

Grace Land Improvement & Service District
Regular Meeting Minutes
Monday, October 6, 2025, 6:30 p.m.
Office of Cathey Consulting - 400 South Gillette Avenue, Suite 106, Gillette

Board Members Present: Sean McGinley, Shannon Robinson, Lisa Wagner
 Others Present: Helenanne Cathey

Sean McGinley called the meeting to order at 6:34 p.m.

- I. **Minutes** – Sean McGinley moved to approve the minutes for the August 4, 2025, regular meeting as presented. Lisa Wagner seconded. Motion carried by unanimous consent. There was no meeting in September.
- II. **Treasurer’s Report / Financial Review** – The bills and financial information were reviewed. Sean McGinley moved to accept the Treasurer’s Report and pay the bills as presented. Lisa Wagner seconded. Motion carried by unanimous consent.

WATER ACCOUNT SUMMARY:

Water Account Balance End of Last Meeting:		\$90,617.45
7/1-7/31/25	Deposits – Water billing	\$1,000.00
07/31/25	Interest	\$36.51
Adjusted Balance Forward:		\$91,653.96
8/1-8/31/25	Deposits – Water billing	1,120.00
08/05/25	Deposit – Xpress bill pay	\$3,113.38
08/14/25	Deposit – Collins	\$50.00
08/27/25	AUTO Pay – Powder River Energy Electricity 7/1-8/1/25	\$770.61
08/31/25	Interest	\$36.63

Bills Paid 9/2/25:

<u>Ck#</u>	<u>Pavee</u>	<u>Description</u>	<u>Check Amount</u>
AUTO	Powder River Energy	Electricity 8/1-9/1/25	No bill yet.
10537	Cathey Consulting	Inv. 8271 – August admin./books \$660.00	\$460.00
10538	Hawkins, Inc.	Inv. 7168512 – Chlorine	\$20.00
10539	Water Guy	Inv. 2025-957 – August Oper./meters/bills \$1,252.30	\$1,327.30
		Inv. 2025-867 – Locates 6/24/25 \$37.50	
		Inv. 2025-889 – Bounced check 7/23/25 \$18.75	
		Inv. 2025-1004 – Bounced check 8/22/25 \$18.75	

Total: \$1,807.30

9/1-9/30/25	Deposits – Water Billing	\$875.47	
09/05/25	Deposit – Xpress bill pay	\$3,523.17	
09/12/25	Deposit – Collins	\$50.00	
09/29/25	AUTO Pay – Powder River Energy Electricity 8/1-9/1/25	\$675.87	
09/30/25	Interest	\$36.08	
10/05/25	Deposit – Xpress bill pay	Information not available yet.	

Balance Prior to Meeting: \$97,204.91

Bills Paid and transfers (Current Meeting):

<u>Ck#</u>	<u>Pavee</u>	<u>Description</u>	<u>Check Amount</u>
AUTO	Powder River Energy	Electricity 9/1-10/1/25	No bill yet.
10540	VOID		
10541	9S Consulting	Inv. 2025-365 – 7/1/24-6/30/25 Self-Audit \$500.00	\$250.00
10542	Hawkins, Inc.	Inv. 7193746 – Chlorine \$434.50	\$444.50
		Inv. 7197507 – Chlorine \$10.00	
10543	Postmaster	Annual Box Fee \$188.00	\$94.00
10544	Water Guy	Inv. 2025-1157 – Locates July \$1,176.42	\$2,434.74
		Inv. 2025-1103 – Postage due for customer payment (billed to customer) \$6.02	
		Inv. 2025-1102 – Sept. Oper./meters/bills \$1,252.30	
10545	Cathey Consulting	Inv. 8314– September adm./bks \$660.00	\$460.00

Total: \$3,683.24

Water Account Balance End of Meeting: **\$93,521.67***

**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	\$101.15
08/31/25	Interest	\$102.11
09/02/25	Deposit – 7/31/25 Assessm.	\$92.97
09/30/25	Interest	\$98.98
10/06/25	Deposit – 8/31/25 Assessm.	\$197.00
Water System Reserves Account Balance End of Meeting:		\$114,942.02

ROAD ACCOUNT SUMMARY:

