

**BRUNSEN IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
TUESDAY, SEPTEMBER 30, 2025, 5:00 P.M.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Steven Brenner, John E. Ford, Claudia Martinson  
Others Present: Helenanne Cathey, Jen Brenner

*This meeting was originally scheduled for Wednesday, September 10<sup>th</sup> but was rescheduled to today.*

John E. Ford called the meeting to order at 5:00 p.m.

- I. Minutes Approval** – Claudia Martinson moved to approve the July 9, 2025, budget hearing and regular meeting minutes as written. Steven Brenner seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance / Bills** – Claudia Martinson moved to accept the Treasurer’s Report and pay bills as presented. Steven Brenner seconded. Motion carried unanimously.

<b>Bank Balance From the End of the Last Meeting:</b>			<b>\$22,095.54</b>
07/10/25	Deposit – Assessments	\$305.62	
07/31/25	Interest	\$9.06	
08/10/25	Deposit – Assessments	\$642.46	
08/31/25	Interest	\$8.76	
<b>Bank Balance Prior to Meeting:</b>			<b>\$23,061.44</b>
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
208	Cathey Consulting, LLC	Inv. 8216 – July Adm./Books \$220.00	\$440.00
		Inv. 8262 – August Adm./Books \$220.00	
209	CBH Co-Op	Inv. 16501 – Fuel for tractor for mowing \$13.87	\$14.08
		Finance Charge \$0.21	
210	JW Equipment, LLC	Inv. 3515 – Equipment rental for mowing	\$425.00
<b>TOTAL BILLS PAID:</b>			<b>\$879.08</b>
<b>Bank Balance After Bills:</b>			<b>\$22,182.36</b>
<b>Total assessments due: \$12,600.00</b>			

- III. Unfinished Business**
  - a. **Road Work / County Grant – ON HOLD – WILL STAY ON THE AGENDA AND WILL BE DEALT WITH IN THE SPRING**  
A County grant application was submitted, but since the work won’t be done until next year, Clark at the County asked that the grant application be put on hold until the District has the money and is ready to do the project. The County Public Works office will hold onto the grant application.

There was discussion and agreement on making the road wider than 22 feet (see description below).\*

**Project:**

**Scope: On Brunsen Road from 114 Brunsen Rd. to 173 Brunsen Rd.**

**West ditch work is from the hill on 141 Brunsen to 173 Brunsen west side.**

Blade existing scoria off of areas that require cut and fill.

Compact fill areas.

Create a 4 to 1 slope off the shoulder of the road to a minimum of 18” ditch on the west side of the road. (from hill on 141 Brunsen to 173 Brunsen)

\*Rework the road to 22’ width with a minimum 3% crown from the center of the road.

Reset culvert at Handran’s driveway (105 Brunsen Rd) on the southern approach (it’s a horseshoe driveway)

4 loads of fill at the low spot at 141 Brunsen Rd.

Install culverts at:

173 Brunsen – at the end of the road at 173 Brunsen, install 16” culvert (30’)

165 Brunsen – install a 12” culvert across the driveway approach (30’)

141 Brunsen low spot install 18” culvert across the road (30’)

Transport and install 4” of J-Base material on the finished road subbase.

Reseed west side of the road from hill at 141 to 173 Brunsen Rd.

**Project anticipated to be done in the spring and fall of 2026.**

**Total Bid: \$43,736.20**

**County Grant Application Request: \$12,191.48 (50% on drainage work and 25% for the rest).**

The project will include an item from the 3/12/25 meeting (Jason Finch to cut the ditch so water will drain underneath the cattleguard and flow into Brenner’s pond.)

- b. Director election – November 4, 2025 (Brenner) – The Board reviewed the draft ballot which will be mailed between October 10<sup>th</sup> and October 20<sup>th</sup> and the following legal ad that will run in the Gillette News-Record on October 21, 2025:

NOTICE OF DIRECTOR ELECTION  
BRUNSEN IMPROVEMENT & SERVICE DISTRICT  
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Brunsen Improvement & Service District for the purpose of electing one director to the Board of Directors to serve a four (4)-year term. Candidates include Steven Brenner. Replacement ballots may be obtained from Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Brunsen Improvement & Service District by mail at c/o Cathey Consulting, PO Box 471, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, November 4, 2025, or at the office of Cathey Consulting by 5:00 p.m. on Tuesday, November 4, 2025, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 4, 2025, between 9:00 a.m. and 2:00 p.m.

