

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

Wednesday, August 20, 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, Rich Cruz

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

- I. Minutes Approval** – Jami Johnson moved to approve the July 23, 2025, regular meeting minutes as presented. Amy Muzzarelli seconded. Motion carried by unanimous consent.
- II. Treasurer’s Report Acceptance (Motion to accept treasurer’s report and pay bills) -**
Bank statements have not been received yet. Jami Johnson moved to accept the treasurer’s report and pay bills. Amy Muzzarelli seconded. Motion carried by unanimous consent.

Bills Paid:

	Date	Num	Memo	Open Balance
Cathey Consulting, LLC				
	07/31/2025	8242	July, 2025 - Monthly bookkeeping / secretarial / compliance services	1,000.00
Total Cathey Consulting, LLC			Ck# 1001	1,000.00
Elkhorn Consulting LLC				
	08/01/2025	29	Mowing of subdivision roadways and water tank storage area	1,020.00
Total Elkhorn Consulting LLC			Ck# 1002	1,020.00
Water Guy, LLC				
	07/31/2025	2025-790	July, 2025 Water operator / meter reading / billing / One Call / bacteria sample	955.80
	07/29/2025	2025-876	Locates June, 2025	675.00
	07/15/2025	2025-899	Install meter at 7400 Red Stone Rd (1" meter and radio)	610.60
Total Water Guy, LLC			Ck# 1003	2,241.40
TOTAL				4,261.40

III. Water System Review

- a. Water Guy reports, meter readings, meter reading history and billing were reviewed. There was discussion on the meter readings compared to the City meter. The total water meter readings were greater than the City meter in July. The water usage will continue to be monitored.
- b. Jami Johnson sent a certified letter to Brian Gilbert, 6600 Stone View Court, regarding the balance on their account as discussed at the last meeting.

IV. Unfinished Business

- a. Stop sign – The County will provide the stop sign, post and hardware for the sign. Helenanne Cathey e-mailed the County to request the sign, post and hardware. The consensus is to have KW Construction install the stop sign.
- b. Road project – Jami Johnson has tried several times to get ahold of PCA regarding having them complete the recommendation report which was approved at the last meeting. The report will help determine a plan for the roads and will not include design, bid, or construction.
- c. By-Laws – Jami Johnson moved to adopt the by-laws. Amy Muzzarelli seconded. Motion carried by unanimous consent.
- d. Natural Gas / Black Hills Energy meeting July 30, 2025 – Amy Muzzarelli reported that she attended the meeting and provided an update. Black Hills Energy advised that the District would pay \$158,000, which would assist in the cost for them to build the main line, and this would be only for the main line through the subdivision. The District would collect X amount per lot based on who hooks up to natural gas (approximately \$2,100 per house to run the natural gas – depending

on how many people sign up for natural gas – this was based on 77 houses, which was the number they had at the time but there are more houses now). There was discussion on surveying the whole subdivision to see who is interested. Amy Muzzarelli will send out a letter to everyone in the subdivision to try to determine who is interested in natural gas. Jami Johnson reported that a realtor advised that natural gas won't increase property values, but it may appeal to certain buyers. There was discussion on heating costs and what people use at the meeting (propane, electric).

- e. Local Government Liability Pool insurance (LGLP) (Directors & Officers and General Liability) and a Bond on the Board – An application for the LGLP was submitted online during the meeting to start September 1, 2025. Amy Muzzarelli moved to get a \$500,000 position schedule bond in place on the Board. Jami Johnson seconded. Motion carried unanimously. A bond application was completed at the meeting.

V. New Business

- a. Checks have been received for the bank accounts. Deposit slips were also received, and Jami Johnson will deliver the deposit slips to Water Guy. A letter was signed to allow Helenanne Cathey to talk to the Bank about the District's bank accounts, order supplies like deposit tickets if needed, receive bank statements, etc. Helenanne Cathey is not an authorized signer on the account. Board members received debit cards for the District's account.
- b. There was discussion on increasing the Board size to 5 instead of 3. Amy Muzzarelli will talk to the County Elections office.
- c. There was discussion on covenants which are posted on the Facebook page.

Bryan Garland arrived at 5:55 p.m.

VI. Next meeting date/time: Wednesday, September 24, 2025, 5:30 p.m.

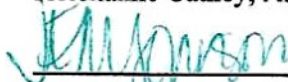
The District holds regular, monthly meetings and will schedule the next meeting at each meeting. Meetings are held at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (office is in the K2 Technologies building / entrance is on 4th Street across from Arrow Printing)

VII. Adjourn – Jami Johnson adjourned the meeting at 6:08 p.m.

NOTES:

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

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



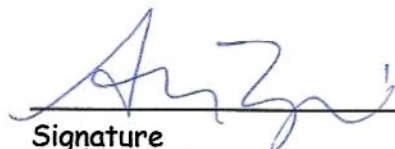
Signature

Jami Muziowski Johnson

Printed Name

9/24/25

Date



Signature

Amy P. Muzzarelli

Printed Name

9/24/25

Date

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

**BY-LAWS
OF
RED HILLS IMPROVEMENT AND SERVICE DISTRICT**

**ARTICLE I
NAME AND ADDRESS OF DISTRICT**

The name of the District is Red Hills Improvement and Service District, hereinafter referred to as the "District." The principal office and mailing address for the District shall be 7495 Red Stone Road, Gillette, Campbell County, Wyoming, 82718, until changed by the Board of Directors.

