

**RED HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES**

Wednesday, July 23, 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

Jami Johnson called the meeting to order at 5:04 p.m.

I. Minutes Approval – Amy Muzzarelli moved to approve the June 11, 2025, budget hearing and regular meeting minutes as presented. Jami Johnson seconded. Motion carried by unanimous consent.

II. Treasurer’s Report Acceptance (Motion to accept treasurer’s report and pay bills) -
Accounts have been opened for the Improvement & Service District at First National Bank
operating account (\$80,000)
savings account for roads (70% of the remaining amount)
savings for water (30% of the remaining amount)

Checks were ordered for the operating account. Water Guy will be provided with the information. The HOA account was left open for now until Water Guy has the materials they need and starts depositing to the District account.

Helenanne Cathey reported that the District may have to do a CPA review after the end of this fiscal year (7/1/25 – 6/30/26). The cost for a CPA review is in the thousands. The Board may want to talk to the Department of Audit to see if that will be required when the majority of the money that will come into the District and will put the District over the \$500,000 amount (which is when a CPA review is required) is a transfer from the HOA.

Helenanne Cathey reminded the Board that she will need bank statements in order to reconcile accounts. Bank statements need to have copies of checks.

Amy Muzzarelli moved to accept the treasurer’s report and pay bills. Jami Johnson seconded. Motion carried by unanimous consent.

Bills Paid:

	Date	Num	Memo	Open Balance
Cathey Consulting, LLC				
	07/01/2025	8158	May, 2025 - Monthly bookkeeping / secretarial / compliance services	1,000.00
	07/01/2025	8194	June, 2025 - Monthly bookkeeping / secretarial / compliance services	1,000.00
Total Cathey Consulting, LLC			Ck# 113	2,000.00
Gillette News-Record				
	07/01/2025	42896	Legal ad - budget hearing	83.20
Total Gillette News-Record			Ck# 114	83.20
Sundance Law, P.C.				
	07/01/2025	4859	Preparing utility easement for Lotdvedt and water tap agreement	147.50
	07/01/2025	4919	Lotdvedt water tap agreement & review Gee proposed revisions	588.50
Total Sundance Law, P.C.			Ck# 115	736.00
Water Guy, LLC				
	07/01/2025	2025-360	Locates January, 2025	150.00
	07/01/2025	2025-428	April, 2025 Water operator / meter reading / billing / One Call / bacteria sample	955.80
	07/01/2025	2025-470	Locates 2/24, 3/2, 3/26 & 3/27/25	187.50
	07/01/2025	2025-474	Installed new meter and radio at 6929 Stone Place Loop 4/18/25	648.10
	05/12/2025	2025-485	Installed meter & radio at 5860 Red Hills Rd 5/1/25	625.60
	07/01/2025	2025-553	May, 2025 Water operator / meter reading / billing / One Call / bacteria sample	955.80

	07/01/2025	2025-583	Locates 4/3/25 - 4/30/25	1,041.86
	07/01/2025	2025-614	Bounced check through Xpress Bill Pay 5/22/25 - 6250 Red Hills Rd.	18.75
	07/01/2025	2025-643	Locates 5/3/25 - 5/30/25	900.00
	07/01/2025	2025-705	June, 2025 Water operator / meter reading / billing / One Call / bacteria sample	955.80
	07/01/2025	2025-742	Bounced check through Xpress bill pay 6/27/25 7051 Crimson Ct	18.75
	07/03/2025	2025-745	6/27/25 Install meter and radio at 6100 Red Hills Rd	954.90
	07/03/2025	2025-747	2024 CCR billed from Energy Labs	125.00
	07/08/2025	2025-759	Bounced check through Xpress bill pay 7/8/25 7051 Crimson Ct	18.75
Total Water Guy, LLC			Ck# 116	7,556.61

Ck# 117 KW General Contracting Invoice 1119 Excavator, labor, materials, \$1,479.55
trucking, vibratory compactor

TOTAL BILLS PAID: \$11,855.36

III. Water System Review

- a. Water Guy and summary water system reports were available for review. The following e-mail was received from Water Guy regarding concerns from a homeowner.

