

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

**Wednesday, September 24, 2025, 5:30 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

Jami Johnson called the meeting to order at 5:35 p.m.

- I. Minutes Approval** – Jami Johnson moved to approve the August 20, 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 were reviewed. Jami Johnson moved to accept the treasurer’s report and pay bills. Amy Muzzarelli seconded. Motion carried by unanimous consent.

Red Hills HOA Account (Ending in 338)

07/01/25	Opening Balance		\$665,151.11
07/01/25	Deposit – Tap Fee	\$1,250.00	
07/09/25	Xpress bill pay	\$9,036.45	
7/11-7/31/25	Deposits – Water payments	\$6,718.70	
07/16/25	Funds Transfer to Water Savings		\$146,848.10
07/16/25	Funds Transfer to Roads Savings		\$440,544.30
07/16/25	Funds Transfer to Operations / General Fund		\$80,000.00
07/18/25	City of Gillette Water 6/3-7/2/25 2,056,000 gallons		\$6,908.04
07/28/25	Powder River Energy Electr. Acct 12406202 6/1-7/1/25		\$44.11
07/28/25	Powder River Energy Electr. Acct 11826901 6/1-7/1/25		\$68.67
08/05/25	Xpress bill pay	\$11,715.99	
8/1-8/31/25	Deposits – Water payments	\$7,866.63	
08/21/25	City of Gillette Water 7/2-8/5/25 2,711,000 gallons		\$8,931.99
08/27/25	Powder River Energy Electr. Acct 12406202 7/1-8/1/25		\$44.11
08/27/25	Powder River Energy Electr. Acct 11826901 7/2-8/1/25		\$50.16
	Red Hills HOA Account Balance Prior to Bills:		\$18,299.40

Bills Paid At Meeting:

<u>Ck#</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
AUTO	Powder River Energy	Acct 12406202 8/1-9/1/25 Electricity	\$44.32
AUTO	Powder River Energy	Acct 11826901 8/1-9/1/25 Electricity	\$63.84
AUTO	City of Gillette	Inv. 2130078 water 8/5-9/3/25 2,383,000 gallons	\$7,918.47

Ending Balance in Red Hills HOA Account: **\$10,272.77**

Red Hills Roads – Savings (Ending in 573)

07/16/25	Funds Transfer From Red Hills HOA account		\$440,544.30
07/23/25	Main Street Checks – checks & deposit tickets		\$49.34
07/23/25	Main Street Checks – checks & deposit tickets		\$62.35
07/31/25	Interest	\$202.79	
08/31/25	Interest	\$393.12	

Ending Balance in Red Hills Roads – Savings Account: **\$441,028.52**

Red Hills Water – Savings (Ending in 581)

07/16/25	Funds Transfer From Red Hills HOA account		\$146,848.10
07/23/25	Main Street Checks – checks & deposit tickets		\$49.34
07/23/25	Main Street Checks – checks & deposit tickets		\$62.35

07/31/25 Interest \$67.58
 08/31/25 Interest \$130.97
 Ending Balance in Red Hills Roads – Savings Account: \$146,934.96

Red Hills Operations – General Fund (Ending in 565)

07/16/25 Funds Transfer From Red Hills HOA account \$80,000.00
 07/23/25 Main Street Checks – checks & deposit tickets \$49.34
 07/23/25 Main Street Checks – checks & deposit tickets \$62.35

Ck#	Name	Description	Amount
113	Cathey Consulting	Inv. 8158 – May Admin./Bookkeeping / Compliance. \$1,000.00 Inv. 8194 – June Admin./Bookkeeping / Compliance \$1,000.00	\$2,000.00
114	Gillette News-Record	Inv. 42896 – Budget hearing legal ad	\$83.20
115	Sundance Law, P.C.	Inv. 4859 – 4/2/25 legal / easement \$147.50 Inv. 4919 – 5/12-5/20/25 legal / water tap Agreement, other \$588.50	\$736.00
116	Water Guy LLC		\$7,556.61
	Inv.	Description	Invoice Amt.

