

Box N Ranch Road Improvement & Service District
Budget Hearing & Regular Meeting
Minutes
Wednesday, July 16, 2025, 5:30 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, WY

Board Members Present: Keith Coyle, Tom Dillon, Jim Rieniets
 Others Present: Helenanne Cathey

BUDGET HEARING

Tom Dillon called the budget hearing to order at 5:30 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Tom Dillon adjourned the budget hearing at 5:35 p.m.

REGULAR MEETING

Tom Dillon called the meeting to order at 5:35 p.m.

- I. **Budget** – Jim Rieniets moved to adopt the budget for 7/1/25 – 6/30/26 for \$20,995.00 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Keith Coyle seconded. Motion carried unanimously.
- II. **Minutes Approval** – Keith Coyle moved to approve the minutes for the January 15, 2025, regular meeting. Jim Rieniets seconded. Motion carried unanimously.
- III. **Treasurer’s Report** – The Treasurer’s Report and bills were reviewed. Keith Coyle moved to accept the Treasurer’s Report and pay bills as presented. Jim Rieniets seconded. Motion carried unanimously.

Checking Account Balance Forward from Last Meeting:	\$10,357.04
06/10/25 Deposit – Assessments	\$4,324.26
Checking Account Balance Prior to Meeting:	\$14,681.30
Bills paid at meeting:	
Ck# 1118 Cathey Consulting, LLC	\$960.00
Inv. 7942 – Jan. adm./books	\$160.00
Inv. 7986 – Feb. adm./books	\$160.00
Inv. 8028 – Mar. adm./books	\$160.00
Inv. 8075 – Apr. adm./books	\$160.00
Inv. 8122 – May adm./books	\$160.00
Inv. 8167 – June adm./books	\$160.00
Ck# 1119 Earth Work Solutions	\$1,884.00
Inv. 37693 – Grading & 24.47 tons of J-Base	
Ck# 1120 Gillette News-Record	\$75.40
Ck# 1121 Local Gov’t Liab. Pool	\$600.00
Inv. 36117 – Budget hearing legal ad	
Inv. 15836 – Directors & officers / general liab. insurance 7/1/25-6/30/26	
Total Bills:	\$3,519.40
Checking Account Balance at End of Meeting:	\$11,161.90
Receivables due before end of fiscal year: \$960.00	
(\$11,520 annual assessment amount / \$960 per lot)	

IV. Unfinished Business

- a. Road project for 2025 / County Grant – Blade the road maintaining the crown and pulling in shoulders and shaping as needed. Mag chloride / dust control.
 Project Estimate \$9,912.00
 County grant \$2,478.00 – approved 10/1/24
Pay Request 1 – Earth Work Solutions invoice 37693 (rock and blading)
 $\$1,884 \times 25\% = \471 pay request
No invoice yet for dust control.
 There was discussion on the road work that was done. The Board is pleased with the work.

V. **New Business**

- a. The Board reviewed and signed the renewal application that was submitted online for the Local Government Liability Pool.
- b. Public Records Notice – The Board reviewed and signed the notice to submit to the County stating that the District’s records are stored at the office of Cathey Consulting.
- c. Official Depository – Jim Rieniets moved to designate First National Bank as the official depository for 7/1/25 – 6/30/26. Keith Coyle seconded. Motion carried unanimously.
- d. Road project for next year – The consensus is to do more of the same on the roads – rock and dust control, maybe another load of rock if the budget allows for it. The mag chloride increases in cost every year. Tom Dillon will get quotes for the January meeting. A County grant application will be submitted in January.
- e. Director Election (March 17, 2026 – Coyle, Dillon) – The following legal ad will run in the Gillette News-Record on November 25, 2025:

**NOTICE OF DIRECTOR ELECTION
BOX N RANCH ROAD IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING**

Public Notice is hereby given that on Tuesday, March 17, 2026, an election shall be held for the purpose of electing two directors to serve four (4) year terms on the Board of the Box N Ranch Road 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, March 17, 2026, between 9:00 a.m. and 2:00 p.m.

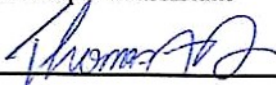
Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 471, Gillette, WY 82717) or with Cathey Consulting (address listed above) between December 17, 2025, and January 6, 2026. The application is available from the office of Cathey 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.

Keith Coyle, Secretary/Treasurer / Filing Officer
Box N Ranch Road Improvement & Service District

Next regular meeting and budget hearing: Wednesday, January 21, 2026, 5:30 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, WY.

Keith Coyle moved to adjourn. Jim Rieniets seconded. The meeting was adjourned at 5:55 p.m.

Respectfully submitted,
Helenanne Cathey,
Bookkeeper / Assistant



Signature

THOMAS A DILLON

Printed Name

1/21/26

Date



Signature

KEITH COYLE

Printed Name

1-21-26

Date

Tom Dillon, President / Jim Rieniets, Vice President / Keith Coyle, Secretary/Treasurer