

**BUCKSKIN IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES**

Tuesday, April 15, 2025, 5:30 p.m.

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

Board Members Present: Shirley Hecht, Tom Price, Lillian Wollman
Others Present: Helenanne Cathey, AJ Perez, JR Perez

Tom Price called the meeting to order at 5:35 p.m.

- I. **Minutes Approval** – Shirley Hecht moved to approve the January 21, 2025, regular meeting minutes. Lillian Wollman seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance** – Lillian Wollman moved to accept the Treasurer’s Report, approve bank statements and pay the bills as presented and as listed below. Shirley Hecht seconded. Motion carried unanimously.

Bank Balance End of Previous Meeting:		\$20,780.13	
1/1-1/21/25	Deposits – Water	\$661.56	
Adjusted Balance Forward:		\$21,441.69	
1/22-1/31/25	Deposits – Water	\$78.00	
01/31/25	Bank Service Charge	\$2.00	
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Balance 01/31/25		\$21,517.69	
2/1-2/28/25	Deposits – Water	\$868.12	
02/05/25	Deposit – Xpress bill pay	\$444.16	
February Bills Paid			
AUTO PAY	Powder River Energy – Electricity 1/1-2/1/25	\$267.83	
AUTO PAY	City of Gillette–Bill 2019160 Water 12/19/24-1/21/25 71,000 gal	\$339.39	
Ck# 1485	Cathey Consulting – Inv. 7944 – Feb. Adm./Bks/post.	\$341.25	
Ck# 1486	Water Guy, LLC – Inv. 2025-147 – Feb. Water Op/Billing	\$689.80	
02/28/25	Bank Service Charge	\$2.00	
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Balance 02/28/25		\$21,189.70	
3/1-3/31/25	Deposits – Water	\$762.04	
03/05/25	Deposit – Xpress bill pay	\$378.48	
March Bills Paid:			
AUTO PAY	Powder River Energy – Electricity 2/1-3/1/25	\$245.79	
AUTO PAY	City of Gillette–Bill 2019160 Water 1/21-2/17/25 57,000 gal.	\$296.13	
Ck# 1485	Cathey Consulting – Inv. 7988 – Feb. Adm./Bks/post.	\$341.25	
Ck# 1486	Water Guy, LLC – Inv. 2025-147 – Feb. Water Op/Billing	\$689.80	
02/28/25	Bank Service Charge	\$2.00	
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Balance 02/28/25		\$20,755.25	
04/05/25	Deposit – Xpress bill pay	\$480.96	
Bank Balance Prior to Start of Meeting:		\$21,236.21	
Bills Paid At Meeting:			
<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
AUTO PAY	Powder River Energy	Electricity 3/1-4/1/25	\$267.64
AUTO PAY	City of Gillette	Bill 1984717– Water 2/17-3/24/25 70,000 gal.	\$336.30
Ck# 1487	Cathey Consulting	Inv. 8030 – Mar. Adm./Bks/ compliance	\$341.25
Ck# 1488	US Postal Service	Annual box fee	\$188.00
Ck# 1489	Water Guy	Inv. 2025-254 – March Water Op. Billing	\$689.80
Total Bills / Checks			\$1,822.99
Bank Balance End of Meeting:			\$19,413.22*

*Bank balance does not reflect bank deposits made by Water Guy since the first of the month – deposits are recorded monthly after receipt of Water Guy reporting and reconciliation of bank statements.

III. **Water System Review** – The water system information was reviewed. Water Guy billing and monthly reports were reviewed.

IV. **Unfinished Business**

- a. Steel posts with reflectors installed around culverts where several people went off the road in past years – Tom Price will work on this project this spring. There was discussion on a few vehicles that got stuck this last winter.
- b. 1/2025 meeting: A request was made for a street sign for a special needs child. The consensus is to get two signs. The homeowner will send the sign information to Helenanne Cathey, and Helenanne will contact the County to order the signs. The District has posts. Tom Price volunteered to put up the signs.
- c. Road work – Blade and crown both Latigo and Rawhide and put down mag chloride. Project estimate is \$6,556 (Dustbusters for dust control \$4,756 / Earth Work Solutions blading \$1,800) and County grant estimate of \$1,958.41. The District's grant application was on the County Commissioners agenda today.
- d. Budget for 7/1/25 – 6/30/26 – The budget hearing will be Tuesday, July 15, 2025, at 5:30 p.m. followed by the regular meeting. The budget was reviewed. Shirley Hecht moved to approve the proposed budget. Lillian Wollman seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the Gillette News-Record on July 1, 2025:

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

The Buckskin Improvement and Service District will hold a public hearing for 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 4th Street across from Arrow Printing) on Tuesday, July 15, 2025, at 5:30 p.m. The budget is summarized below:

Total Revenue and Rollover: \$77,274

Expenses: Admin: \$5,400 / Indirect \$105 / Operations \$70,169

The annual assessment and monthly fee are anticipated to stay the same. The complete budget is available online at www.catheyconsulting.net. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

V. **New Business**

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

**NOTICE OF DIRECTOR ELECTION
BUCKSKIN IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING**

Public Notice is hereby given that on Tuesday, November 4, 2025, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the Buckskin Improvement & 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 hicathey@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.

