

**BRUNSEN IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, MAY 14, 2025, 5:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Steven Brenner, Claudia Martinson, John E. Ford
Others Present: Helenanne Cathey, Jen Brenner

John E. Ford called the meeting to order at 5:00 p.m.

- I. **Minutes Approval** – Claudia Martinson moved to approve the March 12, 2025, regular meeting minutes as written. Steven Brenner seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – Claudia Martinson moved to accept the Treasurer’s Report and pay bills as presented. Steven Brenner seconded. Motion carried unanimously.

Bank Balance From the End of the Last Meeting:			\$21,860.53
03/24/25	EFT - Main Street Checks -	\$36.28	
03/31/25	Interest	\$8.42	
04/30/25	Interest	\$8.08	
Bank Balance Prior to Meeting:			\$21,840.75
Ck#	Vendor	Purpose	Amount
201	Cathey Consulting, LLC	Inv. 8029 – Mar. Adm./Books \$210.00	\$420.00
		Inv. 8076 – Apr. Adm./Books \$210.00	
202	Local Gov’t Liability Pool	Inv. 15841 – Insurance 7/1/25 – 6/30/26	\$600.00
TOTAL BILLS PAID:			\$1,020.00
Bank Balance After Bills:			\$20,820.75
Total assessments due: \$4,500.00			

- III. **Unfinished Business**
 - a. **Road Work / County Grant** –A scope was developed Phase 3 (for the rest of Brunsen Road). Bids requested from 4 contractors. One bid was received. A County Grant application was reviewed and signed and will be submitted to the County for consideration in July.
 - Scope: On Brunsen Road from 114 Brunsen Rd. to 173 Brunsen Rd.**
 - West ditch work is from the hill on 141 Brunsen to 173 Brunsen west side.**
 - Blade existing scoria off of areas that require cut and fill.
 - Compact fill areas.
 - Create a 4 to 1 slope off the shoulder of the road to a minimum of 18” ditch on the west side of the road. (from hill on 141 Brunsen to 173 Brunsen)
 - Rework the road to 22’ width with a minimum 3% crown from the center of the road.
 - Reset culvert at Handran’s driveway (105 Brunsen Rd) on the southern approach (it’s a horseshoe driveway)
 - 4 loads of fill at the low spot at 141 Brunsen Rd.
 - Install culverts at:
 - 173 Brunsen – at the end of the road at 173 Brunsen, install 16” culvert (30’)
 - 165 Brunsen – install a 12” culvert across the driveway approach (30’)
 - 141 Brunsen low spot install 18” culvert across the road (30’)
 - Transport and install 4” of J-Base material on the finished road subbase.
 - Reseed west side of the road from hill at 141 to 173 Brunsen Rd.
 - Note for the grant application: We anticipate doing this project in the spring and fall of 2026. The District doesn’t have the funds to do the project in its entirety now, and there is a reluctance to install culverts and work on drainage until we can put the material on the road.**
 - Total Bid: \$43,736.20**
 - County Grant Application Request: \$12,191.48 (50% on drainage work and 25% for the rest).**

There were concerns expressed about the width of the road and a concern that the first phase made the roads a little too narrow, especially with the oil field traffic on the roads and even the school bus.

There was discussion on blading the roads. Steven Brenner will talk to Matt Herbst.

At the March meeting there was discussion about having Jason Finch cut the ditch so water will drain underneath the cattleguard and flow into Brenner's pond. This will be done when the next project is done.

- b. Budget for 7/1/25 – 6/30/26 – The budget was reviewed. The grant amount was increased to include the Phase 3 project, and operations was increased with the addition of the grant funds. Claudia Martinson moved to approved proposed budget. Steven Brenner seconded. Motion carried unanimously. The proposed budget is attached to these minutes. The following legal ad will run in the Gillette News-Record on June 24, 2025:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
BRUNSEN IMPROVEMENT & SERVICE DISTRICT**

The Brunsen Improvement & Service District will hold a public hearing to review the 7/1/25 – 6/30/26 budget at 400 South Gillette Avenue, Suite 106, Gillette (Office of Cathey Consulting – entrance on 4th Street across from Arrow Printing) followed by the regular meeting to adopt the budget and conduct regular business on Wednesday, July 9, 2025, at 5:00 p.m. Budget summary:

Expenditures: Administrative: \$3,120 / Indirect: \$710 / Operations: \$46,303
Revenues / Carryover: \$50,133

The annual assessment will remain at \$600 per landowner. Any landowner wanting to pay the assessment directly to the District instead of having it added to taxes must pay the \$600 in full by June 30, 2023. A copy of the budget is available from Cathey Consulting at 307-685-8235 or online at www.catheyconsulting.net.

