

**Means, Carter & North Hannum Improvement & Service District**  
**Budget Hearing / Regular Meeting**  
**MINUTES**  
**Tuesday, July 2, 2019, 5:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Ave, Suite 106, Gillette, WY**

BOARD MEMBERS PRESENT: Robert Holum, Montie Means  
 BOARD MEMBERS NOT PRESENT: Quentin Strand  
 OTHERS PRESENT: Helenanne Cathey

**BUDGET HEARING**

Montie Means called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment. There was no public comment. The budget hearing adjourned at 5:02 p.m.

**REGULAR MEETING**

Montie Means called the regular meeting to order at 5:02 p.m.

- I. **Budget** – Robert Holum moved to adopt the budget for 7/1/19 – 6/30/20 for \$101,330 and resolution to assess, and submit assessments to the County as approved in the budget. Montie Means seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. **Minutes Approval** – Robert Holum moved to approve the minutes for the April 9, 2019, regular meeting as written. Montie Means seconded. Motion carried unanimously.
- III. **Treasurer’s Report** – The Treasurer’s Report and bills were reviewed. Robert Holum moved to accept the Treasurer’s Report and pay bills as presented. Montie Means seconded. Motion carried unanimously.

<b>Bank balance forward:</b>			<b>\$65,659.54</b>
04/10/19	Deposit – Assessments	\$400.00	
04/30/19	Interest	\$8.23	
05/10/19	Deposit – Assessments	\$1,300.00	
05/31/19	Interest	\$8.55	
06/04/19	Ck# 1104 – Quality Agg & Construction – Inv. 39705 – W-base/Blade		\$11,744.51
06/11/19	Deposit – Assessments	\$7,618.15	
06/30/19	Deposit – Assessments	\$812.93	
06/30/19	Interest	NO STATEMENT YET	

**Bank Balance Prior to Bills:** **\$64,062.89**

Bills Paid at Meeting:

Ck#	Payee – Description		Amount
1105	Cathey Consulting	Inv. 4914 – Apr. Adm./Bks/Post.\$341.05	\$ 1,051.60
		Inv. 4962 – May Adm./Bks/Post. \$315.00	
		Inv. 4865 – June Adm./Bks/Post. \$395.55	
1106	Dustbusters, Inc.	Inv. 59723 – Dustgard	\$11,840.50
1107	Gillette News-Record	Ad 00351448 – Budget hearing ad	\$ 75.93
Total Bills:			<b>\$12,968.03</b>

**Bank Balance End of Meeting:** **\$51,094.86**

Receivables balances: \$2,400 assessments and \$2,960.13 County grant = \$5,360.13

**IV. Unfinished Business**

- a) Road work for 2019 – Rock was applied to the roads. Dust control was put on the roads. Montie Means moved to approve the County grant agreement, pay request, completion report and affidavit to submit to the County for the dust control project (grant amount \$2,960.13). Robert Holum seconded. Motion carried unanimously.

**V. New Business**

- a) Robert Holum moved to designate Helenanne Cathey as the public records person. Montie Means seconded. Motion carried unanimously.
- b) Robert Holum moved to designate First National Bank as the official depository for 7/1/19 – 6/30/20. Montie Means seconded. Motion carried unanimously.
- c) A newsletter was reviewed from the Wyoming Association of Special Districts. No action was required.
- d) Director Election – March 17, 2020 (Strand – 4 year term) – The following legal ad will run in the News-Record on November 20, 2019:

NOTICE OF DIRECTOR ELECTION  
MEANS, CARTER & NORTH HANNUM IMPROVEMENT & SERVICE DISTRICT  
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 17, 2020, an election shall be held for the purpose of electing one director for a four-year term. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 17, 2020, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 4082, Gillette, WY 82717) or with Cathey Consulting (685-8235 or [hlcathey@collinscom.net](mailto:hlcathey@collinscom.net)) between December 18, 2019, and January 7, 2020. The application is also available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Robert Holum – Secretary/Treasurer / Filing Officer  
Means, Carter & North Hannum Improvement & Service District

- e) Robert Holum moved to hire Strand’s Lawn Service to mow the ditches on an area on Gold Road from old construction work. Montie Means seconded. Motion carried unanimously.

**VI. Public Comment** – There was an opportunity for public comment.

Montie Means adjourned the meeting at 5:29 p.m.

**UPCOMING MEETINGS: 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 - FINAL**

**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 7/1/17 - 6/30/18	Budget 7/1/18 - 6/30/19	Actual 7/1/18 - 6/30/19	Budget 7/1/19 - 6/30/20
<b>TOTAL FUNDS ON HAND START OF FY</b>	82,195	67,551	67,551	64,062
<b>Revenue</b>				
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		240	300
Interest - Bank	59		83	60
Grants - County	2,728	2,949	2,960	4,508
Other Fees				
<b>TOTAL REVENUE</b>	51,698	35,349	35,683	37,268
<b>TOTAL CASH ON HAND + REVENUE</b>	133,893	102,900	103,234	101,330
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bks (\$315/mo.)	3,900	3,780	3,860	3,780
Contract Legal		400		400
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./Other	734	800	219	800
Travel				
<b>TOTAL ADMINISTRATIVE</b>	4,634	4,980	4,079	4,980
<b>Indirect</b>				
Insurance - Liab., Bonding	626	626	626	626
Miscellaneous				
<b>TOTAL INDIRECT COSTS</b>	626	626	626	626
<b>Operations</b>				
Miscellaneous (Rollover)		67,551		64,062
Roads - Rock, Blading, Snow removal, Mowing, Spraying, other	9,628	17,948	15,206	13,631
Roads - Dust Control	10,915	11,795	11,840	18,031
<b>TOTAL OPERATIONS COSTS</b>	20,543	97,294	27,046	95,724
<b>INTEREST - TOTAL COSTS</b>	1,784	0	0	0
<b>DEBT - PRINCIPAL COSTS</b>	42,612	0	0	0
<b>TOTAL EXPENDITURES</b>	70,199	102,900	31,751	101,330
<b>DEDICATED TO RESERVES</b>				
<b>NET REVENUE MINUS EXPENDITURES (No Misc.)</b>	-18,501	0	3,932	0
<b>BALANCE BUDGETING - S/B 0</b>		0		0
<b>Receivables Start of FY</b>	6,348		5,728	
<b>Payables Balance Start of FY</b>	17,520		20,757	
	<b>6/30/2017</b>	<b>6/30/2018</b>	<b>6/30/2018</b>	<b>6/30/19 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	82,195	67,551	67,551	64,062
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	82,195	67,551	67,551	64,062
<b>Receivables Balance End of FY</b>	5,728		5,360	
<b>Payables Balance End of FY</b>	20,757		12,968	
<b>End of Year Bank Balance</b>	67,551		64,062	
			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