

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

Tuesday, July 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

BUDGET HEARING

Tom Price called the budget hearing to order at 5:35 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Tom Price adjourned the budget hearing at 5:40 p.m.

REGULAR MEETING

Tom Price called the meeting to order at 5:40 p.m.

- I. Budget** – Shirley Hecht moved to adopt the budget for 7/1/25 – 6/30/26 for \$77,274.00 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Lillian Wollman seconded. Motion carried unanimously.
- II. Minutes Approval** – Lillian Wollman moved to approve the April 15, 2025, regular meeting minutes. Shirley Hecht seconded. Motion carried unanimously.
- III. Treasurer’s Report Acceptance** – Shirley Hecht moved to accept the Treasurer’s Report, approve bank statements and pay the bills as presented and as listed below. Tom Price seconded. Motion carried unanimously.

Bank Balance End of Previous Meeting:		\$19,413.22
4/9/25	Deposits – Water	\$156.20
Adjusted Balance Forward:		\$19,569.42
4/16-4/25/25	Deposits – Water	\$577.00
04/30/25	Bank Service Charge	\$2.00
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Balance 04/30/25		\$20,144.42
5/1-5/31/25	Deposits – Water	\$1,064.76
05/05/25	Deposit – Xpress bill pay	\$463.56
May Bills Paid		
AUTO PAY	Powder River Energy – Electricity 4/1-5/1/25	\$260.84
AUTO PAY	City of Gillette–Bill 2053849 Water 3/24-4/22/25 65,000 gal	\$320.85
Ck# 1492	Cathey Consulting – Inv. 8077 – Apr. Adm./Bks/post.	\$341.25
Ck# 1493	CNA Surety 71684303 2025 Bond – 7/7/25-7/7/26	\$105.00
Ck# 1494	Water Guy, LLC – Inv. 2025-384 – Apr. Water Op/Billing	\$689.80
05/31/25	Bank Service Charge	\$2.00
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Balance 5/31/25		\$19,953.00
6/1-6/30/25	Deposits – Water	\$784.40
06/05/25	Deposit – Xpress bill pay	\$474.68
06/10/25	Deposit – Assessments	\$4,094.61
March Bills Paid:		
AUTO PAY	Powder River Energy – Electricity 5/1-6/1/25	\$269.55
AUTO PAY	City of Gillette–Bill 2071168 Water 4/22-5/20/25 112,000 gal.	\$466.08
Ck# 1495	Cathey Consulting – Inv. 8124 – May Adm./Bks/post.	\$341.25
Ck# 1496	Water Guy, LLC – Inv. 2025-510 – May Water Op/Billing	\$689.80
02/28/25	Bank Service Charge	\$2.00
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Balance 06/30/25		\$23,538.01
07/05/25	Deposit – Xpress bill pay	\$519.12
Bank Balance Prior to Start of Meeting:		\$24,057.13
Bills Paid At Meeting:		
<u>Check #</u>	<u>Payee</u>	<u>Description</u>
		<u>Amount</u>

AUTO PAY	Powder River Energy	Electricity 6/1-7/1/25	\$265.15
AUTO PAY	City of Gillette	Bill 2088561– Water 5/20-6/22/25 180,000 gal.	\$676.20
Ck# 1497	Cathey Consulting	Inv. 8169 – June Adm./Bks/ compliance	\$341.25
Ck# 1498	Gillette News-Record	Inv. 41187 – Budget hearing ad \$94.90	\$205.40
		Inv. 41192 – Director election ad \$110.50	
Ck# 1499	Water Guy	Inv. 2025-657 – June Water Op. Billing	\$689.80
Total Bills / Checks			\$2,177.80
Bank Balance End of Meeting:			\$21,879.33*

*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.

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

V. Unfinished Business

- a. Steel posts with reflectors installed around culverts where several people went off the road in past years. Tom Price installed the posts.
- b. 1/2025 meeting: A request was made for a street sign for a special needs child. Signs were provided by the County. Tom Price installed 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. \$1,958.41. County grant approved by the Commissioners on 4/15/25. Tom Price will contact the contractor to blade the roads. Dust control may not be done this year, maybe in the spring.
- d. Director Election (November 4, 2025 – Hecht, Wollman) – Applications to be on the ballot are due between August 6 and August 26, 2025. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net.

VI. New Business

- a. Public Records Notice – A notice was signed to submit to the County stating that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- b. Shirley Hecht moved to designate First Interstate Bank as the official depository for 7/1/25 – 6/30/26. Lillian Wollman seconded. Motion carried unanimously.
- c. Visionary requested a permit for a line in Buckskin. An e-mail was sent to Visionary as follows:

The District doesn’t have a “permit” process and they don’t have issues with contractors working near the District’s roads. However, they do ask that you comply with the following:

- 1) No road damage, i.e. digging, plowing, trenching, etc.
 - a. Ok to dig, plow, trench in borrow ditch so long as the area is left the way it was prior to the work. Replant grass/vegetation if necessary to put the ground back to its previous condition (slope, vegetation, etc. / do not leave large clumps of material that could prevent mowing of ditches or could clog culverts).
- 2) Get authorization in writing from any homeowners on whose land you will have to trespass.

Tom Price,
President Buckskin ISD

- d. Quote for installing a flushing hydrant (Water Guy) / \$5,065.30 (Grant application drafted for \$1,266.33 which is 25% of the cost) – Water Guy provided a cost estimate for installing a flushing hydrant to replace the hydrant that is leaking. The Board reviewed and signed a County grant application for 25% of the cost. Shirley Hecht moved to hire Water Guy to replace the flushing hydrant after the County grant has been approved. Lillian Wollman seconded. Motion carried unanimously.

VII. Adjourn – Tom Price moved to adjourn the meeting. Shirley Hecht seconded. The meeting was adjourned at 6:00 p.m.

Next Regular Meeting: Tuesday, October 21, 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, 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



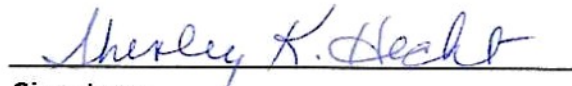
Signature

Thomas E Price Jr

Printed Name

10/21/25

Date



Signature

Shirley K. Hecht

Printed Name

10/21/25

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) 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	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 Kluver 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)