

Grace Land Improvement & Service District
Regular Meeting Minutes
Monday, December 1, 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, Reggie Schrank

Sean McGinley called the meeting to order at 6:30 p.m.

- I. **Minutes** – Sean McGinley moved to approve the minutes for the November 3, 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. Lisa Wagner seconded. Motion carried by unanimous consent.

WATER ACCOUNT SUMMARY:

Water Account Balance End of Last Meeting:			\$94,297.78
10/1-10/31/25	Deposits – Water billing	\$1,420.64	
10/31/25	Interest	\$38.06	
Adjusted Balance Forward:			\$95,756.48
11/05/25	Deposit – Xpress bill pay	\$3,828.64	
11/13/25	Deposit – Collins	\$50.00	
11/11-11/30/25	Deposits – Water billing	No bank statement yet.	
11/26/25	AUTO Pay – Powder River Energy Electricity 10/1-11/1/25	\$722.72	
11/30/25	Interest	No bank statement yet.	
12/05/25	Deposit – Xpress bill pay	Information not available yet.	
Balance Prior to Meeting:			\$98,912.40

Bills Paid and transfers (Current Meeting):

Ck#	Payee	Description	Check Amount
AUTO	Powder River Energy	Electricity 11/1-12/1/25	No bill yet.
10551	Cathey Consulting	Inv. 8414 – Nov. adm./bks \$660.00 (See check # 1437 for \$200 payment from roads acct.)	\$660.00
10552	C N A Surety	69451402 – Bond / Board 1/2/26 – 1/2/27 (See check # 1437 for \$50 payment from roads acct.)	\$100.00
10553	Hawkins, Inc.	Inv. 7257355 – Chlorine	\$20.00
10554	Water Guy	Inv. 2025-1352 – Locates 8/27/25 \$37.50	\$1,289.80
		Inv. 2025-1397 – Nov. Oper./meters/bills \$1,252.30	\$2,069.80
Total:			\$2,069.80
12/01/25	Deposit Ck# 1437 from Roads Account	\$250.00	
Water Account Balance End of Meeting:			\$97,092.60*

**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:			\$115,212.02
10/31/25	Interest	\$102.51	
11/30/25	Interest	No statement yet.	
12/01/25	Deposit – 10/31/25 Assessm.	\$4,500.00	
Water System Reserves Account Balance End of Meeting:			\$119,814.53

ROAD ACCOUNT SUMMARY:

Road Account Balance End Last Meeting:			\$32,017.37
10/31/25	Interest	\$13.08	
11/10/25	Deposit – 10/31/25 Assess.	\$36,900.00	
11/30/25	Interest	No statement yet.	
Balance Before Bills:			\$68,930.45

Bills Paid:

Ck#	Payee	Description	Check Amount
1436	Grace Land ISD	10/31/25 Assessments for Water Reserves	\$4,500.00
1437	Grace Land ISD	\$200 for Cathey Consulting Inv. 8414 & \$50 for half of CNA Surety bill for bond	\$250.00

Total bills / transfer:
Road Account Balance End of Meeting:

\$4,750.00
\$64,180.45

III. Water System –

- a. 15% water loss in September – Lisa Wagner contacted Water Guy after the November meeting, and they think that the water loss in September was due to flushing. The water loss dropped to 3% since then.
- b. Key to water tank – The gate is up, but there is no update on the key.
- c. Meter readings / billing / system review – Lisa Wagner will contact Water Guy regarding the billing for Account 824.02. There was discussion on past due accounts. Lisa Wagner reported that Water Guy did not contact her with any shut offs last month.
- d. PFAS free testing – Lisa Wagner signed the District up for the free PFAS testing.

IV. Roads

- a. 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 – Reggie Schrank developed a color coded map for the road project next year. There was discussion on the proposed road work and getting bids and submitting a grant application. Board members are happy with the way the roads have held up and do not see the need for any road work at the current time. Only one maintenance blading was done in the fall, but the consensus is to not do any additional blading at this time because the roads don't need it. The consensus of the Board is that the roller made a significant difference on the road project in 2025. Shannon Robinson will work on getting three bids.
- b. Shannon Robinson talked to Spectrum about two culverts that were torn up when they were working in the area. Chris from Spectrum came out and took pictures and agreed that they need to fix the culverts, but they won't do anything until spring.

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. No update.

VI. New Business

- a. Lisa Wagner moved to keep the officers the same for the next year (Sean McGinley, President / Shannon Robinson, Vice President / Lisa Wagner, Secretary/Treasurer). Shannon Robinson seconded. Motion carried unanimously.

Sean McGinley adjourned the meeting at 7:00 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, January 5, 2026, 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).

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 9th instead of Monday, September 7th 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

Lisa Wagner

Signature

Lisa Wagner

Printed Name

1-5-26

Date

S. Robinson

Signature

Shannon Robinson

Printed Name

1/05/2026

Date

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