Brian Gilbert just called about the bill at 6600 Stone View Ct. He said the vacant lot isn't his, it's his parents. I tried explaining to him that Red Hills charges for Vacant Lot's out there and that the reason there is late fees and interest is because the bill is not being paid. He was hoping to get in contact with the president of the board but I let him know I did not have any contact information for Jami and that I would be willing to email you his information if someone on the board was willing to call and talk to him. He had said that he had received a \$12,000 bill before and the board had waived it all but I do not recall that. He gave me his cell number and requested that someone leaves a voicemail if he does not answer.

Jami Johnson called Brian Gilbert and explained that multiple property owners pay \$100 if they own additional properties that are not tapped into the water system. The homeowner said he had an agreement with Douds when they bought the property that they wouldn't have to pay on the second property. The District has never received a copy of their written agreement. Letters were sent out when the HOA was formed that told people that if they had any deals with Douds they needed to provide copies of those agreements. Everything was officially turned over to the Homeowners Association as of February of 2022. Nothing has been received from the homeowner or from Doud on this property. The HOA has never waived fees on the account.

There was discussion on the past due account. The consensus is to send a certified letter stating that the District is willing to waive the late fees and interest on the account if the account is paid in full by November 30, 2025. Jami Johnson will draft a letter to be sent to the homeowner. The consensus is that Jami Johnson will send out the letter after the other Board members have had a chance to review it.

IV. Unfinished Business

- a. Bryan Garland moved to accept the transfer of assets from the Red Hills Homeowners Association to the Red Hills Improvement and Service District. Amy Muzzarelli seconded. Motion carried by unanimous consent.
- b. Stop sign – Board members will install the stop sign. No additional speed limit signs will be installed.
- c. Mowing sides of road / ditches – Stanley has mowed. No invoice has been received yet.
- d. Road project –
- 1) Estimates from engineers:
 - Inberg-Miller: \$15,000 to \$20,000 for a road analysis and repair plans (design phase). \$10,000 to \$13,000 for bid and construction management.
 - PCA: \$2,000 for a recommendation report (does not include design, bid, or construction)

Bryan Garland moved to hire PCA to go ahead with the recommendation report. Amy Muzzarelli seconded. Motion carried by unanimous consent.

- e. By-Laws – Draft by-laws were discussed. The by-laws will be adopted at the next meeting.
- f. Local Government Liability Pool insurance (LGLP) (Directors & Officers and General Liability) and a Bond on the Board will be discussed at the next meeting. Helenanne Cathey will prepare a draft application for the LGLP insurance for the next meeting. Board members will look into a bond for the Board.
- g. Investment Policy – Bryan Garland moved to adopt the following Investment Policy. Amy Muzzarelli seconded. Motion carried by unanimous consent.

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. There is a meeting scheduled for July 30, 2025, with Black Hills Energy regarding natural gas. Black Hills Energy will send out an invitation. They are trying to determine how many people are interested in natural gas. A Board member will attend the meeting if possible.

V. New Business

- a. There was discussion on paying someone who does a lot of mowing but will never turn in an invoice. The District could reimburse expenses if the person doesn't want to submit an invoice, but an invoice would be best.
- b. Board members reported that they have completed the public officer training. Bryan Garland is waiting for his certificate.

VI. Next meeting date/time: Wednesday, August 20, 2025, 5:00 p.m.

The District holds regular, monthly meetings and will schedule the next meeting at each meeting. Meetings are held at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (office is in the K2 Technologies building / entrance is on 4th Street across from Arrow Printing)

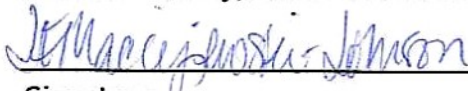
VII. Adjourn – Jami Johnson moved to adjourn. Amy Muzzarelli seconded. The meeting was adjourned at 6:30 p.m.

NOTES:

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

Respectfully submitted,

Helenanne Cathey, Assistant to the Board



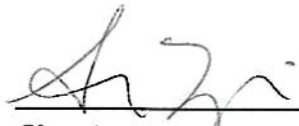
Signature

Jami E Maciejewski-Johnson

Printed Name

8.20.25

Date



Signature

Amy Muzzarelli

Printed Name

8/20/25

Date