

**Donkey Creek Improvement and Service District  
Budget Hearing and Regular Meeting  
Minutes  
Monday, June 9, 2025, 4:00 p.m.  
Office of Cathey Consulting - 400 South Gillette Avenue, Suite 106, Gillette**

Board Members Present: Shaun Carr, Chase Maki  
Board Members Not Present: Jack Matheny  
Others Present: Helenanne Cathey

**BUDGET HEARING**

Shaun Carr called the budget hearing to order at 4:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Shaun Carr adjourned the budget hearing at 4:12 p.m.

**REGULAR MEETING**

Shaun Carr called the meeting to order at 4:12 p.m.

- I. **Budget Adoption** – Chase Maki moved to adopt the budget for 7/1/25 – 6/30/26 for \$31,909 and the resolution to assess and submit assessments to the County as approved in the budget. Shaun Carr seconded. Motion carried unanimously.
- II. **Minutes Approval** – Chase Maki moved to approve the March 10, 2025, regular meeting minutes as written. Shaun Carr seconded. Motion carried unanimously.
- III. **Treasurer’s Report Acceptance / Review Bank Statements / Pay Bills** – The Treasurer’s Report and bills were reviewed. Shaun Carr moved to accept the treasurer’s report and pay the bills as presented. Chase Maki seconded. Motion carried unanimously.

<b>Bank Balance End of Last Meeting:</b>		<b>\$15,906.99</b>
02/28/25	Interest	\$5.80
03/31/25	Interest	\$6.25
04/30/25	Interest	\$5.89
05/10/25	Deposit – Assessments	\$600.00
05/31/25	Interest	No statement yet.
<b>Bank Balance Prior to Meeting:</b>		<b>\$16,524.93</b>
<b>Bills Paid At Meeting:</b>		
Ck# 1015	Cathey Consulting, LLC	Inv. 8034 – Mar. adm./books/postage \$215.00 \$535.00
		Inv. 8081 – Apr. adm./books/postage \$160.00
		Inv. 8128– May adm./books/postage \$160.00
Ck# 1016	Gillette News-Record	Inv. 39120 – Budget hearing ad \$94.90
Ck# 1017	Local Gov’t. Liab. Pool	Inv. 15843 – Liab. Insurance 7/1/25 – 6/30/26 \$600.00
<b>Total Bills:</b>		<b>\$1,229.90</b>
<b>Bank Balance End of Meeting:</b>		<b>\$15,295.03</b>
Receivables Balance: \$2,700.00		

- IV. **Unfinished Business**
  - a) Shaun Carr provided an update on a couple of road issues. He sent a request to have the potholes repaired at the approach to West 4-J road. The City of Gillette has advised that they will send someone out to take a look, and they should be taking care of the potholes. A message was left for the Traffic Safety with the City regarding having the street sign moved from its current location to the stop sign. Shaun Carr will check back with the two departments at the City as he has not heard from anyone.
- V. **New Business**
  - a) Shaun Carr moved to designate First National Bank as the official depository for 7/1/25-6/30/26. Chase Maki seconded. Motion carried unanimously.
  - b) Board members reviewed and signed the annual Public Records Notice.

- c) The Local Government Liability Pool renewal application was submitted online as required by Helenanne Cathey. The Board reviewed and signed the application.
- d) There was discussion on putting dust control on the roads after the potholes have been fixed. Shaun Carr moved to put dust control on the roads after the potholes have been fixed and to pay the bill after the work has been completed. Chase Maki seconded. Motion carried unanimously. Earth Work Solutions did the application of dust control last time. Dustbusters and Rush Creek Services are two companies that do dust control.

**VI. Next meeting: Monday, September 22, 2025, 4:00 p.m. (Regular Meeting)**

Meetings are held at the office of Cathey Consulting, LLC, 400 South Gillette Avenue, Suite 106, Gillette (K2 Technologies building – office entrance is on 4<sup>th</sup> Street across from Arrow Printing). The District holds regular meetings. The next meeting date is scheduled at each meeting.

Shaun Carr adjourned the meeting at 4:28 p.m.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
\_\_\_\_\_

Signature

*Shaun Carr*  
\_\_\_\_\_

Printed Name

*10-13-25*  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Signature

*Chase Maki*  
\_\_\_\_\_

Printed Name

*10-13-25*  
\_\_\_\_\_

Date

Shaun Carr, President / 307-660-3170 / Chase Maki, Vice President 307-622-2535  
Jack Matheny, Secretary/Treasurer / 307-682-3059

**Budget - Donkey Creek ISD - 7/1/25 - 6/30/26**

Budget Hearing: Monday, June 9, 2025, 4:00 p.m. at office of Cathey Consulting / PO Box 4037, 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
<b>CASH CARRYOVER</b>	6,995	11,043	12,333	17,783
<b>Revenue</b>				
Assessments (15 lots X \$600/lot)	9,000	9,000	9,000	9,000
Assessments - Interest	36	26	20	26
Grants - County		5,000		5,000
Interest from bank	38	40	70	100
<b>TOTAL REVENUE</b>	9,074	14,066	9,090	14,126
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	16,069	25,109	21,423	31,909
<b>Expenditures</b>				
Capital Expenditures				
Administrative	2,463	2,820	2,700	2,900
Operations	853	21,589	0	28,229
Indirect	780	700	780	780
<b>TOTAL EXPENDITURES</b>	4,096	25,109	3,480	31,909
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	300		0	
Payables Balance Start of FY	0		160	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	6,995	11,043	12,333	17,783
RESERVES BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	6,995	11,043	12,333	17,783
Receivables Balance End of FY	0			
Payables Balance End of FY	160			
Prepaid Expense	100			
End of Year Bank Balance	12,333		17,783	
<b>Net per year (Revenue minus Expenses)</b>	11,973	0	17,943	0

**Budget Message:** The District manages the roads and provides ongoing maintenance and improvements to the road as the budget allows. The annual assessment will stay at \$600 per lot. The District does not have any reserves.

\_\_\_\_\_  
Board Member Signature

  
\_\_\_\_\_  
Board Member Signature

Directors: Jack Matheny (Sec./Treas) term ends Nov., 2026 / Shaun Carr (Pres.) & Chase Maki (Vice Pres.) terms end Nov., 2028.  
The District holds a regular meeting approximately four times a year. The next meeting date is scheduled at each meeting.  
Minutes are e-mailed and mailed to landowners. Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

Donkey Creek	Feet	Miles
Stampede Dr	2410	0.46
<b>Total</b>	2410	0.46

5,280 feet in a mile