

**Grace Land Improvement & Service District**  
**Regular Meeting Minutes**  
**Monday, November 3, 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 6:30 p.m.

- I. **Minutes** – Sean McGinley moved to approve the minutes for the October 6, 2025, regular meeting as presented. Lisa Wagner seconded. Motion carried by unanimous consent.
- 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. Shannon Robinson seconded. Motion carried by unanimous consent.

**WATER ACCOUNT SUMMARY:**

Water Account Balance End of Last Meeting:		\$93,521.67
10/1-10/6/25	Deposits – Water billing	No bank statement yet.
Adjusted Balance Forward:		\$93,521.67
10/7/25	Deposit – Xpress bill pay	\$3,316.03
10/9/25	Deposit – Collins	\$50.00
10/7-10/31/25	Deposits – Water billing	No bank statement yet.
10/27/25	AUTO Pay – Powder River Energy	Electricity 9/1-10/1/25 \$773.87
10/31/25	Interest	No bank statement yet.
11/5/25	Deposit – Xpress bill pay	Information not available yet.
Balance Prior to Meeting:		\$96,113.83

**Bills Paid and transfers (Current Meeting):**

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
AUTO	Powder River Energy	Electricity 10/1-11/1/25	No bill yet.
10546	VOID		
10547	Doyle & Kristy Shaw	Refund credit balance / sold property	\$75.00
10548	Hawkins, Inc.	Inv. 7226363 – Chlorine	\$10.00
10549	Water Guy	Inv. 2025-1187 – Bounced check \$18.75	\$1,271.05
		Inv. 2025-1243 – Oct. Oper./meters/bills \$1,252.30	
10550	Cathey Consulting	Inv. 8370– October adm./bks \$660.00	\$460.00
Total:			\$1,816.05

**Water Account Balance End of Meeting:**

**\$94,297.78\***

*\*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:	\$114,942.02	
10/31/25	Interest	No statement yet.
11/03/25	Deposit – 9/30/25 Assessm.	\$270.00
<b>Water System Reserves Account Balance End of Meeting:</b>	<b>\$115,212.02</b>	

**ROAD ACCOUNT SUMMARY:**

Road Account Balance End Last Meeting:	\$28,077.87	
10/10/25	Deposit – 9/30/25 Assess.	\$2,070.00
10/29/25	Deposit – County Grant	\$2,339.50
10/31/25	Interest	No statement yet.
Balance Before Bills:	\$32,487.37	

**Bills Paid:**

<u>Ck#</u>	<u>Payee</u>	<u>Description</u>	<u>Check Amount</u>
1434	Cathey Consulting	Inv. 8370 – October adm./bks \$660.00	\$200.00
1435	Grace Land ISD	9/30/25 Assessments for Water Reserves	\$270.00
Total bills / transfer:			\$470.00
<b>Road Account Balance End of Meeting:</b>			<b>\$32,017.37</b>

- III. Water System** – Lisa Wagner will contact Water Guy regarding the 15% water loss in September. It may have been due to flushing. If they haven't flushed the system, the consensus is to have them flush the system.
- Key to water tank – There was discussion on the lock and keys.
  - Water system and billing information were reviewed. Lisa Wagner reported that she contacted everyone on the shut off and delinquent lists. There was discussion on the process for shutting off water. Water Guy communicates with Lisa Wagner before shutting water off.
  - PFAS free testing sign up – Water Guy and Wyoming Association of Rural Water sent letters explaining that they can assist in the free initial testing. Lisa Wagner will sign the District up for the free testing.
- IV. Roads**
- There was discussion on the road project for 2026 – Bull Riding from Khadafy Skoal to Barrel Racing or Steer Roping (1 mile from Khadafy Skoal to the west) – needs material. Shannon Robinson will talk to Clark Melinkovich about the area to see if any culverts need repaired or replaced. Spectrum tore up two culverts so Shannon Robinson will contact Spectrum regarding the culverts. There was discussion on the locates and the high cost of locates when Spectrum calls in locates then calls them in again because they don't get the work done promptly.
- V. Unfinished Business**
- 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. Lisa Wagner reported that Joe at the City of Gillette will be talking to Wyoming Water Development to discuss what can be done to update the cost estimates for the regional extension to Grace Land.
- VI. New Business**
- The 2026 meeting schedule was reviewed. The September meeting was moved to Wednesday, September 9, 2026, 6:30 p.m. because of Labor Day.

Sean McGinley adjourned the meeting at 6:48 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, December 1, 2025, 6:30 p.m. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE, SUITE 106, GILLETTE – ENTRANCE ON 4<sup>TH</sup> STREET ACROSS FROM ARROW PRINTING).**

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

**2026 Meetings:** Mon., Jan. 5, 2026, 6:30 p.m. / Mon., Feb. 2, 2026, 6:30 p.m. / Mon., Mar. 2, 2026, 6:30 p.m.  
 Mon. Apr. 6, 2026, 6:30 p.m. / Mon. May 4, 2026, 6:30 p.m. / Mon. June 1, 2026, 6:30 p.m.  
 Mon. July 6, 2026, 6:30 p.m. / Mon. Aug. 3, 2026, 6:30 p.m. / *Wednesday, Sept. 9, 2026, 6:30 p.m.\**  
 Mon., Oct. 5, 2026, 6:30 p.m. / Mon. Nov. 2, 2026, 6:30 p.m. / Mon. Dec. 7, 2026, 6:30 p.m.

*\*September meeting moved to Wednesday, September 9<sup>th</sup> instead of Monday, September 7<sup>th</sup> due to the Labor Day holiday.*

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

S. Robinson

Signature

Shannon Robinson

Printed Name

12/01/25

Date

Lisa Wagner

Signature

Lisa Wagner

Printed Name

12-1-25

Date

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