

HIGH COUNTRY IMPROVEMENT & SERVICE DISTRICT

(PO Box 1936, Gillette, WY 82717)

REGULAR MEETING

Tuesday, September 16, 2025, 5:30 p.m. (RESCHEDULED)

Wednesday, September 17, 2025, 12:00 p.m.

400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

MINUTES

Board Members Present: Wade Burr, Sandy Glock

Others Present: Helenanne Cathey

Sandy Glock called the meeting to order at 12:10 p.m.

- I. Minutes Approval** – Wade Burr moved to approve the minutes from the June 17, 2025, budget hearing and regular meeting. Sandy Glock seconded. Motion carried by unanimous consent.
- II. Treasurer’s Report and Bills** – Wade Burr moved to accept the Treasurer’s Report and pay bills as presented and listed below. Sandy Glock seconded. Motion carried by unanimous consent.

Bank Balance Forward From Last Meeting: \$9,148.85

06/30/25 Interest \$3.65

07/16/25 Bills Paid:

<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
1036	J Finch Dirt Works	Inv. 039662 – Blade and shape roads, haul 7 loads J-Base from Quality Agg in Moorcroft	\$5,140.00
1037	Quality Agg & Constr.	Inv. 54354 – 154.79 tons J-Base \$19.50 per ton	\$3,018.43
TOTAL			\$8,158.43

07/31/25 Interest \$2.35

08/07/25 Deposit – County Grant \$2,039.61

08/10/25 Deposit – Assessments \$324.05

08/31/25 Interest \$1.11

Bank Balance Before Bills: \$3,361.19

Bills Paid:

<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
1038	Cathey Consulting	Inv. 8178 – June, 2025 Administrative/ Bookkeeping/Compliance \$250.00	\$750.00
		Inv. 8226 – July, 2025 Administrative/ Bookkeeping/Compliance \$250.00	
		Inv. 8272 – Aug., 2025 Administrative/ Bookkeeping/Compliance \$250.00	
TOTAL			\$750.00

Bank Balance End of Meeting \$2,611.19

Receivables balance: \$14,496.00 (2025 Assessments)

- III. Unfinished Business**
 - a. Road Work – Project cost estimate \$9,380 / County grant approved 4/15/25 for \$2,345 (25%). Pay request 1 was submitted for J Finch Dirtworks Invoice (\$5,140) and Quality Agg & Construction Invoice (\$3,018.43) for a total of \$8,158.43 with a 25% grant request of \$2,039.61 which was received and deposited 8/7/25. \$305.39 remains on the grant. Roads are holding up well.
 - b. Board member vacancy – Wade Burr reported that he received a text from a homeowner that is interested in serving on the Board.

- IV. New Business**
 - a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/25 which will be submitted to the Department of Audit as required.

- b. Director Election Tuesday, May 5, 2026 (2 directors for 4-year terms and 1 director for the remaining 2 years of a 4-year term) – The following legal notice will run in the Gillette News-Record on January 6, 2026:

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

Public Notice is hereby given that on Tuesday, May 5, 2026, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms and one Director to serve the remaining two years of a four (4)-year term on the Board of the High Country Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 5, 2026, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 1936, Gillette, WY 82717) or with Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette) between February 4, 2026, and February 24, 2026. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Wade Burr, Treasurer / Filing Officer
High Country Improvement & Service District

Upcoming meetings (at the office of Cathey Consulting, 400 South Gillette Ave, Suite 106, Gillette):

Regular Meetings:

Tuesday, December 16, 2025, 5:30 p.m.

Tues., March 17, 2026, 5:30 p.m. / Tues., June 16, 2026, 5:30 p.m. /


Tues., September 15, 2026, 5:30 p.m. / Tues., December 15, 2026, 5:30 p.m.

Meetings will generally be held quarterly (3rd Tuesday, 5:30 p.m.) – March, June, September, December

Sandy Glock adjourned the meeting at 12:33 p.m.


Respectfully submitted,
Helenanne Cathey, Assistant to the Board

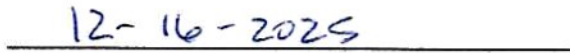

Signature


Printed Name


Date


Signature


Printed Name


Date

Sandy Glock, President / Wade Burr, Treasurer / *Vacant*, Secretary