

**RED HILLS IMPROVEMENT & SERVICE DISTRICT  
BUDGET HEARING AND REGULAR MEETING  
MINUTES**

**Wednesday, June 11, 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

**BUDGET HEARING**

Jami Johnson called the budget hearing to order at 5:00 p.m. The budget includes the funds being transferred to the District in the fiscal year for the HOA. Costs will be gathered for road work. There was an opportunity for public comment. There were no public comments. Jami Johnson adjourned the budget hearing at 5:05 p.m.

**REGULAR MEETING**

Jami Johnson called the meeting to order at 5:05 p.m.

- I. **Budget** – Amy Muzzarelli moved to adopt the budget for 7/1/25 – 6/30/26 for \$880,000. Bryan Garland seconded. Motion carried unanimously.
- II. **Minutes Approval** – Amy Muzzarelli moved to approve the May 6, 2025, regular meeting minutes as presented. Bryan Garland seconded. Motion carried unanimously.
- III. **Treasurer’s Report Acceptance (Motion to accept treasurer’s report and pay bills) -**  
Jami Johnson reported that First National Bank advised that the best way to switch bank accounts is to close the HOA account and open an account or multiple accounts for the District after July 1<sup>st</sup>. Jami Johnson moved to open three bank accounts after July 1<sup>st</sup> – an operating account (\$80,000), savings account for roads (70% of the remaining amount), and savings for water (30% of the remaining amount) and order checks for the operating account. Water Guy will be notified when the new operating account is opened.
- IV. **Water System Review**
  - a. Water Guy Reports were available for review. The information is summarized on spreadsheets by Cathey Consulting for ease of understanding and better tracking.
- V. **Unfinished Business**
  - a. The transfer of assets to the District from the HOA will be done after July 1, 2025. Pat Carpenter, attorney, is working on the paperwork to transfer assets from the HOA to the District.
  - b. Road project (25-26) / crack sealing / other – Bryan Garland reported that he talked to Jerry Williams with Inberg-Miller who can provide a cost estimate for recommended road work. An application can be submitted for a County grant in July. There are several places on the roads that need to be addressed.
  - c. A Tax ID has been issued to the District. The District is a tax exempt entity.. The Board reviewed and signed the Wyoming Sales Tax Exempt Certificate and a W-9 for the District.
  - d. Jami Johnson reported that the District’s concerns about the Piper Acres development were raised with the County Commissioners. The County reported that there is nothing they can do other than support the District as much as possible. They asked the Developer to make sure that construction companies (infrastructure or homes) do NOT use Red Hills roads. Tom with Piper Acres said that he is willing to install a breakaway gate that emergency equipment can get through. They can put a camera on it to monitor anyone who drives through it without authorization. The Fire Department expressed the need for EMS to be able to get through, and that’s why there have to be 2 ingress and egress options for a subdivision with more than 30 lots. There isn’t a lot anyone can do about keeping excess traffic out other than the gate. Red Hills can put up signs to restrict traffic.

## **VI. New Business**

- a. Official Depository Designation – Bryan Garland moved to designate First National Bank as the official depository for the District for the 7/1/25 – 6/30/26 fiscal year. Jami Johnson seconded. Motion carried unanimously.
- b. By-Laws – Draft by-laws were reviewed. Helenanne Cathey explained the draft by-laws, which have been adopted by a number of other special districts for whom she works. The by-laws are right from the statutes and were created by Pat Carpenter.
- c. Public Records Notice – A public records notice was signed and will be submitted to the County reporting that the District’s records are stored at the office of Cathey Consulting.
- d. Jami Johnson moved to adopt the Cathey Consulting fee schedule (public records requests, copies). Amy Muzzarelli seconded. Motion carried unanimously. The fee schedule is posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net).
- e. Public Officer Training (Wyoming Association of Special Districts or Wyoming Department of Audit) – Board members are working on the training.
- f. Insurance (General Liability, Directors & Officers, Property, Bond) – The Local Government Liability Pool provides a general liability and directors & officers coverage for governmental entities and is \$600 a year. The Board will look at the program, and this item will be on the next meeting agenda.
- g. Investment Policy – An investment policy is required per state statute. The following draft will be discussed at the next meeting.

All available cash will be kept on deposit at a bank authorized to do business in Wyoming. Funds may be kept in interest-bearing checking or savings or money market accounts that are FDIC insured or approved by the State of Wyoming. Funds may also be deposited in certificates of deposit that are FDIC insured or approved by the State of Wyoming.

No investments will be made except as allowed under Wyoming Statutes 9-4-831.

- h. Utility easements are required for the lines on Study’s and Lotvedt’s properties. The attorney drew up legal easements and signatures were acquired. Amy Muzzarelli moved to approve the easements. Jami Johnson seconded. Motion carried unanimously.
- i. The damaged property from Spectrum running fiber through the area was discussed. Jami Johnson has the name and number of the contractor and will be getting with the person responsible for dealing with any of the issues that need to be addressed.
- j. There was discussion on lower speed limit signs and replacing a stop sign that has been knocked down. The consensus is to wait until the Spectrum work is done. This will be on the next agenda.
- k. There was discussion on mowing again this year. This will be on the next agenda.
- l. Black Hills Gas is trying to bring gas through Stone Gate, Red Hills and Piper Acres. They are hoping to have a lot better price available with more people signing up for service.