Lillian Wollman, Secretary/Treasurer / Filing Officer
Buckskin Improvement & Service District

There was discussion on last year's road project. Everyone has been pleased with the road improvements.
Road Improvements in 2024: Rawhide Drive from Kluver to Buckskin - Approximately 1,400 feet of road length -
Narrow the road to 20' width - using the material removed from the sides to build up the road leaving 2 ft. ditches
wherever possible, with existing infrastructure. Top with crushed concrete.
\$40,411.38 District Cost
\$15,158.75 Of the above total, this amount was paid for by the County Grant
\$25,252.63 net cost to members of the District

Spring, 2024:



Spring 2025:



VI. **Adjourn** – Lillian Wollman moved to adjourn the meeting. Shirley Hecht seconded. The meeting was adjourned at 6:00 p.m.

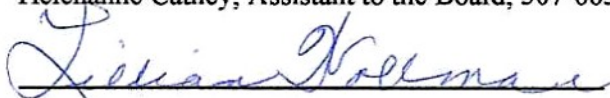
Next Regular Meeting (and Budget Hearing): Tuesday, July 15, 2025, 5:30 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (In the K2 Technologies Building – office entrance is on 4th Street across from Arrow Printing). Regular bills will be paid between meetings as needed.

2025 meetings:

Tuesday, July 15, 2025, 5:30 p.m. / Tuesday, October 21, 2025, 5:30 p.m.

Meeting minutes are posted online at www.catheyconsulting.net.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board, 307-685-8235



Signature

LILLIAN Wollman

Printed Name

7-15-25

Date



Signature

Thomas E Price

Printed Name

7/15/25

Date

Thomas Price, President / Shirley Hecht, Vice President / Lillian Wollman, Secretary/Treasurer

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

Budget Hearing: Tuesday, July 15, 2025, 5:30 p.m. at office of Cathey Consulting / PO Box 2074, 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	28,471	36,103	37,342	31,849
Revenue				
Assessments (\$900/lot)	14,400	14,400	14,400	14,400
Assessments - Interest	5	25	100	25
Customer billing (\$75 + \$4 per 1,000 over 5,000/mo.)	18,265	20,000	28,000	25,000
Grants - County		17,658	15,159	5,000
Other income (capital credits etc.)	939	1,000	1,000	1,000
TOTAL REVENUE	33,609	53,083	58,659	45,425
TOTAL REVENUE PLUS CASH CARRYOVER	62,080	89,186	96,001	77,274
Expenditures				
Capital Expenditures	500		40,411	
Administrative	4,806	5,000	5,000	5,400
Operations	17,882	84,081	18,000	70,169
Indirect	105	105	105	105
To Reserves				1,600
TOTAL EXPENDITURES	23,293	89,186	63,516	77,274
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	(327)		1,474	
Payables Balance Start of FY	1,862		2,110	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	28,471	36,103	37,342	31,849
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	28,471	36,103	37,342	31,849
Receivables Balance End of FY	1,474			
Payables Balance End of FY	2,110			
Undeposited Funds (Xpress)	108			
End of Year Bank Balance	37,342		31,849	
Net per year (Revenue minus Expenses)	38,787	0	32,485	0

Budget Message: The District manages the water and roads. The District is connected to the City's regional water system. The District has no reserves. A road project to narrow the road and then cover the road with crushed concrete (Rawhide Drive from Kliver to Buckskin) was done this fiscal year. The District is working toward an annual maintenance program with material added periodically to keep the roads in good condition. The assessment and monthly fee are anticipated to stay the same this next fiscal year. A reserve fund will be started for the long-term maintenance of the water system.

Board Member Signature _____

Board Member Signature _____

Directors: Tom Price (Pres.) term ends Nov., 2027 / Lillian Wollman (Sec./Treas.) & Shirley Hecht (Vice Pres.) terms end Nov., 2025
Meetings are generally the third Tuesday of the first month of each calendar quarter at 5:30 p.m. at 400 S Gillette Ave., Suite 106, Gillette.

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

Buckskin	Feet	Miles	% of Total Miles
Latigo St.	900	0.17	39.1%
Rawhide Dr.	1400	0.27	60.9%
Total	2300	0.44	

5,280 feet in a mile

Assessments (history)

2023 - \$14,400 (\$900 per lot)
2016 (& prior??) - \$7,680 (\$480 per lot)

Water Tank: (estimated size) / age? 12 X 12 X 12 concrete tank X 6" thick.
Water meters & radio read equipment installed (2019) \$55,857.80
Flushing Hydrant (2019) \$3,200.00

Monthly Fee (history)

2019 - \$75 per month plus \$4.00 per 1,000 gallons over 5,000 gal.)
2015 (& prior??) - \$75 per month

Road Improvements:

Latigo - done in 2016-2017 (\$25,119)
Rawhide - done in 2024 (\$40,411)