

MCKENNEY IMPROVEMENT & SERVICE DISTRICT
(PO Box 1113, Gillette, WY 82717)
REGULAR MEETING MINUTES
Thursday, November 20, 2025, 4:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

Board Members Present: Zach Poitra, Deb Shaw
 Board Members Not Present: Bob Maul
 Others Present: Helenanne Cathey

Zach Poitra called the meeting to order at 4:00 p.m.

- I. **Minutes Approval** – Deb Shaw moved to approve the minutes for the October 23, 2025, regular meeting as presented. Zach Poitra seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – The bills and financial reporting were reviewed. Deb Shaw moved to accept the Treasurer’s Report and pay bills as presented. Zach Poitra seconded. Motion carried unanimously. The bank statements were reviewed and signed. Accounts receivable balances and reports from Water Guy were reviewed.

Bank Balance End of Previous Meeting:		\$49,931.21
10/1-10/23/25 Deposits – Water Guy	\$252.00	
Adjusted Balance Forward:		\$50,183.21
10/31/25 Interest	\$19.44	
11/06/25 Deposit – Xpress bill pay	\$1,245.80	
11/10/25 Deposit – Assessments	\$1,600.00	
Bank Balance Prior to Start of Meeting:		\$53,048.45

Bills paid:

Ck#	Payee	Description	Amount
AUTO	City of Gillette	Inv. 2158259 – Water 9/23-10/23/25 66,000 gallons	\$527.33
1881	Cathey Consulting	Inv. 8374 – Oct. Admin./Books/Compl./Postage	\$400.00
1882	Water Guy	Inv. 2025-1254 – Oct. monthly billing \$	\$289.48
Total Bills Paid:			\$1,216.81
Bank Balance After These Bills:			\$51,831.64*

**Bank Balance does not include Water Guy deposits between start of month and meeting date except for the Xpress bill pay deposit.*

- III. **Water System Review** – Water system usage and billing were reviewed.
- IV. **Unfinished Business**
 - a. Water line moved to Kelly Reynolds / Petition to enlarge the District – No update.
 - b. Roads – No update
 - 1) Roads bladed – Melgaard bladed the roads. The Board is happy with the work that was done.
 - 2) Grant application for road work – extending culverts and putting in additional culverts where needed. A scope of work will be developed for getting bids for road improvements. Bob Maul has talked to the County to ensure the District’s road project will follow the County’s requirements. They require a minimum of 20’, but the consensus is 22’ to 24’ would be better because of the number of horse trailers that travel the road. Melgaard will prepare an estimate.
 - 3) Moving locked mailboxes for McKenney area residents to PJ Road – this will be done when the road project is done. Melgaard will prepare an estimate.
 - 4) 4/25/24 Up to \$5,000 approved for Bob Maul to meet with an attorney regarding road and right-of-way questions and clarifications. No update.
 - c. Additional fees or assessments – A written policy was reviewed for the additional fees for temporary and long term monthly fees for additional living units on any property in the District and to clarify

other items. The consensus is to mail the policy out with the monthly invoices this month and next month and formally adopt the policy at the December meeting.

V. New Business

- a. November and December meetings in 2026 will be moved to the third Thursday instead of the fourth Thursday due to the holidays.

VI. Next Regular Meeting: Thursday, December 18, 2025, 4:00 p.m. at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette). The District holds regular monthly meetings, generally on the fourth Thursday of each month at 4:00 p.m.

2025 MEETINGS:

*Thurs., Dec. 18, 2025, 4:00 p.m.**

2026 MEETINGS:

Thurs., Jan. 22, 2026, 4:00 p.m. / Thurs., Feb. 26, 2026, 4:00 p.m. / Thurs. Mar. 26, 2026, 4:00 p.m.

Thurs., Apr. 23, 2026, 4:00p.m. / Thurs., May 28, 2026, 4:00 p.m. / Thurs., June 25, 2026, 4:00 p.m.

Thurs., July 23, 2026, 4:00 p.m. / Thurs., Aug. 27, 2026, 4:00 p.m. / Thurs., Sept. 24, 2026, 4:00 p.m.

Thurs., Oct. 22, 2026, 4:00 p.m. / *Thurs., Nov. 19, 2026, 4:00 p.m. / Thurs., Dec. 17, 2026, 4:00 p.m.*

Generally, the fourth Thursday of each month

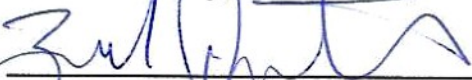
**November and December meetings are moved to the third Thursday of the month instead of the fourth Thursday due to holidays.*

NOTES:

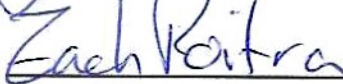
- **Landowners need to move equipment and any other items out of the road right-of-way so that the District can work on ditches and roads as needed.**

Deb Shaw moved to adjourn the meeting. Zach Poitra seconded. The meeting was adjourned at 4:04 p.m.


Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Signature



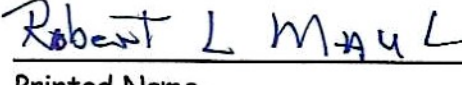
Printed Name




Date



Signature



Printed Name



Date

Robert (Bob) Maul, President / Zachary (Zach) Poitra, Vice President / Deb Shaw, Secretary/Treasurer