Road Account Balance End Last Meeting:		\$37,328.54
07/31/25	Interest	\$14.75
08/10/25	Deposit – 7/31/25 Assessm.	\$557.84
Balance:		\$37,901.13

Bills Paid (9/2/25):

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
1427	Cathy Consulting	Inv. 8271 – August adm./bks \$660.00	\$200.00
1428	Grace Land ISD	7/31/25 Assessments for Water Reserves	\$92.97
Total bills / transfer:			\$292.97
08/31/25	Interest	\$14.46	
09/10/25	Deposit – 8/31/25 Assessm.	\$1,182.00	
09/30/25	Interest	\$14.25	

Bills Paid (current meeting):

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
1429	9S Consulting	Inv. 2025-365 – 7/1/24-6/30/25 Self-Audit \$500.00	\$250.00
1430	Cathy Consulting	Inv. 8314 – Sept. adm./bks \$660.00	\$200.00
1431	Grace Land ISD	8/31/25 Assessments for Water Reserves	\$197.00
1432	Postmaster	Annual Box Fee \$188.00	\$94.00
1433	Schrank Grading Serv.	Inv. 143 – Grader with rear drum/water truck & 250 tons J-Base	\$10,000.00

Total bills / transfer:		\$10,741.00
Road Account Balance End of Meeting:		\$28,077.87

III. Water System –

- a. Board members have cleaned up and mowed around the water tank. The fence needs some repair. Board members need keys in order to access the area. There are several locks on the gate, and the Board will research whose locks they are. Board members will talk to Water Guy.
- b. Water system and billing information were reviewed. There were only 3 on the shut off list last month, but they were not shut off. Lisa Wagner moved that if an account reaches \$500 due on their account, water will be shut off. Shannon Robinson seconded. Motion carried unanimously.

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)
 - 10/6/25 Pay Request 2 for Schrank Invoice 143 (\$10,000 / grant pay request \$2,339.50)
 The Board reviewed and signed pay request 2 and the completion report to close out the grant.

Reggie Schrank reported that rock is very thin on Bull Riding. Shannon Robinson asked Reggie Schrank to look at the roads and see if there is any way the District can add rock in all of the places that need it next year. The Board is very pleased with the work that Reggie Schrank has done on the roads.

There was discussion on the roads – maintenance and working on a project for next year and submitting a grant application to the County for that project.

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. A WWDC (Wyoming Water Development Commission) study was found online that was sent to the City. There has been no update.

VI. New Business

- a. Water Guy sent a letter to the District along with a letter from Wyoming Association of Rural Water Systems regarding PFAS testing. There was discussion. Wyoming DEQ is encouraging public water systems to participate in a cost-free PFAS in Drinking Water Monitoring Assistance Program. The EPA finalized the per-and polyfluoroalkyl substances (PFAS) National Primary Drinking Water Regulation in 2024. There is no cost to the District to sign up for the program. The Board agrees that utilizing the free testing makes sense, and the Board would like to be the point of contact rather than putting Water Guy. Lisa Wagner will sign up and use her e-mail as the contact.

Sean McGinley adjourned the meeting at 7:03 p.m.

NOTES:

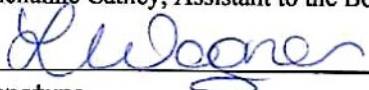
- If anyone is unable to attend the meeting but would like to call in for the meeting, contact Lisa Wagner. She will add people to the meeting by phone if possible.
- **A reminder that the speed limit is 30 mph.**
- **IF THE ROADS ARE SHUT DOWN FROM THE SNOW, PLEASE STAY OFF OF THE ROADS.** When people 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).**

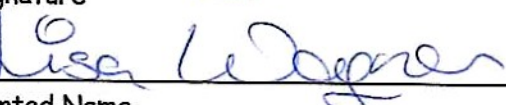
NEXT REGULAR MEETING: Monday, November 3, 2025, 6:30 p.m. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE, SUITE 106, GILLETTE – ENTRANCE ON 4TH STREET ACROSS FROM ARROW PRINTING).

2025 Meetings: Monday, Nov. 3, 2025, 6:30 p.m. Monday, Dec. 1, 2025, 6:30 p.m.

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




 Signature


 Printed Name
 11-3-25

 Date



 Signature


 Printed Name
 11/03/2025

 Date

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