**ARTICLE II
DEFINITIONS AND IDENTIFICATIONS**

Section 1. "District" shall mean and refer to Red Hills Improvement and Service District, its successors and assigns.

Section 2. "Properties" shall mean and refer to that certain real property described in the Red Hills Improvement and Service District, formed pursuant to W.S. § 18-12-101, et seq., and such additions thereto as may hereafter be brought within the jurisdiction of the District.

Section 3. "Lot" or parcel shall mean and refer to any plot of land shown upon the recorded plot of the properties within the District.

Section 4. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of the fee simple title to any Lot which is a part of the Properties, including contract sellers, but excluding those having such interest merely as security for the performance of any obligation.

ARTICLE III
MEETING OF THE BOARD OF DIRECTORS

Section 1. Annual Meeting. Annual meetings shall be held each July or at a date established by the Board of Directors.

Section 2. Special Meetings. Special meetings of the Board of Directors may be called at any time by the chairman or any two directors.

Section 3. Budget Hearing/Meeting. The budget hearing/meeting shall be held not later than the third Thursday in July as provided in W.S. §16-12-406. The Board of Directors may conduct other business as well as approval of the budget.

Section 4. Quorum. A majority of the number of directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the quorum of the directors shall be regarded as the act of the Board.

Section 5. Notice of Meetings. Notice of each meeting of the Board of Directors shall be given pursuant to W.S. § 16-4-404.

Section 6. Place of Meetings. Meetings of the Board Directors may be held at such places within Campbell County, Wyoming, as may be designated by the Board of Directors.

Section 7. Public Meetings. Meetings of the Board of Directors are public meetings and subject to the Wyoming Public Meetings Act (W.S. §16-4-401 et. seq.)

ARTICLE IV
BOARD OF DIRECTORS: SELECTION & TERM OF OFFICE

Section 1. Number. The affairs of this District shall be managed by at least a three (3) member Board of Directors.

Section 2. Term of Office. The original Board of Directors and their successors shall hold terms as prescribed by W.S. §18-12-113.

Section 3. Replacement of Directors. In the event of a vacancy of a Director, a new Director shall be selected as provided by statute.

Section 4. Compensation. No director shall receive compensation for any service he may render to the District. However, any director may be reimbursed for actual expenses,

including, but not limited to, postage and office supplies, which may be incurred in the performance of his or her duties.

ARTICLE V
ELECTION OF DIRECTORS

Election to the Board of Directors shall be in accordance with the Special District Elections Act pursuant to W.S. § 22-29-101, et seq., and W.S. § 18-12-101, et seq.

ARTICLE VI
POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have the power to:

- a) adopt and publish rules, regulations and procedures for the District governing use of the District facilities and improvements;
- b) exercise for the District all power, duties and authority vested in or delegated to the District by any provision of these By-Laws and Wyoming statute;
- c) declare the office of a member of the Board of Directors to be vacant in the event each such director shall be absent from three (3) consecutive regular meetings of the Board of Directors as provided in W.S. §22-29-201;
- d) employ a manager, an independent contractor, or such other employee as they deem necessary, and to prescribe their duties;
- e) exercise such powers as provided for in the Covenants as they may be amended from time to time; and,
- f) exercise such other powers as provided for by W.S. § 18-12-101, et seq.

Section 2. Duties. It shall be the duty of the Board of Directors to:

- a) cause to be kept a complete record of all its acts and corporate affairs;
- b) supervise all officers, agents and employees of the District, and to see that their duties are properly performed;
- c) exercise such powers as more fully provided by the Improvement and Service District Act, W.S. § 18-12-101, et seq., to include but not be limited to the following:
 - 1) fix the amount of the annual assessment against each Lot;
 - 2) if the Board so chooses, submit to the County Assessor a

resolution indicating the amount of assessment for each Lot Owner and a request that all assessments be collected through the Assessor. Any such assessments shall be submitted to the Campbell County Assessor on or before July 31st of each year; or, send written notice of each assessment to every Owner subject thereto at least thirty (30) days in advance of each annual assessment period, if the assessment is not submitted to the County Assessor;

3) foreclose the lien against any property for which assessments are not paid and/or to bring an action at law against the Owner personally obligated to pay the same, if, in the judgment of the District, it is necessary;

d) issue, or to cause an appropriate officer to issue, upon demand of any person, a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board before the issuance of these certificates. If a certificate states an assessment has been paid, such certificate shall be conclusive evidence of such payment;

e) procure and maintain adequate liability and hazard insurance on the property owned by the District, as the Board of Directors deems appropriate;

f) cause all officers or employees having fiscal responsibilities to be bonded, as the Board may deem appropriate;

g) cause the District facilities and improvements to be maintained;

h) propose and present special assessments when deemed necessary by the Board of directors.

