

Means, Carter & North Hannum Improvement & Service District
Regular Meeting
MINUTES
Thursday, April 4, 2018, 7:00 p.m.
Office of Cathey Consulting, 400 South Gillette Ave, Suite 106, Gillette, WY

BOARD MEMBERS PRESENT: Robert Holum, Montie Means, Quentin Strand
 OTHERS PRESENT: Helenanne Cathey, Kathy Holum, Ken Roesler

Quentin Strand called the meeting to order at 7:00 p.m.

I. Director Election Results

Votes for one director to serve a two year term:

- Quentin Strand – 7 votes*
- Robert (Bob) Holum – 3 votes
- Jim Pugsley – 2 votes
- Montie Means – 2 votes
- Merle Nannemann – 2 votes

Congratulations to Quentin Strand for your election to the two year term. The oath was completed as required.

Votes for two directors to serve four year terms:

- Montie Means – 12 votes*
- Robert (Bob) Holum – 7 votes*
- Quentin Strand – 7 votes
- Jim Pugsley – 2 votes
- Pete Quinnell – 1 vote

Congratulations to Montie Means and Robert (Bob) Holum for your election to the four year terms. Oaths were completed as required.

II. Officer Elections – Bob Holum moved to elect Quentin Strand, President / Montie Means, Vice President, and Bob Holum, Secretary/Treasurer. Montie Means seconded. Motion carried unanimously.

III. Minutes Approval – Quentin Strand moved to approve the minutes for the January 16, 2018, regular meeting as written. Montie Means seconded. Motion carried with Quentin Strand and Montie Means voting aye. Bob Holum abstained.

IV. Treasurer’s Report – The Treasurer’s Report and bills were reviewed. Quentin Strand moved to accept the Treasurer’s Report and pay bills as presented. Montie Means seconded. Motion carried unanimously.

Bank balance forward: **\$50,285.08**

01/31/18	Interest	\$4.30	
02/09/18	Deposit – Assessments	\$300.00	
02/28/18	Interest	\$3.87	
03/09/18	Deposit – Assessments	\$600.00	
03/31/18	Interest	No Bank Statement Yet	

Bank Balance Prior to Bills: **\$51,193.25**

Bills Paid at Meeting:

Ck#	Payee – Description		Amount
1087	Cathey Consulting	Inv. 4270 – Jan. Adm./Bks/Post. \$326.37	\$1,090.87
		Inv. 4294 – Director election \$164.50	
		Inv. 4317 – Feb. Adm./Bks/Post. \$300.00	
		Inv. 4355 – Mar., Adm./Bks/Post. \$300.00	
1088	Gillette News-Record	Ad 003379005 – Director election	\$ 72.07
1089	Local Gov’t Liab. Pool	Insurance for 7/1/18 – 6/30/19	\$ 500.00

Total Bills: \$1,662.94
Bank Balance End of Meeting: \$49,530.31
Receivables balances: \$20,850.00

V. Unfinished Business

- a. Spring/Summer Road Work / County grant – There was discussion on rock and dust control for the roads and on the utilization of the County grant program. The consensus was to submit a grant application for dust control on all of the roads. A grant application will be filled out and submitted as soon as possible. Quentin Strand moved to spend up to \$10,000 for rock throughout the District in areas that need rock and also to apply dust control on the roads. Quality Agg will be used for rock if possible and Dustbusters for dust control. Montie Means seconded. Motion carried unanimously. There was discussion on putting rock on some approaches that really need it. The consensus was to send a postcard out letting people know that Quality Agg will be doing some road work and can be contacted by individual homeowners for rock for driveways.

There is a ditch that needs to be addressed on Gold Road. It is an area that was done in the first major road project. Quentin Strand moved to authorize up to \$4,000 for fixing that area along Gold Road. Bob Holum seconded. Motion carried unanimously.

- b. The Northern Plains Drive street sign needs to be put back up. Helenanne Cathey will order a Lone Cedar Court sign and post with brackets. Quentin Strand moved to hire a contractor to put up the signs. Montie Means seconded. Motion carried unanimously. The consensus is to drive through the District, and if more signs are needed, they will be done as well.

VI. New Business

- a. Quentin Strand moved to update the signature card for the First National Bank account, adding Robert Holum and removing Anthony Knofczynski. Montie Means seconded. Motion carried unanimously.
- b. Local Government Liability Pool Renewal application – The insurance renewal application was completed and will be submitted to renew the insurance for the next fiscal year. An information sheet was available for review.
- c. Budget for 7/1/18 – 6/30/19 – The budget was reviewed and updated. Bob Holum moved to approve the preliminary budget as finalized. Montie Means seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will run at least one week prior to the budget hearing:

LEGAL NOTICE OF PUBLIC BUDGET HEARING MEANS, CARTER, NORTH HANNUM IMPROVEMENT & SERVICE DISTRICT

Means, Carter, & North Hannum Improvement and Service District will hold a public hearing on Monday, July 9, 2018, at 5:00 p.m. to review the 7/1/18 – 6/30/19 budget followed by a regular District meeting to adopt the budget and conduct regular business. The hearing will be held at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106 (K2 Technologies Building – office entrance is on 4th Street across from Arrow Printing), Gillette, Wyoming. Budget summary:

