

**Box N Ranch Road Improvement & Service District**  
**Regular Meeting**  
**Minutes**  
**Wednesday, January 15, 2025, 5:30 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, WY**  
*Revised 1/16/25*

Board Members Present: Keith Coyle, Tom Dillon, Jim Rieniets  
 Others Present: Helenanne Cathey

Tom Dillon called the meeting to order at 5:30 p.m.

- I. **Minutes Approval** – Jim Rieniets moved to approve the minutes for the June 26, 2024, budget hearing and regular meeting. Keith Coyle seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The Treasurer’s Report and bills were reviewed. Keith Coyle moved to accept the Treasurer’s Report and pay bills as presented. Jim Rieniets seconded. Motion carried unanimously.

Checking Account Balance Forward from Last Meeting:	\$10,761.89
07/08/24 Ck# 1115 Dustbusters Enterprises Inc. – Invoice 80563 –	\$7,837.13
Dust control for roads	
07/23/24 Deposit – County Grant	\$458.00
08/12/24 Deposit – County Grant	\$1,959.28
08/12/24 Ck# 1116 C N A Surety – Bond/Board – 10/8/24-10/8/25	\$105.00
11/10/24 Deposit – Assessments	\$2,400.00
12/10/24 Deposit – Assessments	\$3,840.00
Checking Account Balance Prior to Meeting:	\$11,477.04
Bills paid at meeting:	
Ck# 1117 Cathey Consulting, LLC	\$1,120.00
Inv. 7634 – June adm./books	\$160.00
Inv. 7674 – July adm./books	\$160.00
Inv. 7713 – Aug. adm./books	\$160.00
Inv. 7754 – Sep. adm./books	\$160.00
Inv. 7812 – Oct. adm./books	\$160.00
Inv. 7854 – Nov. adm./books	\$160.00
Inv. 7898 – Dec. adm./books	\$160.00
Total Bills:	\$1,120.00
<b>Checking Account Balance at End of Meeting:</b>	<b>\$10,357.04</b>
Receivables due before end of fiscal year: \$5,280.00	
(\$11,520 annual assessment amount / \$960 per lot)	

- III. **Unfinished Business**
  - a. Road project for 2025 / County Grant – Blade the road maintaining the crown and pulling in shoulders and shaping as needed. Mag chloride / dust control. The project is estimated at \$9,912 with a County grant approved 10/1/24 for \$2,478. The Board reviewed and signed the grant agreement. Keith Coyle moved to do the road work, authorizing Tom Dillon to contact the contractors to do the road work as soon as the weather is appropriate. Jim Rieniets seconded. Motion carried unanimously.

There was discussion on the County’s mowing the road. They didn’t mow until October last year. Tom Dillon reported that he contacted the County several times.

- IV. **New Business**
  - a. Tom Dillon reported that he plowed the road yesterday. Someone else did some snow removal yesterday as well.
  - b. Budget for 7/1/25 – 6/30/26 – The budget hearing and regular meeting to adopt the budget will be Wednesday, July 16, 2025, 5:30 p.m. Jim Rieniets moved to keep the rate the same for next year and

approve the proposed budget as discussed. Keith Coyle seconded. Motion carried unanimously. The proposed budget is attached to these minutes. The following legal ad will run in the Gillette News-Record at least one week prior to the budget hearing:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
BOX N RANCH ROAD IMPROVEMENT & SERVICE DISTRICT**

A public hearing will be held at 400 South Gillette Avenue, Suite 106, Gillette (Office of Cathey Consulting – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on Wednesday, July 16, 2025, at 5:30 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 plus Cash Carryover: \$20,955  
Administrative: \$2,420 / Indirect Costs: \$705 / Operations & Miscellaneous Costs: \$17,830

A copy of the budget is available from Cathey Consulting at 307-685-8235 or online at [www.catheyconsulting.net](http://www.catheyconsulting.net).

**Next regular meeting and budget hearing: Wednesday, July 16, 2025, 5:30 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, WY.**

Jim Rieniets moved to adjourn. Keith Coyle seconded. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,  
Helenanne Cathey,  
Bookkeeper / Assistant

  
\_\_\_\_\_  
Signature

THOMAS A DILLON  
\_\_\_\_\_  
Printed Name

7/16/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

KEITH COYLE  
\_\_\_\_\_  
Printed Name

7-16-25  
\_\_\_\_\_  
Date

Tom Dillon, President / Jim Rieniets, Vice President / Keith Coyle, Secretary/Treasurer

**Budget - Box N Ranch Road I&S - 7/1/25 - 6/30/26**

**Budget Hearing: Wednesday, July 16, 2025, 5:30 p.m. at the office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717**

	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
<b>CASH CARRYOVER</b>	1,134	5,158	10,762	6,423
<b>Revenue</b>				
Assessments (12 X \$960)	11,520	11,520	11,520	11,520
Assessments - Interest	41	12		12
Grants - County	2,417	3,000	2,478	3,000
<b>TOTAL REVENUE</b>	<b>13,978</b>	<b>14,532</b>	<b>13,998</b>	<b>14,532</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>15,112</b>	<b>19,690</b>	<b>24,760</b>	<b>20,955</b>
<b>Expenditures</b>				
Capital Expenditures				
Administrative	2,190	2,300	2,300	2,420
Operations	9,669	16,785	9,912	17,830
Indirect	705	605	705	705
Interest	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>12,564</b>	<b>19,690</b>	<b>12,917</b>	<b>20,955</b>
Reserves-Amount to be Added				
Reserves-Amount to be spent				
<b>Ending Reserves balance</b>				
Receivables Start of FY	2,793		2,417	
Payables Balance Start of FY	0		7,837	
	<b>6/30/2023</b>	<b>6/30/24 (EST)</b>	<b>6/30/2024</b>	<b>6/30/25 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	1,134	5,158	10,762	6,423
RESERVES BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>1,134</b>	<b>5,158</b>	<b>10,762</b>	<b>6,423</b>
Receivables Balance End of FY	2,417			
Payables Balance End of FY	7,837			
End of Year Bank Balance	10,761		6,423	
Net per year (Revenue minus Expenses)	2,548	0	11,843	0

**Budget Message: The District manages the road. The District has no reserves.**

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Tom Dillon (Pres.) and Keith Coyle (Sec./Treas.) terms end March, 2026 / Jim Rieniets (Vice Pres.) term ends March, 2028  
 Regular meetings are 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.

13 lots in the District - 12 lots assessed annually.

Box N Ranch Road = 5,340 feet (1.01 mile)

Annual Assessment History (Formed 2012)  
 2013 \$780  
 2022 \$960