ARTICLE VII OFFICERS AND THEIR DUTIES

Section 1. Enumeration of Officers. The officers of the District shall be a President, Vice President, a Secretary/Treasurer, and such other officers and their duties as the Board, by resolution, creates. Offices may be combined if the Board of Directors so elects. The officers shall at all times be Members of the Board of Directors.

Section 2. Election of Officers. The election of officers shall take place annually.

Section 3. Term. The officers of the District shall be elected annually by the Board and each shall hold office for one (1) year unless he shall sooner resign, be removed, or otherwise

be disqualified to serve.

Section 4. Resignation and Removal. Any officer may be removed from office, with or without cause, by the Board. Any officer may resign at any time giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt or at any later time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve until the next annual meeting.

Section 6. Duties. The duties of the officers are as follows:

PRESIDENT

a) The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments, shall co-sign all checks and promissory notes, and shall exercise and discharge such other duties as may be required of him by the Board.

VICE PRESIDENT

b) The Vice President shall act in the place and stead of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as may be required of him by the Board.

SECRETARY

c) The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board Members; serve notice of meetings of the Board of Directors; keep appropriate records showing the Owners of the District, together with their addresses; and exercise and discharge such other duties as required by the Board. The secretary may file all minutes and records if required by statute with the Campbell County Clerk.

TREASURER

d) The Treasurer shall receive and deposit in appropriate bank accounts all monies of the District and shall disburse such funds as directed by resolution of the Board of Directors; shall co-sign all checks and promissory notes of the District; keep proper books of account, cause a report of the District's books to be made at the completion of each fiscal

year; shall prepare a statement of income and expenditures, to be presented at its annual meeting. Also, the treasurer shall exercise and discharge such other duties as required by the Board.

Section 7. Additional Services. The Board may employ the services of an accountant, service providers, or other professionals to assist in the preparation and completion of any of these duties.

ARTICLE VIII COMMITTEES

The Board of Directors, by resolution adopted by a majority of the entire Board, may, from time to time, designate from among the Owners in the District an executive committee, Architectural Control Committee (as provided for in the Covenants), or such other committees, and alternative Owners thereof, as they deem desirable, each consisting of three (3) or more Owners with at least one director on the committee, with such powers and authority (to the extent permitted by law) as may be provided in such resolution. Each such committee shall serve at the pleasure of the Board. All committee members must be Owners of Lots located in the District.

ARTICLE IX BOOKS AND RECORDS

The books, records and papers of the District shall at all times, during reasonable business hours, be subject to inspection by an Owner. These By-Laws and any rules or regulations of the District shall be available to any Owner at the office of the Campbell County Clerk in accordance with W.S. § 16-12-101. This District may charge a reasonable fee for the assembling and copying of any records requested.

ARTICLE X ASSESSMENTS AND REMEDIES FOR NONPAYMENT

A. Every Owner is obligated to pay to the District annual and special assessments determined by the Directors. Assessments shall be secured by a continuing lien upon the property against which the assessment is made. Any assessments which are not paid within thirty (30) days after the due date shall bear interest from the date of delinquency at eighteen percent (18%) per annum. The District may bring an action at law against the Owner personally obligated to pay the same and/or may foreclose the lien against the property. In the event the District takes legal action

or assigns the past due assessment for collection the Lot Owner shall be liable for past due interest, collection expenses, costs and reasonable attorney's fees. Said costs shall be part of the assessment and any related lien. No Owner may waive or otherwise escape liability for the assessment provided for herein by non-use of the District facilities or by abandonment of his Lot.

ARTICLE XI
AMENDMENTS

These By-Laws may be amended, at a regular or special meeting of the Board of Directors, by a majority vote of the Board of Directors.

ARTICLE XII
FISCAL YEAR

The fiscal year of the District shall begin on the 1st day of July and end on the 30th day of June of every year.

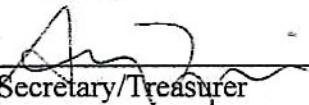
IN WITNESS WHEREOF, the Board of Directors of Red Hills Improvement and Service District has caused these By-Laws to be executed this 20 day of August, 2025.

Red Hills Improvement and
Service District Board of Directors

President



Vice President



Secretary/Treasurer