

Grace Land Improvement & Service District
Budget Hearing and Regular Meeting Minutes
Monday, July 7, 2025, 6:30 p.m.
Office of Cathey Consulting - 400 South Gillette Avenue, Suite 106, Gillette

Board Members Present: Shannon Robinson, Lisa Wagner
 Board Members Not Present: Sean McGinley
 Others Present: Helennane Cathey, Devon Caldwell

BUDGET HEARING

Lisa Wagner called the budget hearing to order at 6:30 p.m. There have been no changes to the budget since the proposed budget was approved. There was an opportunity for public comment. Devon Caldwell purchased a property in the District and came to the meeting to note his objection to the increase in rates. The assessment for roads will increase from \$900 to \$1,200 a year. Another tier will be added for water (\$10 per 1,000 gallons over 25,000 gallons a month). Board members explained that the cost for maintaining roads has increased substantially and people have continued to complain about the roads. In order to make improvements and continue putting better quality material (limestone instead of scoria) on the roads, the assessment has to increase. The last increase was in 2022. There was discussion on the roads and work that has been done in the past, covenants, mag chloride, and future projects. Shannon Robinson adjourned the budget hearing at 7:17 p.m.

REGULAR MEETING

Lisa Wagner called the meeting to order at 7:17 p.m.

- I. **Budget** – Lisa Wagner moved to adopt the budget for 7/1/25 – 6/30/26 for \$287,677 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Shannon Robinson seconded. Motion carried by unanimous consent.
- II. **Minutes** – Lisa Wagner moved to approve the minutes for the June 2, 2025, regular meeting as presented. Shannon Robinson seconded. Motion carried by unanimous consent..
- III. **Treasurer’s Report / Financial Review** – The bills and financial information were reviewed. Lisa Wagner moved to accept the Treasurer’s Report and pay the bills as presented. Shannon Robinson seconded. Motion carried by unanimous consent.

WATER ACCOUNT SUMMARY:

Water Account Balance End of Last Meeting:			\$89,566.58
5/1-5/31/25	Deposits – Water billing	\$1,335.00	
05/31/25	Interest	\$35.93	
06/01/25	Deposit – Collins	\$50.00	
Adjusted Balance Forward:			\$90,987.51
6/1-6/30/25	Deposits – Water billing	\$1,205.00	
06/05/25	Xpress bill pay	\$3,218.21	
06/26/25	Powder River Energy – Electricity 5/1-6/1/25	\$909.35	
06/30/25	Interest	\$34.99	
Balance Prior to Meeting:			\$94,536.36

Bills Paid and transfers (Current Meeting):

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
AUTO	Powder River Energy	Electricity 6/1-7/1/25	No bill yet.
10528	Cathey Consulting	Inv.8177 – June adm./bks \$630.00	\$430.00
10529	Energy Laboratories	Inv. 709515 – Testing/water quality report \$125.00	\$2,239.00
		Inv. 712164 – Testing \$1,534.00	
		Inv. 713655 – Testing \$580.00	
10530	Gillette News-Record	Inv. 42486 – Legal ad for budget hearing \$118.30	\$59.15
10531	Hawkins, Inc.	Inv. 7099945 – Chlorine	\$10.00
10532	Water Guy	Inv. 2025-632 – Locates 5/11-5/12/25 \$75.00	\$1,327.30
		Inv. 2025-683 – June Oper./meters/bills \$1,252.30	
Total:			\$4,065.45
Water Account Balance End of Meeting:			\$90,470.91*

**Bank balance does not include water deposits from the first of this month to the meeting date..
 Water deposits are entered in QuickBooks and verified with bank statements monthly.*

WATER SYSTEM RESERVES ACCOUNT:

Water System Reserves Account Balance End of Last Meeting:			\$109,836.91
05/31/25	Interest	\$97.99	

06/30/25	Interest	\$94.91	
07/07/25	Transfer from Roads	\$4,320.00	
	6/1/25 Assessments for water		
Water System Reserves Account Balance End of Meeting:			\$114,349.81

ROAD ACCOUNT SUMMARY:

Road Account Balance End Last Meeting:			\$1,191.12
05/13/25	Main Street Checks	\$31.13	
05/31/25	Interest	\$21.47	
06/10/25	Deposit Assessments (6/1/25)	\$27,720.00	
06/23/25	Deposit – County Grant	\$13,194.00	
06/30/25	Interest	\$12.23	
Balance:			\$42,107.69

Bills Paid (current meeting):

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
1423	Cathey Consulting	Inv.8177 – June adm./bks \$630.00	\$200.00
1424	Gillette News-Record	Inv. 42486 – Legal ad for budget hearing \$118.30	\$59.15
1425	Grace Land ISD	6/1/25 Assessments for Water Reserves	\$4,320.00
Total bills / transfer:			\$4,579.15
Road Account Balance End of Meeting:			\$37,528.54

IV. Water System –

- a. Water system and billing information were reviewed. Lisa Wagner reported that she reached out to the landowner on the shut off list.

