

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

Wednesday, October 29, 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 5:34 p.m.

- I. Minutes Approval** – Amy Muzzarelli moved to approve the September 24, 2025, regular meeting minutes as presented. Bryan Garland seconded. Motion carried by unanimous consent.
- II. Treasurer’s Report Acceptance (Motion to accept treasurer’s report and pay bills)** - Bank statements were reviewed. Amy Muzzarelli moved to accept the treasurer’s report and pay bills, including the bill for PCA Engineering that was received at this meeting.. Bryan Garland seconded. Motion carried by unanimous consent.

Financial Summary:

Red Hills HOA Account (Ending in 338) Balance forward from last meeting:	\$10,272.77
*09/08/25 Xpress bill pay	\$12,347.00
9/1-19/25 Deposits – Water payments	\$7,246.92
Ending Balance in Red Hills HOA Account:	\$29,866.69
Red Hills Roads – Savings (Ending in 573) Balance forward from last meeting;	\$441,028.52
09/30/25 Interest	\$380.77
Ending Balance in Red Hills Roads – Savings Account:	\$441,409.29
Red Hills Water – Savings (Ending in 581) Balance forward from last meeting:	\$146,934.96
09/30/25 Interest	\$126.86
Ending Balance in Red Hills Roads – Savings Account:	\$147,061.82
Red Hills Operations – General Fund (Ending in 565) Balance forward fr. last mtg.:	\$71,580.46
*09/08/25 Xpress bill pay was deposited into HOA Account and not District Account	-\$12,347.00
Adjusted Balance Forward:	\$59,233.46
09/30/25 Interest	\$24.07
09/30/25 Deposit – Water	\$1,115.63

Bills paid this meeting:

Ck#	Name	Description	Amount
AUTO	Powder River Energy	Acct 12406202 9/1-10/1/25 Electricity	\$47.21
AUTO	Powder River Energy	Acct 11826901 9/1-10/1/25 Electricity	\$52.47
AUTO	City of Gillette	Inv. 2147602 water 9/3-10/2/25 1,987,000 gallons	\$6,694.83
1008	Cathey Consulting	Inv. 8331 – September Admin./Bookkeeping / Compliance.	\$1,000.00
1009	Water Guy	Inv. 2025-1125 – Sept water operator, bacteria sample, locating management, meter rdg., water billing \$955.80	\$1,863.67
		Inv. 2025-1144 – Endorsement stamp for deposits \$117.36	
		Inv. 2025-1165 – Locates – July \$150.00	
		Inv. 2025-1166 – Locates – July \$262.50	
		Inv. 2025-1204 – Repair meter pits at 5851 Red Hills Rd – assume damage done from mowing with brush hog \$378.01	
Total Bills			\$9,658.18

Ending Balance in Operations Account:

\$50,714.98*

*Does not include any deposits from Water Guy for current month (except Xpress bill pay)

Accounts Receivable Balance end of prior month: \$27,289.39

III. Water System Review

- a. Water Guy reports, meter readings, meter reading history and billing were reviewed. Jami Johnson will e-mail Water Guy about several readings that show 0 usage.

IV. Unfinished Business

- a. Road project – PCA Engineering provided a pavement study that was included with last month's minutes. PCA Engineering will be invited to a future meeting to go over the evaluation.
- b. Signs have not been installed yet. Signs and posts, brackets and hardware will be picked up at the City's warehouse facility. (An additional stop sign and two street signs – Stone View Court and Stone Place Avenue)
- c. Natural Gas / Black Hills Energy meeting July 30, 2025 – Amy Muzzarelli posted a survey online for everyone in the subdivision, to determine who is interested in natural gas. Of the responses received, it looks like people are interested. Amy Muzzarelli texted Black Hills Energy to find out what other subdivisions have decided but hasn't received an answer yet.
- d. City of Gillette – Accounts have been changed to the District instead of the HOA. Helenanne Cathey set up the direct deposit online as required.
- e. Powder River Energy automatic payments – Jami Johnson dropped off the paperwork to PR Energy to move the accounts into the District's name instead of the HOA and set up the automatic payment option. A deposit was required / PR Energy deducted from the bank account on file.
- f. Xpress bill pay – Water Guy advised that Xpress bill pay changed the direct deposit account to Water Guy instead of Red Hills as of the first of this month. Bank statements are reconciled monthly so this will be monitored to make sure it was corrected to the District's account.
- g. Accounts Receivable report review – three accounts with credit balances and a "final bill date" – Helenanne Cathey reviewed check register for HOA to see if they were refunded (9/24/25) – There was nothing in the check register for these names / amounts. The consensus is to refund the balances at the next meeting.
- 1) 2724.01 Dustin Downing \$175.99
 - 2) 2469.02 Aaron Cannon \$150.45
 - 3) 2457.01 Kimberlie Parks \$12.04
- h. Water Guy to change out old style radios for approximately 20 meters – Water Guy to provide free labor / cost of \$136.50 each. 9/24/25 approved. No update.
- i. Jami Johnson talked to Pat Carpenter about transferring the assets of the HOA over to the ISD. He hasn't had time to work on it yet.

V. New Business

- a. KW Consulting has advised that they can do snow removal again this year.
- b. There was discussion on a couple of dumpsters that are a little too close to the road and can be in the way when snow removal is done and cause drifting on the roads. Another problem is the risk of teenagers / reckless drivers running into dumpsters.

VI. Next meeting date/time: Tuesday, November 25, 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 5:59 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 M. Johnson
Printed Name

11/25/25
Date


Signature

Amy P. Muzzarelli
Printed Name

11/25/25
Date

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