2025-360	Locates January, 2025	150.00
2025-428	April, 2025 Water operator / meter reading / billing / One Call / bacteria sample	955.80
2025-470	Locates 2/24, 3/2, 3/26 & 3/27/25	187.50
2025-474	Installed new meter and radio at 6929 Stone Place Loop 4/18/25	648.10
2025-485	Installed meter & radio at 5860 Red Hills Rd 5/1/25	625.60
2025-553	May, 2025 Water operator / meter reading / billing / One Call / bacteria sample	955.80
2025-583	Locates 4/3/25 - 4/30/25	1,041.86
2025-614	Bounced check through Xpress Bill Pay 5/22/25 - 6250 Red Hills Rd.	18.75
2025-643	Locates 5/3/25 - 5/30/25	900.00
2025-705	June, 2025 Water operator / meter reading / billing / One Call / bacteria sample	955.80
2025-742	Bounced check through Xpress bill pay 6/27/25 7051 Crimson Ct	18.75
2025-745	6/27/25 Install meter and radio at 6100 Red Hills Rd	954.90
2025-747	2024 CCR billed from Energy Labs	125.00
2025-759	Bounced check through Xpress bill pay 7/8/25 7051 Crimson Ct	18.75

117 KW General Contracting Inv. 1119 – Excavator, labor, materials, Trucking, vibratory compactor \$1,479.95

07/31/25 Interest \$15.67

Bills paid in August:

Ck#	Name	Description	Amount
1001	Cathey Consulting	Inv. 8242 – July Admin./Bookkeeping / Compliance.	\$1,000.00
1002	Elkhorn Consulting	Inv. 29 – Mowing	\$1,020.00
1003	Water Guy	Inv. 2025-790 – July, 2025 Water operator / meter reading / billing / One Call / bacteria sample \$955.80 Inv. 2025-876 – Locates, June \$675.00 Inv. 2025-899 – Install 1" meter at 7400 Red Stone Rd \$610.60	\$2,241.40

08/31/25 Interest \$27.44

09/08/25 Deposit – Xpress bill pay \$12,347.00

Bills paid in September (this meeting)

Ck#	Name	Description	Amount
1004	Cathey Consulting	Inv. 8288 – August Admin./Bookkeeping / Compliance.	\$1,000.00
1005	C N A Surety	Bond / Board	\$1,975.00
1006	Water Guy	Inv. 2025-978 – Aug., 2025 Water operator/ Meter reading / billing / One-Call /	\$1,105.80

		Bacteria sample \$955.80	
		Inv. 2025-1005 – Shut off/turn on water at	
		Homeowner request \$150.00	
1007	Wyo. Local Gov't.	Inv. 16156 Membership 9/1/25-6/30/26	\$500.00
	Liability Pool	General liab. & dir. & officers insur.	
	Ending Balance in Operations Account:		\$71,580.46*

III. Water System Review

- a. Water Guy reports, meter readings, meter reading history and billing were reviewed. There are three accounts with credit balances for people who sold their properties. Helenanne Cathey will check the HOA check register to see if there are checks to those people. If not, the District will need to refund them.

IV. Unfinished Business

- a. Signs have not been installed yet. Helenanne Cathey will call and order an additional stop sign and two street signs (Stone View Court and Stone Place Avenue) and post, brackets, and hardware from the County.
- b. Road project – PCA Engineering provided a pavement study. The study is attached to these minutes. There was discussion on having the engineer provide a cost estimate for design, bid and construction and attend a meeting to talk to the Board and answer questions. There was discussion on the County grant and state grant/loan options. Jami Johnson will follow up with PCA Engineering.
- c. Natural Gas / Black Hills Energy meeting July 30, 2025 – Amy Muzzarelli prepared a survey to send out to everyone in the subdivision to determine who is interested in natural gas. A QR code will be posted on Facebook to gather information.
- d. An e-mail was received from a homeowner asking if there is any word yet “for all of us whose property received damaged from the fiber optics being installed?” The District has a road that had some damage, but that section of road was already heavily damaged. Another homeowner contacted the company directly and seemed to have success in getting their concerns addressed. Homeowners who have any damages or concerns about their property should reach out to Mike at Rapid Wire at 720-346-5263.

