

Means, Carter & North Hannum Improvement & Service District
Budget Hearing / Regular Meeting
MINUTES
Thursday, June 22, 2017, 7:00 p.m.
Office of Cathey Consulting, 400 South Gillette Ave, Suite 106, Gillette, WY

BOARD MEMBERS PRESENT: Anthony Knofczynski, Montie Means, Quentin Strand
 OTHERS PRESENT: Helenanne Cathey, Leonard Taylor, Frank Taylor, Ken Roesler

BUDGET HEARING

President Anthony Knofczynski called the budget hearing to order at 7:18 p.m. The budget was discussed. President Anthony Knofczynski adjourned the budget hearing at 7:23 p.m.

REGULAR MEETING

President Anthony Knofczynski called the regular meeting to order at 7:23 p.m.

- I. **Minutes Approval** – Quentin Strand moved to approve the minutes for the March 23, 2017, regular meeting as written. Montie Means 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:			\$65,955.21
03/31/17	Interest	\$3.97	
04/07/17	Deposit – Assessments	\$2,550.00	
04/30/17	Interest	\$3.91	
05/08/17	Deposit – Assessments	\$5,700.00	
05/31/17	Interest	\$4.37	
06/12/17	Deposit – Assessments	\$7,050.00	

Bank Balance Prior to Bills: **\$81,267.46**

Bills Paid at Meeting:

Ck#	Payee – Description		Amount
1072	Cathey Consulting	Inv. 3826 – Mar. Adm./Bks./Post. \$376.09	\$ 976.09
		Inv. 3827 – Apr. Adm./Bks./Post. \$300.00	
		Inv. 3911 – May Adm./Bks./Post. \$300.00	
1073	Gillette News-Record	Ad 00327518 – Budget hearing ad	\$ 66.00
1074	Local Government Liab. Pool	Inv. 10824 – Insurance 7/1/17-6/30/18	\$ 500.00
1075	Postmaster	Annual box fee	\$ 52.00
TOTAL BILLS:			\$ 1,594.09

Bank Balance End of Meeting: **\$79,673.37**

Receivables balances: \$4,800.00

III. Unfinished Business

- a) Signs (4 each - 20 mph speed limit signs, posts and brackets) – A sign was put up at Silver and Means. One will be put up at North Plains Drive. A couple of post bases were put in for speed limit signs. A couple of stop signs were obtained to replace the signs that are faded. There are a couple of other places that could use stop signs.
- b) Road project – Rock (\$5,000) & Dust Control (\$10,790) – The County approved a grant application on 4/18/17 (\$3,948). The grant agreement was reviewed and signed. The rock has been applied to the road. Dust control will be applied next week. There were concerns discussed about people spinning cookies in the roads. Anthony Knofczynski moved to have Quality Ag blade the roads as needed. Quentin Strand seconded. Motion carried unanimously. Anthony Knofczynski moved to pay Quality Ag the overages as needed to blade the road before the dust control is applied and if there are any overages on the gravel. Quentin Strand seconded. Motion carried unanimously. Anthony Knofczynski moved to pay the bills for rock and dust control and blading when the bills are received. Quentin Strand seconded. Motion carried

unanimously. The grant paperwork will also be completed and submitted as needed after the bills are received.

- c) Budget – Anthony Knofczynski moved to adopt the budget for 7/1/17 – 6/30/18 for \$112,487.00 and the resolution to assess, and assess as approved in the budget. Quentin Strand seconded. Motion carried unanimously. The budget is attached to these minutes.

