

**Grace Land Improvement & Service District**  
**Regular Meeting Minutes**  
**Monday, August 4, 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: Helenanne Cathey

Lisa Wagner called the meeting to order at 6:30 p.m.

- I. Minutes** – Lisa Wagner moved to approve the minutes for the July 7, 2025, budget hearing and regular meeting as presented. Shannon Robinson seconded. Motion carried by unanimous consent..
- II. 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:		\$90,470.91
7/1-7/7/25	Deposits – Water billing	No reports yet.
07/05/25	Deposit – Xpress bill pay	\$2,950.00
Adjusted Balance Forward:		\$93,420.91
7/8-7/31/25	Deposits – Water billing	No reports yet.
07/10/25	Deposit – Collins	\$50.00
07/28/25	AUTO Pay – Powder River Energy Electricity 6/1-7/1/25	\$836.16
07/31/25	Interest	Bank statement not available yet.
Balance Prior to Meeting:		\$92,634.75

**Bills Paid and transfers (Current Meeting):**

Ck#	Payee	Description	Check Amount
AUTO	Powder River Energy	Electricity 7/1-8/1/25	No bill yet.
10533	Energy Laboratories	Inv. 721966 – Testing \$285.00	\$285.00
10534	Hawkins, Inc.	Inv. 7132224 – Chlorine	\$20.00
10535	Water Guy	Inv. 2025-816 – July Oper./meters/bills	\$1,252.30
10536	Cathey Consulting	Inv.8225 – July adm./bks \$660.00	\$460.00
Total:			\$2,017.30

**Water Account Balance End of Meeting:**

**\$90,617.45\***

*\*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:		\$114,349.81
07/31/25	Interest	Bank statement not available yet.
<b>Water System Reserves Account Balance End of Meeting:</b>		<b>\$114,349.81</b>

**ROAD ACCOUNT SUMMARY:**

Road Account Balance End Last Meeting:		\$37,528.54
07/31/25	Interest	Bank statement not available yet.
Balance:		\$37,528.54

**Bills Paid (current meeting):**

Ck#	Payee	Description	Check Amount
1426	Cathey Consulting	Inv.8225 – July adm./bks \$660.00	\$200.00
Total bills / transfer:			\$200.00
<b>Road Account Balance End of Meeting:</b>			<b>\$37,328.54</b>

**III. Water System –**

- a. Water system and billing information were reviewed.

**IV. 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)

- Reggie Schrank has been out a few times and keeps in touch with Shannon Robinson on the roads. The top of Bull Riding needs rock before winter. 250 tons of limestone at \$31 a ton plus grader, water truck, and blading that section as well as all of the roads will be about \$10,000. This will get the roads ready for winter. Shannon Robinson will request the use of the remaining County grant for the rock in this spot from the County. Lisa Wagner moved to go ahead with the work as discussed. Shannon Robinson seconded. Motion carried by unanimous consent.

## V. Unfinished Business

- a. Regional Water Connection – The agreement for regional water was approved and signed 7/7/25, and was submitted to the City. The City recommends the District apply for the Level II study because the last study was more than ten years ago. Helenanne Cathey will e-mail WWDC to see if the study can still be used in conjunction with the regional water line connection or if a new study should be completed.
- b. County insurance requirements for contractors – Lisa Wagner drafted a policy for insurance requirements which was reviewed at the meeting. Lisa Wagner moved to approve the insurance requirements for the District. Shannon Robinson seconded. Motion carried by unanimous consent.

Contractor will be required to produce an insurance certificate with:

Commercial General Liability: \$1M per occurrence, \$1M Employers Liability, \$1M Personal and Advertising Injury, \$1M umbrella, \$2M Annual Aggregate. Commercial General Liability coverage shall not exclude Product/Completed Operations, Contractual Liability, or Cross Liability. Business Automobile Liability: \$1M per occurrence for owned, non-owned.

Workers' Compensation - Unemployment Insurance - State of Wyoming Law - Wyoming is a monopolistic state. Workers' compensation and unemployment insurance are required by law and are administrated by the State. Contractor shall provide verification that the company is in good standing with Wyoming Workers Compensation and Unemployment.

Grace Land Improvement & Service District shall be named as Additional Insured.

The name of the insured shall match the name of the applicant.

Insurance shall be in force for the term of the project.

- c. There was discussion on a homeowner request for an additional tap onto the water system. The original subdivision documents had a \$500 tap fee. The consensus is that if someone wants another tap onto the water system, they will have to pay all of the costs to get the tap installed (meter, meter pit, any extensions of the water line, etc.) as well as the \$500 tap fee, and they will also pay the regular monthly fee and overage fees for the tap.

## VI. New Business

- a. Gas in the subdivision – Board members reported that a homeowner asked if there was any way to get natural gas plumbed out to the District. Board members reported that they checked with the City and the County and they are not running gas lines out to the District.

The Board suggested that, if a homeowner has all electric, they might want to reach out to Powder River Energy regarding a heat rate meter. Homeowners who have installed a heat rate meter have seen a significant cost savings.

Lisa Wagner adjourned the meeting at 6:58 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: TUESDAY, SEPTEMBER 2, 2025, 6:30 P.M. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE, SUITE 106, GILLETTE – ENTRANCE ON 4<sup>TH</sup> STREET ACROSS FROM ARROW PRINTING).**

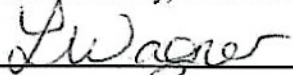
**2025 Meetings:** Tuesday, Sep. 2, 2025, 6:30 p.m.\*

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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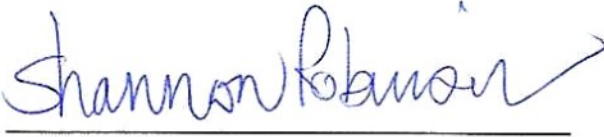
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Date

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