

Means, Carter & North Hannum Improvement & Service District
Regular Meeting
MINUTES
Tuesday, April 9, 2019, 4:55 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

Quentin Strand called the meeting to order at 4:45 p.m.

- I. **Minutes Approval** – Quentin Strand moved to approve the minutes for the January 7, 2019, regular meeting as written. Bob Holum seconded. Motion carried unanimously.
- II. **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:			\$65,137.47
12/31/18	Interest	\$8.13	
Adjusted Balance Forward:			\$65,145.60
01/14/19	Deposit – Assessments	\$800.00	
01/31/19	Interest	\$8.39	
02/08/19	Deposit – Assessments	\$406.12	
02/28/19	Interest	\$7.62	
03/08/19	Deposit – Assessments	\$809.27	
03/31/19	Interest	\$8.54	

Bank Balance Prior to Bills: **\$67,185.54**

Bills Paid at Meeting:

<u>Ck#</u>	<u>Payee – Description</u>	<u>Amount</u>
1101	Cathey Consulting	\$ 970.00
	Inv. 4783 – Jan. Adm./Bks/Post. \$340.00	
	Inv. 4824 – Feb. Adm./Bks/Post. \$315.00	
	Inv. 4865 – Mar. Adm./Bks/Post. \$315.00	
1102	Local Gov’t Liab. Pool	\$ 500.00
	7/1/19 – 6/30/20 insurance	
1103	Postmaster	\$ 56.00
	Annual box fee	
Total Bills:		\$ 1,526.00

Bank Balance End of Meeting: **\$65,659.54**

Receivables balances: \$12,500.00

- III. **Unfinished Business**
 - a) Road work for 2019 –
 - a. The Board reviewed and approved the County grant application to be submitted for dust control. Bids include Dustbusters for \$18,031 and Quality Agg \$20,788.74. The grant application is for \$4,507.75. Dustbusters will do mag chloride for the roads this year.
 - b. Rock on roads this year – Quentin Strand moved to have Quality Agg blade and put 3 end dump loads of rock on North Plains Drive and 10 loads of rock on the rest of the subdivision where needed and have Dustbusters apply the mag chloride in coordination with the County. Montie Means seconded. Motion carried unanimously. If anyone is interested in rock for their driveways, call Quality Agg at 307-756-3400. You will need to pay Quality Agg directly.
 - c. Sign put back up after the last meeting (one that had been run over) – This has been done.
- IV. **New Business**
 - a) Annual Election of Officers – Montie Means moved to keep the officers the same for the next year (Quentin Strand, President / Montie Means, Vice President / Robert Holum, Secretary/Treasurer). Bob Holum seconded. Motion carried unanimously.
 - b) The annual renewal application was completed for the Local Government Liability Pool insurance for the next fiscal year.

- c) Budget – The budget was reviewed and updated. There was discussion on some work on Gold Road. The Board will get a quote to put a cross pan on Gold Road to help with drainage and to slow traffic down on the road. This will be discussed at the next meeting. Quentin Strand moved to approve the preliminary budget as discussed. Bob Holum seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will run at least a 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 Tuesday, July 2, 2019, at 5:00 p.m. to review the 7/1/19 – 6/30/20 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. \$80,269.00
Revenue and Cash Carryover: \$85,875.00

The assessments will stay the same (\$400 per lot for 78 lots in the District and \$200 per lot for those lots whose only access is on Hannum Road). The proposed budget is available online with the meeting minutes for Means, Carter & North Hannum Improvement & Service District for April 9, 2019, at www.catheyconsulting.net.

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

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

Quentin Strand adjourned the meeting at 5:13 p.m.

**UPCOMING MEETINGS: Tuesday, July 2, 2019, 5:00 (Budget Hearing / Regular Meeting)
Tuesday, October 1, 2019, 5:00 p.m. (Regular Meeting)**

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 - 7/1/19 - 6/30/20				
Budget Hearing: Tuesday, July 2, 2019, 5:00 p.m. at Office of Cathey Consulting / Means, Carter & N Hannum ISD, PO Box 4082, Gillette, WY 82717				
	Actual	Budget	Actual	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
TOTAL FUNDS ON HAND START OF FY	82,195	67,551	67,551	48,607
Revenue				
Assessments (\$400 X 78 lots)	46,800	31,200	31,200	31,200
Assessments (\$200 X 6 lots)	1,800	1,200	1,200	1,200
Assessments - Interest	311		209	300
Interest - Bank	59		66	60
Grants - County	2,728	2,949	4,508	4,508
Other Fees				
TOTAL REVENUE	51,698	35,349	37,183	37,268
TOTAL CASH ON HAND + REVENUE	133,893	102,900	104,734	85,875
Expenditures				
Administrative				
Contract Admin./Bks (\$315/mo.)	3,900	3,780	3,780	3,780
Contract Legal		400		400
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./Other	734	800	200	800
Travel				
TOTAL ADMINISTRATIVE	4,634	4,980	3,980	4,980
Indirect				
Insurance - Liab., Bonding	626	626	626	626
Miscellaneous				
TOTAL INDIRECT COSTS	626	626	626	626
Operations				
Miscellaneous (Rollover)		67,551		48,607
Roads - Rock, Blading, Snow removal, Mowing, Spraying, other	9,628	17,948	18,461	13,631
Roads - Dust Control	10,915	11,795	18,031	18,031
TOTAL OPERATIONS COSTS	20,543	97,294	36,492	80,269
INTEREST - TOTAL COSTS	1,784	0	0	0
DEBT - PRINCIPAL COSTS	42,612	0	0	0
TOTAL EXPENDITURES	70,199	102,900	41,098	85,875
DEDICATED TO RESERVES				
NET REVENUE MINUS EXPENDITURES (No Misc.)	-18,501	0	-3,915	0
BALANCE BUDGETING - S/B 0		0		0
Receivables Start of FY	6,348		5,728	
Payables Balance Start of FY	17,520		20,757	
	6/30/2017	6/30/2018	6/30/2018	6/30/19 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	82,195	67,551	67,551	48,607
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	82,195	67,551	67,551	48,607
Receivables Balance End of FY	5,728			
Payables Balance End of FY	20,757			
End of Year Bank Balance	67,551		48,607	
			Current Yr. Rev-Current Yr. Exp.	0
			Total Revenue - Total Expenses	0

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 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