V. New Business

- a. Bank Account – Water Guy has started to deposit to the new District bank account. Helenanne Cathey will reach out to Water Guy to make sure they switched the Xpress bill pay deposits to the new District bank account.
- b. Jami Johnson moved to remove the old signers from the Homeowners Association bank account ending in 338. Bryan Garland seconded. Motion carried unanimously.
- c. Powder River Energy accounts – switch to the Improvement and Service District – Jami Johnson will talk to Powder River Energy about setting up the accounts under the District and changing the bank account for the monthly payment..
 - 1) District is tax exempt – W9 provided
 - 2) May need to pay a deposit (refunded in 1 year)
 - 3) Change auto pay account
 - 4) Two inactive accounts – if those should be switched (future capital credits), need to provide PR Energy with dissolution papers and fill out paperwork.
- d. City of Gillette account – Jami Johnson will talk to the City of Gillette about setting up the account under the District and changing the bank account for the monthly payment.
 - 1) Name change / Board member call the City of Gillette (or go see them / take W9)
 - 2) Change auto pay account
- e. Accounts Receivable report review – there are three accounts with credit balances and a “final bill date” – Helenanne Cathey will review the HOA records to see if any checks were written to the homeowners to refund the credit balances. If not, the District will need to refund them.
 - 1) 2724.01 Dustin Downing \$175.99
 - 2) 2469.02 Aaron Cannon \$150.45
 - 3) 2457.01 Kimberlie Parks \$12.04

- f. The homeowner of Account 2785.01 is requesting the waiver of a late fee (e-mail from Water Guy) – Jami Johnson moved to waive the late fee on Account 2785.01 as requested. Amy Muzzarelli seconded. Motion carried unanimously.
- g. Water Guy sent the following e-mail:
 I have had two customers in Red Hills call questioning their usage. When I went to pull their graphs and check their usage, it would not show their graph like it does for our other customers so I am not able to give them an idea of when/if a water leak happened or when their usage spiked. I asked Stefanie about it and it looks like it's because they have older style radios that do not support giving us that kind of data. With the board's permission, we would like to change out the radios. We won't charge for our time, just for the equipment which would be \$136.50 per radio.

There was discussion on Water Guy's request. Amy Muzzarelli moved to replace 20 (approximately) old radios per Water Guy's recommendation. Jami Johnson seconded. Motion carried unanimously. Helenanne Cathey will e-mail Water Guy with the Board's decision.

VI. Next meeting date/time: Wednesday, October 29, 2025, 5:30 p.m.

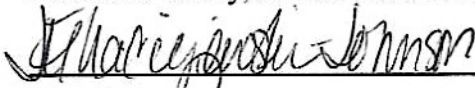
The District holds regular, monthly meetings and will schedule the next meeting at each meeting. Meetings are held at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (office is in the K2 Technologies building / entrance is on 4th Street across from Arrow Printing)

VII. Adjourn – Jami Johnson adjourned the meeting at 6:38 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 Mariejewski Johnson

 Printed Name

10-29-25

 Date



 Signature

Bryan Garland

 Printed Name

10 / 29 / 25

 Date

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



September 16, 2025

Red Hills ISD
7495 Red Stone Rd.
Gillette, WY 82718

RE: Pavement Study

On behalf of PCA Engineering Inc. (PCA) we are pleased to submit the following report addressing the existing pavement conditions within the Red Hills Subdivision.

We have conducted a visual inspection of the streets and offer the following observations and potential repair alternatives that could be considered.

The vast majority of the existing streets are showing substantial to severe fatigue and block cracking. These distresses can be caused by load-related deterioration, too little pavement thickness, overloading, mix design deficiencies or combinations thereof. There are some isolated areas with subbase and or subgrade failure. Many of the areas only show fatigue cracking without any rutting, shoving, or displacement.

Typical pavement management strategies focus on preventative maintenance prior to major distresses occurring, applying lesser funds to the streets that are still at a good level of service and leaving the sections that need a total reconstruction until proper funding can be provided. It would appear that most of the sections within the subdivision are in need of major rehabilitation. However, depending on available funding and priority of the Board, some different rehabilitation methods could be considered and scheduled into a multiyear program. Higher traffic volume sections can be considered for more extensive rehabilitation while lesser volume sections could consider less expensive/extensive methods. The following methods are for consideration.