V. Roads

- a. 2025 Road Project – putting limestone down on Khadafy Skoal due to heavy traffic. Schrank Grading did the work. Estimated project cost: \$62,134.00 County grant (\$15,553.50) was approved on 2/19/25. Grant also includes maintenance blading.
 - 6/2/25 Pay Request 1 for Schrank Invoice 138 (\$52,776 / Grant pay request \$13,194)
 - Roads to be evaluated prior to the August meeting to determine if any road work should be done at that time.

VI. Unfinished Business

- a. Regional Water Connection – The agreement for regional water was reviewed. There are two levels of service. The prices for the two levels of service are not explained in the agreement. Lisa Wagner moved to approve the agreement with the emergency usage rate only at this time. The service level can be changed twice a year. Shannon Robinson seconded. Motion carried by unanimous consent.
- b. County insurance requirements for contractors – Lisa Wagner provided the County’s insurance requirements for contractors. There was discussion. The consensus is to require the same as the County. Lisa Wagner will type up a policy to review next month.

VII. New Business

- a. A request was made to add another tap. There was discussion. If any additional tap comes off of the main line, the tap fee would be required, meter installed (at the cost of the landowner) and the full monthly fee plus overages would be billed for that tap.
- b. Public Records Notice – The public records notice was signed to submit to the County reporting that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- c. Official Depository – Lisa Wagner moved to designate First National Bank as the official depository for 7/1/25 – 6/30/26. Shannon Robinson seconded. Motion carried unanimously.
- d. Self-Audit for 7/1/24 – 6/30/25 – 9S Consulting completed the self-audit last year. The consensus is to have 9S Consulting complete the self-audit again for this year.
- e. An e-mail was sent out to homeowners:

If you see any flags or paint markers on the ground, please do not remove them or mow over them because it costs us more money for utilities to come back out and locate again.

An e-mail was received from a homeowner asking: “Why is it costing us money in the first place?”

Answer: The District is required by law to provide locating services on the District owned utility (the water system / water lines). Water Guy is contracted by the District to provide this service for us. They provide 24/7, 365 day a year services in order to comply with locating requirements. Water Guy bills the District whenever they receive a locate as they have to respond to all locate requests. They also bill for their time and any materials (flags, paint, etc.) for marking locates. If people remove the flags or mow over the paint so that it is unreadable, a new locate is called in, and Water Guy has to go back out again, and the District is charged again for their time and materials.

Lisa Wagner adjourned the meeting at 7:45 p.m.

NOTES:

- If anyone is unable to attend the meeting but would like to call in for the meeting, contact Lisa Wagner. She will add people to the meeting by phone if possible.
- **A reminder that the speed limit is 30 mph.**
- **IF THE ROADS ARE SHUT DOWN FROM THE SNOW, PLEASE STAY OFF OF THE ROADS.** When people get stuck on the roads, then the plow cannot get through and it creates a more dangerous situation. Just stay home and stay off of the roads!
- People are reminded that dogs need to be kept on their own property. Remember you are liable if your dog bites someone or causes property damage or injury to animals.
- No one is authorized to blade the roads except the County without board approval. Anyone that does any work on the roads without board authorization will be prosecuted for destruction of property.
- 5/5/14 – Board authorized the signing of checks for regular bills between meetings if a monthly meeting is cancelled.
- No one should get in meter pits. There are wires on the radio read equipment that are easy to rip apart. There is also a pillow in it that prevents things from freezing. Any damages to the meter pit or equipment in the pit will be billed to homeowners.
- **When anyone sees the red light flashing on the tank, contact a Board member (phone numbers at the bottom of the minutes) or Water Guy (307-299-3544).**

NEXT REGULAR MEETING: MONDAY, AUGUST 4, 2025, 6:30 P.M. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE, SUITE 106, GILLETTE – ENTRANCE ON 4TH STREET ACROSS FROM ARROW PRINTING).


2025 Meetings: Monday, Aug. 4, 2025, 6:30 p.m. Tuesday, Sep. 2, 2025, 6:30 p.m.*

Monday, Oct. 6, 2025, 6:30 p.m. Monday, Nov. 3, 2025, 6:30 p.m. Monday, Dec. 1, 2025, 6:30 p.m.