## **VII. Next meeting date/time: Wednesday, July 23, 2025, 5:00 p.m.**

- VIII. Adjourn** – Jami Johnson moved to adjourn. Amy Muzzarelli seconded. The meeting was adjourned at 6:09 p.m.

Next meeting: Wednesday, July 23, 2025, 5:00 p.m.

The District holds 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 4<sup>th</sup> Street across from Arrow Printing)

NOTES:

Fee Schedule (public records) – Approved Cathey Consulting Fee Schedule 6/11/25

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

Jami Maciejewski-Johnson  
Signature

Jami Maciejewski-Johnson  
Printed Name

7-23-25  
Date

Amy P. Muzzarelli  
Signature

Amy P. Muzzarelli  
Printed Name

7-23-25  
Date


Red Hills Improvement & Service District Board of Directors  
Jami Johnson, President / Bryan Garland, Vice President / Amy Muzzarelli, Secretary/Treasurer


**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
<b>CASH CARRYOVER</b>	0	0	0	0
<b>Revenue</b>				
Assessments				
Assessments - Interest				
Transfer From HOA				645,000
Monthly Billing				200,000
Grant - County				35,000
Other				
<b>TOTAL REVENUE</b>	0	0	0	880,000
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	0	0	0	880,000
<b>Expenditures</b>				
Administrative				20,000
Operations				400,000
Indirect				750
Miscellaneous				459,250
<b>TOTAL EXPENDITURES</b>	0	0	0	880,000
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				0
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)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
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	
<b>Net per year (Revenue minus Expenses)</b>	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.

  
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 Board Member Signature

  
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 Board Member Signature

Directors: Jami Johnson, President (2029) / Bryan Garland, Vice President (2027) / Amy Muzzarelli, Secretary/Treasurer (2027)  
 Regular meetings are held monthly. Meeting dates are published in minutes which are e-mailed and posted online.  
 Records are stored at 400 S Gillette Ac, Suite 106, Gillette.

<b>Red Hills Roads</b>	feet	miles
Crimson Court	667.20	0.13
Red Hills Road	9,809.30	1.86
Red Stone Court	373.90	0.07
Red Stone Road	1,869.40	0.35
Red Vista Court	364.20	0.07
Running Hills Road	633.60	0.12
Stone Place Avenue	2,230.50	0.42
Stone Place Loop	4,402.80	0.83
Stone View Court	903.80	0.17
Vantage Court	1,361.40	0.26
<b>Total</b>	<b>22,616.10</b>	<b>4.28</b>

5,280 feet in a mile

Cathey Consulting Fees  
July 1, 2022

Cathey Consulting is contracted with the District to perform administrative, bookkeeping, and compliance services. Office hours are generally Monday through Thursday, 9 a.m. until 5 p.m. or later (depending on meeting schedules). However, those hours may vary depending on meetings outside of the office or holidays, sick or vacation days. There is generally 1 person in the office, and if that person is gone, the office has to close.

There is no charge to individuals to view public records. Notice should be provided before coming to the office to make sure the records are being stored at this office and also to make sure someone is in the office. There is no fee to view public records to the individual, but the District may be billed as it generally requires time away from other duties to assist people in viewing their District's records and answering questions. Fees can be avoided by people attending District meetings and reviewing information at the regular meetings – if a person attends a regular meeting of the Board and asks to look at records that are readily available in the office, this fee will not apply. Board members should be the ones responding to questions, and if people attend meetings, they can ask the Board questions and get the answers they need without seeing their District billed additional fees.

The following fee schedule is a general guideline to fees. Special accommodations may require additional fees, and Cathey Consulting reserves the right to modify this list at any time with or without notice.

Current Hourly Rate: \$100.00 per hour

Meeting Minutes / Newsletters / Other \$5.00 per one envelope and one paper  
There is no charge to e-mail monthly meeting minutes to customers or to e-mail an occasional newsletter. Minutes and newsletters can also be posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net). With these two options, mailing a paper copy is unnecessary. However, if the District wants to mail minutes to people, the fee is \$5.00 per one envelope and one page, and \$2 for each additional page. Fee includes postage.

Postcards \$2.00 per postcard  
Fee includes postage.

Copies of public documents and records requests: \$3.00 per page  
This fee is meant to cover costs of printing, paper, and equipment.

Requests for digital or other documents Billed at current hourly rate with a minimum of 1 hour.  
It takes time to gather information and forward it to those requesting information. Meeting minutes are posted online as are by-laws, rules and regulations, etc. which provide the majority of information which most people request.

Labels \$1.00 per page

Requests for pulling information for reviewing or auditing files, etc. Billed at current hourly rate with a minimum of 1 hour.  
These fees will be billed to the District. Cathey Consulting will notify the person making the request of the fees, and payment is required up front. Money collected will be deposited to the appropriate District, and the District will pay Cathey Consulting. Any e-mail or written request must be treated as a request for public records, and a response is necessary.

Grant and Loan Administration Billed at current hourly rate with a minimum of 1 hour.  
Grant and loan tracking and administration can be a complex process and oftentimes leads to additional auditing requirements. For this reason, any grant and loan administration as well as auditing or CPA review requirements will be billed above the regular agreed upon monthly rate. This item generally excludes the County District Support Grant program, however, if a district is seeking a County grant that requires additional time (such as gathering bids or multiple grants at once or other complexities), the District may be billed for this time. The main purpose of this item is for state or federal or other funding sources. Project tracking generally involves working with engineers, attorneys, government employees, etc.

6-11-25 [Handwritten signature]  
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