Pavement Rehabilitations

Full Depth Pavement Reconstruction

- Remove existing pavement
- Recondition existing subgrade
- Install new asphalt pavement

Pros – Provides longest extension of pavement life and level of service, smooth surface/ ride.

Cons – Most expensive, most disruption of traffic/service, with limited budget only a short distance of road is completed per budget cycle.

Estimated cost per square yard of pavement = \$75.00

Full Depth Reclamation (FDR)

- Full thickness of the asphalt and a predetermined portion of the underlying materials (base, subbase, subgrade) is uniformly pulverized and blended to provide an upgraded homogeneous material. The improved materials can also be improved and strengthened by using mechanical, chemical, or bituminous stabilization.

QUALITY

INTEGRITY

SERVICE

There are options to combine with the FDR, including single or double chip seals, micro or slurry surfacing, and Hot Mix Asphalt Overlay.

Pros – Eliminates all existing surface distresses, stabilizes the pavement structure, cost savings compared to total reconstruction, reduces community impacts, traffic disruption and user inconvenience. If chip seal option is chosen over new pavement overlay, cost savings are much more significant.

Cons – Potential availability of the specialized milling equipment could be a scheduling problem. If the chip seal option is used, the surface would not be as smooth and could be susceptible to peeling or wear with snow plowing, and freeze/thaw cycles.

Estimated cost per square yard of pavement with new asphalt surfacing = \$47.00

Estimated cost per square yard of pavement with double chip seal = \$22.00

Scrub Seal

There are some of the road sections that have severe cracking, yet do not exhibit signs of subgrade failure. An option that could be considered would be a scrub seal. A scrub seal is a pavement treatment process that involves applying a polymer modified asphalt emulsion to the surface of asphalt pavements. The process includes:

- Filling and sealing low- to moderate-severity cracks and surface defects.
- Protecting asphalt pavements from sunlight and moisture, which helps to inhibit raveling and safeguard the underlying structure.
- Scrubbing the emulsion into cracks and voids using brooms, ensuring effective sealing.
- Applying a layer of aggregate over the asphalt to enhance durability.

This treatment is similar to a chip seal but specifically designed to address surface imperfections more effectively. Any isolated subgrade failure areas would need a full depth patch prior to the seal treatment.

Pros – Less expensive than pavement removal rehabilitation methods. More streets can be treated within the budget. Can delay the inevitable future reconstruction.

Cons – Does not provide additional pavement structure so does not add any significant design life to the pavement.

Estimated cost per square yard of pavement = \$7.50

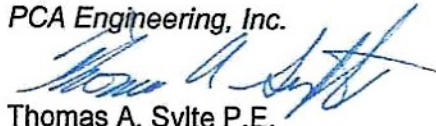
The majority of the street sections would fall under the need for major rehabilitation, i.e. Full Reconstruction or FDR and a scrub seal could be considered for those sections as well. There are a few sections that would only fall under Full Reconstruction or FDR and a scrub seal would not be a choice.

We would be happy to provide more information on any of the above methods. The attached map/exhibit provides street section distances and areas that can be used for some preliminary planning.

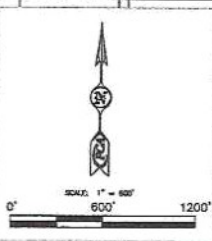
Please call me at your earliest convenience with any questions you may have regarding this analysis at 307.687.0600 or syltet@pcaengsur.com.

Sincerely,

PCA Engineering, Inc.



Thomas A. Sylte P.E.
Project Manager



RED HILLS SUBDIVISION

STREET	LENGTH (Linear Feet)	WIDTH (')	AREA (SQ)
RED HILLS ROAD			
Highway 50 to Stoneplace Ave	6420	24	17120
Stone Place to West End	3320	24	8853
GRIMSON COURT	655	24	1747
RED STONE COURT	370	24	987
RED STONE ROAD	1865	24	4973
VANTAGE COURT	1350	24	3600
STONE PLACE LOOP	4360	24	11627
RED VISTA COURT	305	24	813
STONE PLACE AVENUE	2195	24	5853
STONEVIEW COURT	850	24	2267

