

Box N Ranch Road Improvement & Service District
Budget Hearing and Regular Meeting
Minutes
Wednesday, June 26, 2024, 5:30 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, WY
Revised 6/27/24

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. Jim Rieniets moved to adjourn the budget hearing. Keith Coyle seconded. Motion carried unanimously. The budget hearing adjourned at 5:32 p.m.

REGULAR MEETING

Tom Dillon called the regular meeting to order at 5:32 p.m.

- I. Budget Adoption** – Keith Coyle moved to adopt the budget for 7/1/24 – 6/30/25 for \$19,690 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Jim Rieniets seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes Approval** – Jim Rieniets moved to approve the minutes for the March 20, 2024, regular meeting. Keith Coyle seconded. Motion carried unanimously.
- III. Treasurer’s Report** – The Treasurer’s Report and bills were reviewed. There was discussion on the Earth Work Solutions bill – the invoice is the same amount as last year’s invoice and is different from the bid of \$2,912 because Earth Works didn’t provide water for the project. 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:	\$9,911.89
05/10/24 Deposit – Assessments	\$480.00
06/10/24 Deposit – Assessments	\$3,360.00
Checking Account Balance Prior to Meeting:	\$13,751.89
Bills paid at meeting:	
Ck# 1111 Cathey Consulting, LLC	\$480.00
	Inv. 7510 – Mar. adm./books \$160.00
	Inv. 7554 – Apr. adm./books \$160.00
	Inv. 7593 – May adm./books \$160.00
Ck# 1112 Earth Work Solutions	\$1,832.00
	Inv. 37468 – Crowning & surfacing & 26 tons of J-Base
Ck# 1113 Gillette News-Record	\$78.00
Ck# 1114 Local Gov’t. Liability Pool	\$600.00
	Inv. 15083 – Directors & officers & general liability insurance 7/1/24 – 6/30/25
Total Bills:	\$2,990.00
Checking Account Balance at End of Meeting:	\$10,761.89

Receivables due before end of fiscal year: \$0 – All assessments for 7/1/23-6/30.24 have been paid.
 (\$11,520 annual assessment amount / \$960 per lot)

IV. Unfinished Business

- a. Road project for 2024 / County Grant** – Blade the road getting the crown back in the road and pulling in the rock from the sides. Mag chloride / dust control. County grant approved 4/2/24 for \$2,478.00. The Board signed the grant agreement. Keith Coyle moved to pay the dust control bill when it is received and submit the remaining grant paperwork – pay request, completion report, and affidavit. Jim Rieniets seconded. Motion carried unanimously.

V. **New Business**

- a. Jim Rieniets moved to designate First National Bank as the official depository for 7/1/24 - 6/30/25. Keith Coyle seconded. Motion carried unanimously.
- b. Two board members reviewed and signed the annual Public Records Notice.
- c. Meeting minutes will be e-mailed to the list of homeowners and posted online after approval and signature by the Board at the next meeting. Draft minutes will still be sent to Board members for review after the meeting but they won't be distributed to everyone or posted online until they have been approved and signed by the Board at the next meeting.
- d. A County grant application will be submitted in July or as soon as possible using last year's quotes for the same work (rock, dust control and blading). The budget for the County grant program for the 24-25 fiscal has decreased to \$200,000 so there is a concern that the money will go quickly, and the County has advised that it's a first come, first serve program, and when the money is gone, it's gone for the year.

Next regular meeting: Wednesday, January 15, 2025, 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 5:50 p.m.

Respectfully submitted,
Helenanne Cathey,
Bookkeeper / Assistant




Signature

THOMAS DILLON

Printed Name

1/15/25

Date



Signature

Keith Coyle

Printed Name

1-15-25

Date

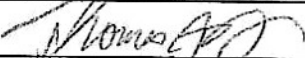
Tom Dillon, President / Jim Rieniets, Vice President / Keith Coyle, Secretary/Treasurer

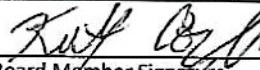
Budget - Box N Ranch Road I&S - 7/1/24 - 6/30/25

Budget Hearing: Wednesday, June 26, 2024, 5:30 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24	Actual (EST) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25
CASH CARRYOVER	117	3,074	1,134	5,158
Revenue				
Assessments (12 X \$960)	11,520	11,520	11,520	11,520
Assessments - Interest	81	12	16	12
Grants - County	2,313	2,569	2,500	3,000
TOTAL REVENUE	13,914	14,101	14,036	14,532
TOTAL REVENUE PLUS CASH CARRYOVER	14,031	17,175	15,170	19,690
Expenditures				
Administrative	1,992	2,300	2,200	2,300
Operations	9,253	14,270	10,000	16,785
Indirect	605	605	605	605
TOTAL EXPENDITURES	11,850	17,175	12,805	19,690
Reserves-Amount to be Added				0
Reserves-Amount to be spent				0
Ending Reserves balance				0
Receivables Start of FY	3,406		2,793	
Payables Balance Start of FY	1,660		0	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	117	3,074	1,134	5,158
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	117	3,074	1,134	5,158
Receivables Balance End of FY	2,793			
Payables Balance End of FY	0			
End of Year Bank Balance	1,134		5,158	
Net per year (Revenue minus Expenses)	2,181	0	2,365	0

Budget Message: The District maintains the Box N Ranch Road. The District will continue to add rock and shape the road as needed each year and will mag chloride (dust control) to minimize dust and help hold the road together, prolonging the life of the road. The District does not have any reserves.


Board Member Signature


Board Member Signature

Directors: Tom Dillon (Pres.) & Keith Coyle (Sec./Treas.) terms end March, 2026 / Jim Rieniets (Vice Pres) term ends March 2028

The District holds a regular meeting approximately four times a year. The next meeting date is scheduled at each meeting.

Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

Year End	Cash on Hand
6/30/2013	3,073
6/30/2014	3,161
6/30/2015	11,364
6/30/2016	13,124
6/30/2017	8,447
6/30/2018	8,238
6/30/2019	7,306
6/30/2020	6,145
6/30/2021	5,366
6/30/2022	117
6/30/2023	1134
6/30/24 (ESTIMATED)	

Box N Ranch Road = 5,340 feet (1.01 mile)

Annual Assessment History (Formed 2012)

2013	\$780
2022	\$960