Expenses: Administrative \$4,980 / Indirect \$626.00 / Operations/Misc. \$80,135
Revenue and Cash Carryover: 85,742

This budget is based on \$400 per lot for 78 lots in the District and \$200 per lot for those lots whose only access is on Hannum Road. This is a decrease from the \$600 and \$300 assessed last year. The proposed budget is available online with the meeting minutes for Means, Carter & North Hannum Improvement & Service District for April 4, 2018, at www.catheyconsulting.net.

To contact the District or to request special accommodations for the hearing,
call Cathey Consulting at 307-685-8235.

d. Helenanne Cathey provided an update on laws pertaining to special districts. There was discussion.

VII. Public Comment – There was an opportunity for public comment.

Quentin Strand adjourned the meeting at 8:42 p.m.

UPCOMING MEETINGS: Monday, July 9, 2018, 5:00 p.m. (Budget Hearing / Regular Meeting)

Monday, October 1, 2018, 5:00 p.m.

MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING, 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Quentin Strand, President / Date

Montie Means, Vice President / Date

Robert (Bob) Holum, Secretary/Treasurer / Date

Budget - Means, Carter & North Hannum ISD - 7/1/18 - 6/30/19				
Budget Hearing: Monday, July 9, 2018, 5:00 p.m. at Office of Cathey Consulting / Means, Carter & N Hannum ISD, PO Box 4082, Gillette, WY 82717				
	Actual	Budget	Actual (Est.)	Budget
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19
TOTAL FUNDS ON HAND START OF FY	62,950	63,887	82,195	50,393
Revenue				
Assessments (\$400 X 78 lots) - WAS \$600	46,800	46,800	46,800	31,200
Assessments (\$200 X 6 lots) - WAS \$300	1,800	1,800	1,800	1,200
Assessments - Interest	294		200	
Interest - Bank	40		50	
Grants - County	3,948		3,000	2,949
Other Fees				
TOTAL REVENUE	52,882	48,600	51,850	35,349
TOTAL CASH ON HAND + REVENUE	115,832	112,487	134,045	85,742
Expenditures				
Administrative				
Contract Admin./Bks (\$315/mo. - 5% increase)	4,175	3,600	3,900	3,780
Contract Legal		500		400
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./Other	240	851	600	800
Travel				
TOTAL ADMINSTRATIVE	4,415	4,951	4,500	4,980
Indirect				
Insurance - Liab., Bonding	626	626	626	626
Miscellaneous				
TOTAL INDIRECT COSTS	626	626	626	626
Operations				
Miscellaneous (Rollover)		36,613		50,393
Roads - Rock, Blading, Snow removal, Mowing, Spraying, other	6,628	10,000	960	17,948
Roads - Roads			10,000	
Roads - Dust Control	15,427	15,000	12,000	11,794
TOTAL OPERATIONS COSTS	22,055	61,613	22,960	80,135
INTEREST - TOTAL COSTS	2,685	2,685	1,783	0
DEBT - PRINCIPAL COSTS	20,315	42,612	42,612	0
TOTAL EXPENDITURES	50,096	112,487	72,481	85,741
DEDICATED TO RESERVES				
NET REVENUE MINUS EXPENDITURES (No Misc.)	2,786	-27,274	-20,631	1
BALANCE BUDGETING - S/B 0		0		1
Receivables Start of FY	5,288		6,348	
Payables Balance Start of FY	0		17,519	
	7/1/2016	7/1/2017	7/1/2017	7/1/2018 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	62,950	63,887	82,195	50,393
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	62,950	63,887	82,195	50,393
Receivables Balance End of FY	6,348			
Payables Balance End of FY	17,519			
End of Year Bank Balance	82,195		50,393	
			Current Yr. Rev-Current Yr. Exp.	1
			Total Revenue - Total Expenses	1

Budget Message: Means, Carter & North Hannum ISD manages the roads. Each year, rock is added and dust control applied as needed. The District utilizes the County grant program when possible. The District paid off the loan for the road project done several years ago. Fees will be reduced this next fiscal year. The District does not have any reserves.

Board Member Signature

Board Member Signature

Directors: Quentin Strand (Pres.) term ends March, 2020 / Montie Means (Vice Pres.) and Robert Holum Secretary/Treasurer) terms end March, 2022.

The District holds a regular meeting the fourth Tuesday of every other odd month at 7:00 p.m.

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

Roads Estimates:

3024.8 McGee Ave
5787.3 Gold Road
1015.4 North Plains Dr
1353 Mink Ave
1414.1 Glenn Ave
2125 Means St
557.7 Copper St
633.4 Silver Ave
15910.7 total feet in subdivision
5280 feet in a mile
3.0 total miles