IV. New Business

- a. Director Election – November 4, 2025 (Brenner) – The following legal ad will run in the Gillette News-Record on July 8, 2025:

**NOTICE OF DIRECTOR ELECTION
BRUNSEN IMPROVEMENT AND SERVICE DISTRICT**

Public Notice is hereby given that on Tuesday, November 4, 2025, an election shall be held for the purpose of electing one Director to serve a four (4)-year term on the Board of the Brunsen Improvement and Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 4, 2025, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helenanne Cathey (685-8235 or hlcathey@collinscom.net) between August 6 2025, and August 26, 2025. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Claudia Martinson, Secretary/Treasurer / Filing Officer
Brunsen Improvement & Service District

- b. Local Government Liability Pool – The renewal application was submitted online as required. The Board reviewed and signed the renewal application.

UPCOMING MEETINGS:

Next Regular Meeting (and Budget Hearing): Wednesday, July 9, 2025, 5:00 p.m.

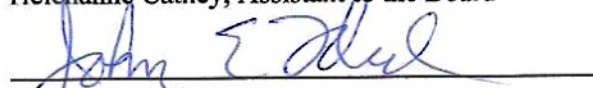
at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technologies Building – Office Entrance is on 4th Street across from Arrow Printing). Meetings are generally held the second Wednesday of every other month (odd months).

2025 Meetings

Wed., July 9, 2025, 5:00 p.m. / Wed., Sep. 10, 2025, 5:00 p.m. / Wed., Nov. 12, 2025, 5:00 p.m.

John E. Ford adjourned the meeting at 5:29 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board



Signature

John E Ford

Printed Name

July 9-2025

Date



Signature

Claudia Martinson

Printed Name

7-9-25

Date

John E. Ford, President (307-680-0682) / Steven Brenner, Vice President (307-258-9953) /
Claudia Martinson, Secretary/Treasurer (307-660-8469)

Budget - Brunsen ISD - 7/1/25 - 6/30/26				
Budget Hearing: Wednesday, July 9, 2025, 5:00 p.m. at the office of Cathey Consulting / PO Box 34, Rozet, WY 82727				
	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	25,204	33,155	32,506	24,513
Revenue				
Assessments - On Taxes (\$600 X 22)	12,600	13,200	12,000	13,200
Assessments - Paid Directly to District			1,200	
Assessments - Interest	70	120	150	120
Customer and other billing	600		100	
Grants - County		10,000	6,000	12,200
Interest from bank	126	100	100	100
TOTAL REVENUE	13,396	23,420	19,550	25,620
TOTAL REVENUE PLUS CASH CARRYOVER	38,600	56,575	52,056	50,133
Expenditures				
Capital Expenditures				
Administrative	3,096	3,020	3,100	3,120
Operations	1,790	52,845	24,413	46,303
Indirect	600	710	710	710
TOTAL EXPENDITURES	5,486	56,575	28,223	50,133
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	600		1,200	
Payables Balance Start of FY	529		520	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	25,204	33,155	32,506	24,513
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	25,204	33,155	32,506	24,513
Receivables Balance End of FY	1,200			
Payables Balance End of FY	520			
End of Year Bank Balance	32,505		24,513	
Net per year (Revenue minus Expenses)	33,114	0	23,833	0

Budget Message: The District maintains the roads. As funds allow, the District works to upgrade the roads using the County grant to the maximum extent possible. The assessment for this year will remain at \$600. The District has no reserves at this time.

Board Member Signature _____

Board Member Signature _____

Directors: John E. Ford (Pres.) & Claudia Martinson (Sec./Treas) terms end Nov., 2027 & Steven Brenner (Vice Pres.) term ends Nov., 2025.

The District holds regular meetings generally the second Wednesday of every other (odd) month (Jan., Mar., May, etc.).

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

3/9/22: If an individual or entity owns more than one lot-if the second lot or parcel is undeveloped, there is no assessment on the second lot. If the second parcel or lot is developed, it will have a full assessment. This is the first year an individual owns 3 lots, and the Board consensus is that the third lot is developed and will be assessed so this owner will have 2 lots assessed and 1 lot that is not assessed.

Brunsen	Feet	Miles
Brunsen Rd	9040	1.71
Landers Rd	8180	1.55
Total	17220	3.26