03/31/25	Interest	\$18.94	
04/05/25	Deposit – Xpress bill pay	\$1,003.80	
Bills paid in April:			
Ck#	Payee	Description	Amount
AUTO	City of Gillette	Inv. 2036235 – Water 2/19-3/24/25 – 80,000 gal.	\$572.90
1863	Cathey Consulting	Inv. 8042 – Mar. Admin./Books/Compl/Postage	\$393.75
1864	James Kiewel	Refund credit balance account 1776.02	\$7.11
1865	Water Guy	Inv. 2025-279 – Mar. monthly billing	\$289.48
Total Bills Paid:			\$1,263.24
4/1-4/30/25	Deposits – Water Guy	\$144.00	
04/30/25	Interest	\$18.05	
05/05/25	Deposit – Xpress bill pay	\$644.77	
Bank Balance Prior to Start of Meeting:			\$48,648.23
Bills paid at May meeting:			
Ck#	Payee	Description	Amount
AUTO	City of Gillette	Inv. 2053577 – Water 3/4-4/22/25 – 67,000 gal.	\$506.47
1866	Cathey Consulting	Inv. 8089 – Apr. Admin./Books/Compl/Postage	\$393.75
1867	C N A Surety	Bond / board 7/1/25 – 7/1/26	\$120.00
1868	US Postal Service	Annual box fee	\$188.00
1869	Water Guy	Inv. 2025-416 – Apr. monthly billing	\$289.48
Total Bills Paid:			\$1,497.70
Bank Balance After These Bills:			\$47,150.53

**Bank Balance does not include Water Guy deposits between start of month and meeting date except for the Xpress bill pay deposit.*

- III. **Water System Review** – Water system usage and billing were reviewed.
 - a. The water tap that froze up last winter has been repaired per Water Guy.
- IV. **Unfinished Business**
 - a. Water line moved to Kelly Reynolds / Petition to enlarge the District – Bob Maul reported that Kelly Reynolds is ready to install the water line and would like to trench across the road before the road repairs are done. The Board has no issues with this as long as the road is packed back down and it is

done before the District does the road project. Water Guy will move the meter back down to the road like everyone else's meters.

- b. Roads – Grant application for road work – extending culverts and putting in additional culverts where needed. A scope of work will be developed for getting bids for road improvements. Bob Maul has talked to the County to ensure the District's road project will follow the County's requirements. They require a minimum of 20', but the consensus is 22' to 24' would be better because of the number of horse trailers that travel the road.

Bob Maul will blade the roads in the next week or two.

- c. Budget for 7/1/25 – 6/30/26 – The budget hearing is Thursday, June 26, 2025, 4:00 p.m. The budget was reviewed and discussed. Deb Shaw moved to approve the proposed budget. Zach Poitra seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the Gillette News-Record on June 10, 2025:

LEGAL NOTICE OF PUBLIC BUDGET HEARING MCKENNEY IMPROVEMENT & SERVICE DISTRICT

A public hearing will be held at 400 South Gillette Avenue, Suite 106, Gillette (Office of Cathey Consulting – entrance is on 4th Street across from Arrow Printing) on Thursday, June 26, 2025, at 4:00 p.m. for the purpose of reviewing the 7/1/25-6/30/26 budget, followed by the regular meeting where the budget will be adopted and regular business conducted. Budget summary:

Revenue plus Cash Carryover: \$82,400
Administrative: \$5,626 / Indirect Costs: \$120 / Operations & Miscellaneous Costs: \$76,654

A copy of the budget is available from Cathey Consulting at 307-685-8235 or online at
www.catheyconsulting.net.

V. New Business

- a. Water Guy sent a letter stating that they do not investigate meter readings showing 0 usage. A Board member needs to contact them if any 0 usages should be investigated.

VI. Next Regular Meeting (and Budget Hearing): Thursday, June 26, 2025, 4:00 p.m. at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette). The District holds regular monthly meetings, generally on the fourth Thursday of each month at 4:00 p.m.

2025 MEETINGS:

Thurs., June 26, 2025, 4:00 p.m. (Budget Hearing and Regular Meeting)

Thurs., July 24, 2025, 4:00 p.m.

Thurs., Aug. 28, 2025, 4:00 p.m.

Thurs., Sep. 25, 2025, 4:00 p.m.

Thurs., Oct. 23, 2025, 4:00 p.m.

Thurs., Nov. 20, 2025, 4:00 p.m.*

Thurs., Dec. 18, 2025, 4:00 p.m.*

Generally, the fourth Thursday of each month

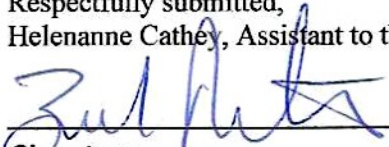
**November and December meetings are moved to the third Thursday of the month instead of the fourth Thursday due to holidays.*

NOTES:


- **Landowners need to move equipment and any other items out of the road right-of-way so that the District can work on ditches and roads as needed.**
- **There should be no shooting of guns in the Improvement and Service District and for safety reasons within a half a mile of the District in any direction.**

Deb Shaw moved to adjourn the meeting. Zach Poitra seconded. The meeting was adjourned at 4:25 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Signature



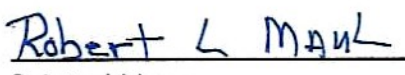
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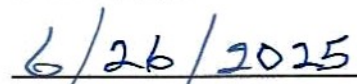
Date



Signature



Printed Name



Date

Robert (Bob) Maul, President / Zachary (Zach) Poitra, Vice President / Deb Shaw, Secretary/Treasurer

Budget - McKenney ISD - 7/1/25 - 6/30/26

Budget Hearing: Thursday, June 26, 2025, 4:00 p.m. at the office of Cathey Consulting / PO Box 1113, 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	39,636	47,481	44,562	52,265
Revenue				
Assessments	4,800	4,800	4,800	4,800
Assessments - Interest	91	65	5	65
Customer and other Billing	15,020	10,270	18,145	10,270
Grants - County		15,000		15,000
Interest from bank			105	
TOTAL REVENUE	19,911	30,135	23,055	30,135
TOTAL REVENUE PLUS CASH CARRYOVER	59,547	77,616	67,617	82,400
Expenditures				
Capital Expenditures				
Administrative	5,128	5,500	4,952	5,626
Operations	10,072	71,996	10,420	76,654
Indirect	120	120	120	120
TOTAL EXPENDITURES	15,320	77,616	15,492	82,400
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	1,306		1,398	
Payables Balance Start of FY	1,487		1,258	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	39,636	47,481	44,562	52,265
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	39,636	47,481	44,562	52,265
Receivables Balance End of FY	1,398			
Payables Balance End of FY	1,258			
Undeposited Funds (Xpress)	656			
End of Year Bank Balance	44,562		52,265	
Net per year (Revenue minus Expenses)	44,227	0	52,125	0

BUDGET MESSAGE: The District maintains the roads and water system. The District is planning to do a road improvement project this year to improve drainage and the roads in the District. There are no reserves at this time.

Board Member Signature _____

Board Member Signature _____

Directors: Bob Maul (President) (Mar., 2027), Zach Poitra (Vice President) (Mar., 2025), Deb Shaw (Secretary/Treasurer) - (Mar., 2027)
 Regular meetings held at the office of Cathey Consulting (400 S Gillette Ave., Suite 106, Gillette) on the second Wednesday of each month at 4:00 p.m.
 Records are stored at the office of Cathey Consulting.

McKenney	Feet	Miles
McKenney St	630	0.12
P.J. Rd	3570	0.68
Total	4200	0.80

5,280 feet in a mile