

**RED HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES**

Tuesday, May 6, 2025, 5:00 p.m.

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

BOARD MEMBERS PRESENT: Bryan Garland, Jami Johnson, Amy Muzzarelli
OTHERS PRESENT: Helenanne Cathey

The meeting came to order at 5:00 p.m.

- I. The Red Hills Improvement & Service District was officially formed on January 7, 2025. Helenanne Cathey will follow up with the Department of Revenue to ensure that they have received the required paperwork (map and organizational results).
- II. The Board of Directors consists of the following Board members:
Jami Johnson – 4 year term
Bryan Garland – 2 year term
Amy Muzzarelli – 2 year term
Helenanne Cathey will contact the County to see when the District should hold director elections (March, May or November of odd years – next director election in 2027).
- III. Election of Officers – State statutes require officers be elected annually. Officers will be selected from the Board of Directors. The consensus is to have the following officers:
President – Jami Johnson
Vice President – Bryan Garland
Secretary/Treasurer – Amy Muzzarelli
- IV. The list of directors and officers has been submitted to the County as required.
- V. Helenanne Cathey with Cathey Consulting explained her services and reviewed a proposal with the Board. Amy Muzzarelli moved to hire Cathey Consulting for a fee of \$1,000 a month. Bryan Garland seconded. Motion carried unanimously.
- VI. Board members will complete the public officer training online.
- VII. Budget for 7/1/24 – 6/30/25 – A proposed budget was reviewed. Bryan Garland moved to approve the proposed budget. Amy Muzzarelli seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the Gillette News-Record on June 3, 2025:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
RED HILLS 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 Wednesday, June 11, 2025, at 5:00 p.m. for the purpose of reviewing the 7/1/25-6/30/26 budget, followed by the regular meeting to adopt the budget and conduct regular business. Budget summary:

Revenue and Transfer from HOA: \$880,000

Costs: Administrative: \$20,000 / Indirect: \$750.00 / Operations & Miscellaneous: \$859,250

The monthly billing will continue under the District instead of the homeowners association after July 1st. A copy of the budget is available from Cathey Consulting at 307-685-8235 or online at

www.catheyconsulting.net.

- VIII. **Minutes Approval** – The business to date has been done through the homeowners association, and the money and assets will need to be transferred to the District after July 1st. The District's information

will also be submitted to the State Engineer's Office for the water system. Jami Johnson will talk to Pat Carpenter to assist in this process.

IX. **Treasurer's Report Acceptance / Bills** – The bills have been paid through the homeowners association and will continue to be paid through the homeowners association until everything has been transferred to the District after July 1st.

X. **Unfinished Business** - None

XI. **New Business**

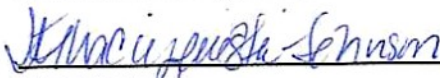
- a. Jami Johnson will talk to the County Commissioners about getting on their agenda to discuss the Piper Acres development. Homeowners are concerned about the potential increase in traffic through Red Hills especially since Piper Acres roads will be gravel roads.
- b. Helenanne Cathey will apply for a tax ID number from the IRS for the District.
- c. Amy Muzzarelli will talk to the bank about either opening a different account for the District or switching the type of account that is currently under the HOA.
- d. Bryan Garland will talk to contractors regarding the road work – chip seal / seal coat / crack sealing.
- e. Helenanne Cathey will assist the District with County grant applications. The District is eligible for 25% reimbursement for projects (or 33% for roads that connect to other subdivision or 50% for drainage improvements), but the District must apply for the County grant before starting the project except in certain emergency situations.

ADJOURN

Jami Johnson adjourned the meeting at 7:00 p.m.

Next meeting: Wednesday, June 11, 2025, 5:00 p.m. (Budget Hearing and Regular Meeting)
The District will hold regular, monthly meetings and will schedule the next meeting at each meeting.
Meetings will be held at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (office is in the K2 Technologies building / entrance is on 4th Street across from Arrow Printing)

Respectfully submitted,
Helenanne Cathey, Assistant to the Board


Signature

Jami Mariejewski Johnson
Printed Name

6-11-25
Date


Signature

Amy P. Muzzarelli
Printed Name

6/11/25
Date

Budget - Red Hills Improvement & Service District - 7/1/25 - 6/30/26

Budget Hearing: Wednesday, June 11, 2025, 5:00 p.m. at office of Cathey Consulting / 7495 Red Stone Road, Gillette, WY 82718

| | Actual (F32) 7/1/23 - 6/30/24 | Budget 7/1/24 - 6/30/25 | Actual (EST) 7/1/24 - 6/30/25 | Budget 7/1/25 - 6/30/26 |
|--|----------------------------------|----------------------------|----------------------------------|----------------------------|
| CASH CARRYOVER | 0 | 0 | 0 | 0 |
| Revenue | | | | |
| Assessments | | | | |
| Assessments - Interest | | | | |
| Transfer From HOA | | | | 645000 |
| Monthly Billing | | | | 200000 |
| Grant - County | | | | 35000 |
| Other | | | | |
| TOTAL REVENUE | 0 | 0 | 0 | 880,000 |
| TOTAL REVENUE PLUS CASH CARRYOVER | 0 | 0 | 0 | 880,000 |
| Expenditures | | | | |
| Administrative | | | | 20,000 |
| Operations | | | | 400,000 |
| Indirect | | | | 750 |
| Miscellaneous | | | | 459,250 |
| TOTAL EXPENDITURES | 0 | 0 | 0 | 880,000 |
| Reserves-Amount to be Added | | | | |
| Reserves-Amount to be spent | | | | 0 |
| Ending Reserves balance | | | | |
| Receivables Start of FY | 0 | | 0 | |
| Payables Balance Start of FY | 0 | | 0 | |
| | 6/30/2022 | 6/30/23 (EST) | 6/30/2023 | 6/30/24 (EST) |
| BEGINNING OF FISCAL YEAR BALANCES | | | | |
| GENERAL FUNDS | 0 | 0 | 0 | 0 |
| Receivables Balance End of FY | 0 | | | |
| Payables Balance End of FY | 0 | | | |
| End of Year Bank Balance | 0 | | 0 | |
| Net per year (Revenue minus Expenses) | 0 | 0 | 0 | 0 |

Budget Message: The District was formed in January of 2025 and will have its first budget this next fiscal year. The District maintains the water and roads and holds regular meetings. The homeowners association funds will be transferred into the District in the next fiscal year, and the District will be doing crack sealing and possibly chip sealing. The District does not have any reserves at this time.

Board Member Signature _____

Board Member Signature _____

Directors: Jami Johnson, President (2029) / Bryan Garland, Vice President / Amy Muzzarelli, Secretary/Treasurer (2027)

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Records are stored at 400 S Gillette Ae, Suite 106, Gillette.