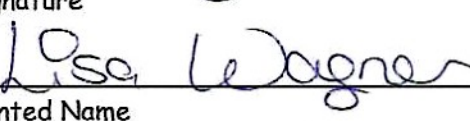
*September meeting rescheduled due to Labor Day.

The District holds regular, monthly meetings, generally on the first Monday of each month at 6:30 p.m. at the office of Cathey Consulting. If the date falls on a holiday, the meeting will be rescheduled.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



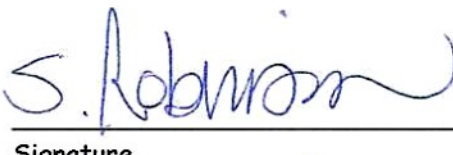
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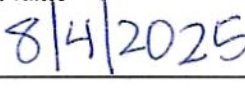
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Signature



Printed Name



Date

Sean McGinley, Pres. (307-257-4531) / Shannon Robinson, Vice Pres. (661-345-3268) / Lisa Wagner, Sec./Treas. (970-590-5177)

Budget - Grace Land ISD - 7/1/25 - 6/30/26

Budget Hearing: Monday, July 7, 2025, 6:30 p.m. at the office of Cathey Consulting / PO Box 2384, 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
CASH CARRYOVER	121,561	128,261	118,859	124,182
Revenue				
Assessments - Roads (\$1,200 X 60 lots)	54000	54000	54000	72000
Assessments - Water (\$180 X 55) (Goes to Reserves w/ \$6,050)	9,900	9,900	9,900	9,900
Assessments - Interest	18	95	200	95
Customer Water Billing & Other (Collins)	55,112	57,600	64,000	60,000
Grants - County - Roads	10,214	10,200	15,500	20,000
Grants - County - Water	3,683		1,000	
Total Interest from bank	1,440	1,500	1,900	1,500
Transfer from reserves				
Other revenue (capital credits)			40	
TOTAL REVENUE	134,366	133,295	146,540	163,495
TOTAL REVENUE PLUS CASH CARRYOVER	255,927	261,556	265,399	287,677
Expenditures				
Capital Expenditures	22,337	30,000		30,000
Administrative	8,721	9,000	9,500	9,500
Operations - Roads	43,722	61,000	62,400	88,800
Operations - Water	33,719	46,080	50,000	48,480
Operations - Miscellaneous (cash carryover)		97,425		93,347
Indirect	700	600	600	600
Debt Principal			0	0
Interest			0	0
To Reserves (\$9,900 assessed + \$6,050 Xfer) + interest		15,950		16,950
TOTAL EXPENDITURES	109,199	260,055	122,500	287,677
Receivables Start of FY	30,305		6,456	
Payables Balance Start of FY	36,864		8,473	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	121,561	128,261	118,859	124,182
UNDEPOSITED FUNDS (XPRESS BILL PAY)				
RESERVES BALANCES	76,656	92,700	99,443	116,143
TOTAL FUNDS BEGINNING OF YEAR	198,217	220,961	218,302	240,325
Receivables Balance End of FY	6,456			
Payables Balance End of FY	8,473			
Undeposited Funds (Xpress)	540			
End of Year Bank Balance	218,302	94,201	240,325	116,143
Net per year (Revenue minus Expenses)		1,501		0
Reserves start of year	76,656	92,700	99,443	116,143
Deposits plus interest on reserves	22,787	16,950	16,700	16,950
Transfers out of reserves				
Reserves end of year	99,443	109,650	116,143	133,093

Budget Message: The District manages the roads and water. The District maintains a reserve fund for eventual well replacement as well as other major water system improvements as needed. Pumphouse stabilizing, roof and siding were completed this year. Annual upgrades/improvements are done to the roads, and due to ongoing homeowner complaints on the roads, the road assessment will increase to \$1,200 per year (from \$900). A second tier will be added to water billing of \$10 per 1,000 gallons over 25,000 gallons a month.

Board Member Signature _____ Directors: Sean McGinley (Pres.) term ends Nov., 2028 / Shannon Robinson (Vice Pres.) and Lisa Wagner (Sec./Treas.) terms end Nov., 2026 Meetings are generally the first Monday of each month at 6:30 p.m. at 400 S Gillette Ave., Suite 106, Gillette (if a holiday - date is changed to accommodate) Records are stored at 400 S Gillette Ave, Suite 106, Gillette.	Board Member Signature _____
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