

MCKENNEY IMPROVEMENT & SERVICE DISTRICT
(PO Box 1113, Gillette, WY 82717)
REGULAR MEETING MINUTES
Thursday, September 25, 2025, 4:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

Board Members Present: Bob Maul, Zach Poitra, Deb Shaw
 Others Present: Helenanne Cathey, John Melgaard Jr.

Bob Maul called the meeting to order at 4:03 p.m.

- I. **Minutes Approval** – Zach Poitra moved to approve the minutes for the August 28, 2025, regular meeting as written. Deb Shaw seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – The bills and financial reporting were reviewed. Zach Poitra moved to accept the Treasurer’s Report and pay bills as presented. Deb Shaw seconded. Motion carried unanimously. The bank statements were reviewed and signed. Accounts receivable balances and reports from Water Guy were reviewed.

Bank Balance End of Previous Meeting:		\$49,271.69
8/1-8/28/25 Deposits – Water Guy	\$171.00	
Adjusted Balance Forward:		\$49,442.69
08/31/25 Interest	\$19.42	
09/05/25 Deposit – Xpress bill pay	\$1,447.30	
Bank Balance Prior to Start of Meeting:		\$50,909.41
Bills paid:		
Ck# Payee Description		Amount
AUTO City of Gillette	Water 8/21-	No bill yet
1877 Cathey Consulting	Inv. 8275 – August Admin./Books/Compl/Postage	\$400.00
1878 Water Guy	Inv. 2025-967 – Aug. monthly billing \$289.48	\$778.58
	Inv. 2025-1051 – Changed out meter at 2035 PJ Road on 9/4/25 \$489.10	
Total Bills Paid:		\$1,178.58
Bank Balance After These Bills:		\$49,730.83*

**Bank Balance does not include Water Guy deposits between start of month and meeting date except for the Xpress bill pay deposit.*

- III. **Water System Review** – Water system usage and billing were reviewed.
- IV. **Unfinished Business**
 - a. Water line moved to Kelly Reynolds / Petition to enlarge the District – No update.
 - b. Roads –
 - 1) Dave Shannon hasn’t been available to blade the roads. John Melgaard, Jr. discussed road work with the Board. He offered some suggestions. Bob Maul will meet with John Melgaard, Jr. sometime to look at the roads. The consensus of the Board is to have the roads bladed after we get some moisture.
 - 2) Grant application for road work – extending culverts and putting in additional culverts where needed. A scope of work will be developed for getting bids for road improvements. Bob Maul has talked to the County to ensure the District’s road project will follow the County’s requirements. They require a minimum of 20’, but the consensus is 22’ to 24’ would be better because of the number of horse trailers that travel the road. There was discussion.
 - 3) Moving locked mailboxes for McKenney area residents to PJ Road – this will be done when the road project is done.
 - 4) 4/25/24 Up to \$5,000 approved for Bob Maul to meet with an attorney regarding road and right-of-way questions and clarifications.

- c. Additional fees or assessments (7/24/25 meeting) – Bob Maul talked to a homeowner that will be paying this additional fee. Bob Maul will contact Water Guy.
 - 1) Additional assessment for long-term living units (6 months or more) on lots in the district (next fiscal year) (\$45 a month)
 - 2) \$30 a month for lot with temporary trailer set up
 There was discussion on writing up a policy on additional living units on properties and letting people know that they will be billed these additional fees if the circumstances apply.

V. New Business

- a. A summary of policies/rules and regulations and billing rates will be written up for the District and sent to homeowners when finalized.

VI. Next Regular Meeting: Thursday, October 23, 2025, 4:00 p.m. at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette). The District holds regular monthly meetings, generally on the fourth Thursday of each month at 4:00 p.m.

2025 MEETINGS:

Thurs., Oct. 23, 2025, 4:00 p.m. Thurs., Nov. 20, 2025, 4:00 p.m.* Thurs., Dec. 18, 2025, 4:00 p.m.*

Generally, the fourth Thursday of each month

**November and December meetings are moved to the third Thursday of the month instead of the fourth Thursday due to holidays.*

NOTES:

- Landowners need to move equipment and any other items out of the road right-of-way so that the District can work on ditches and roads as needed.

Zach Poitra moved to adjourn the meeting. Deb Shaw seconded. The meeting was adjourned at 4:34 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Robert L Maul
Signature

Robert L MAUL
Printed Name

10/23/2025
Date

Debra J Shaw
Signature

Debra J Shaw
Printed Name

10/23/2025
Date

Robert (Bob) Maul, President / Zachary (Zach) Poitra, Vice President / Deb Shaw, Secretary/Treasurer