Filing Officer: Claudia Martinson, Secretary/Filing Officer  
Brunsen Improvement & Service District

Ballots will be canvassed prior to the next meeting in November.

**IV. New Business**

- a. The Board reviewed and signed the Local Government Annual Report Summary to submit to the Wyoming Department of Audit.
- b. Several cattleguards were cleaned out by a homeowner and an oil company that uses the roads. There was discussion on cleaning out cattleguards. There is disagreement on paying for a cattleguard or repairs to a cattleguard, but there is general agreement that the District can assist in cleaning out cattleguards. There was discussion on a specific cattleguard that could be cleaned out. The consensus is that since the cows are gone, there is no need to clean it out now; it would be better to wait until spring. Claudia Martinson will talk to a landowner that works with the oilfield company to see if maybe the oilfield company would be willing to clean out cattleguards. Repairs to cattleguards was again discussed. Board members could not come to a consensus – there is a strong opinion that cattleguard repairs are the responsibility of homeowners and a strong opinion that cattleguard repairs fall under the District’s responsibility.
- c. There was discussion on having a Board member authorized to call out a blade or authorize emergency expenditures between meetings. John E. Ford moved to authorize up to \$1,500 for maintenance / blading if needed between meetings. Steven Brenner seconded. Motion carried unanimously. Claudia Martinson moved to authorize a Board member to spend up to \$1,500 for emergency expenditures if needed between meetings. Steven Brenner seconded. Motion carried unanimously. Because of the disagreement between Board members, the consensus is that these approvals do not apply to any cattleguard repairs.

John E. Ford adjourned the meeting at 5:25 p.m.

**Next Regular Meeting: Wednesday, November 12, 2025, 5:00 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technologies Building – Office Entrance is on 4<sup>th</sup> Street across from Arrow Printing). Meetings are generally held the second Wednesday of every other month (odd months).**

**2025 Meetings**

Wed., Nov. 12, 2025, 5:00 p.m.

**2026 Meetings**

Wed., Jan. 14, 2026, 5:00 p.m. / Wed., Mar. 11, 2026, 5:00 p.m. / Wed., May 13, 2026, 5:00 p.m.

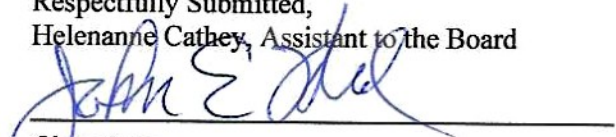

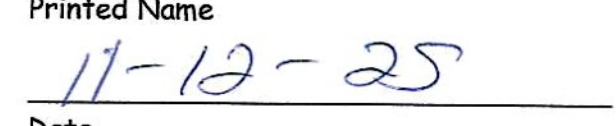
Wed., July 8, 2026, 5:00 p.m. / Wed., Sept. 9, 2026, 5:00 p.m. / Wed., Nov. 11, 2026, 5:00 p.m.


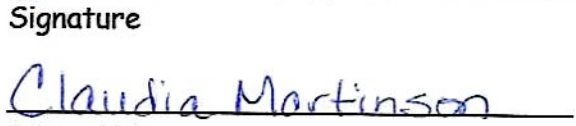
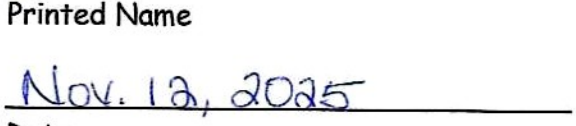
**NOTES:**

9/30/25 Meeting:

- Up to \$1,500 authorized for maintenance / blading between meetings if needed.
  - Up to \$1,500 authorized for emergency expenditures between meetings if needed.
- These approvals do NOT apply to any cattleguard repairs.

Respectfully Submitted,  
Helenanne Cathey, Assistant to the Board

  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name  
  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name  
  
\_\_\_\_\_  
Date

John E. Ford, President (307-680-0682) / Steven Brenner, Vice President (307-258-9953) /  
Claudia Martinson, Secretary/Treasurer (307-660-8469)