IV. New Business

- a) A letter was reviewed from the Wyoming Department of Audit regarding changes to special district budget laws.
- b) The County grant program now requires a specific form for any grant application for road work. The information was reviewed.
- c) Quentin Strand moved to revise the by-laws to reflect a statute change. The budget hearing needs to be no later than the third Thursday of July (instead of no later than five days after the third Thursday of July). Montie Means seconded. Motion carried unanimously.
- d) A letter was reviewed regarding the formation of a special district association in Wyoming. No action was necessary. It will be filed.
- e) Public Records Notice – Montie Means signed the notice to submit to the County stating that the District's records are stored at the office of Cathey Consulting at 400 S Gillette Avenue, Suite 106, Gillette.
- f) Official Depository – Quentin Strand moved to designate First National Bank as the official depository for 7/1/17 – 6/30/18. Montie Means seconded. Motion carried unanimously.
- g) There was discussion on putting some cross pans in Gold Road and Means to provide for better drainage. Quentin Strand will talk to Melgaard Construction.
- h) The landowner at 2902 Silver Avenue asked when their culvert would be replaced. The culvert has been smashed and there are concerns about the water not draining like it should. The culvert replacement was approved at a previous meeting. The consensus was that the District will take care of the culvert installation. Anthony Knofczynski moved to pay the bills for the culvert when they are received. Montie Means seconded. Motion carried unanimously.
- i) There was discussion on sending out a reminder to homeowners of several things.

PLEASE DRIVE SLOW IN OUR SUBDIVISIONS!

The District has put tens of thousands of dollars into the roads and recently authorized \$5,000 worth of rock which was put on the roads. Immediately after that was done, someone drove their 4-wheeler over the roads – turning cookies in the road, tearing them up. If you see someone tearing up the road, please call the Sheriff's Office (682-7271) immediately.

Rock on the District's roads do not belong to individual homeowners. Taking rock off of the District's road to put on a personal driveway is theft. Contact the Sheriff's Office (682-7271) if you see anyone taking rock off of the roads!

Anthony Knofczynski moved to have Helenanne Cathey send out postcards with the above information. Quentin Strand seconded. Motion carried unanimously.

- j) The drainage ditch at the corner of Gold and McGee is too rough to get a mower in there. Anthony Knofczynski moved to have Strand's Lawn Care mow that area and alongside the road in the fall where homeowners are unable to mow. Montie Means seconded. Motion carried with Anthony Knofczynski and Montie Means voting aye. Quentin Strand abstained.

Anthony Knofczynski adjourned the meeting at 8:35 p.m.

UPCOMING MEETINGS:

THURSDAY, SEPTEMBER 28, 2017, 7:00 p.m.

THURSDAY, DECEMBER 28, 2017, 7:00 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

Anthony (Tony) Knofczynski, President / Date

Quentin Strand, Vice President / Date

Montie Means, Secretary/Treasurer / Date

Budget - Means, Carter & North Hannum ISD - 7/1/17 - 6/30/18

Budget Hearing: June 22, 2017, 7:00 p.m. at Office of Cathey Consulting / Means, Carter & N Hannum ISD, PO Box 4082, Gillette, WY 82717

	Actual	Budget	Actual (Estim.)	Budget	
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18	
TOTAL FUNDS ON HAND START OF FY	47,765	62,950	62,950	63,887	
Revenue					
Assessments (\$600 X 78 lots)	46,800	46,800	46,800	46,800	\$400 Next Year
Assessments (\$300 X 6 lots)	1,800	1,800	1,800	1,800	\$200 Next Year
Assessments - Interest	237		176		
Interest - Bank	34		40		
Grants - County	78,091	5,475	3,948		
Grant - Office of State Lands	143,592				
Loan - SLIB	62,927				
Other Fees					
TOTAL REVENUE	333,481	54,075	52,764	48,600	
TOTAL CASH ON HAND + REVENUE	381,246	117,025	115,714	112,487	
Expenditures					
Administrative					
Contract Admin./Bks (\$350/mo.)	7,250	4,200	4,175	3,600	3600 \$300/mo.
Contract Legal		500		500	500
Contract Accounting/Auditing					
Office/Adver./Postage/Collec./ +	834	851	157	851	851
Miscellaneous					
Travel					
TOTAL ADMINSTRATIVE	8,084	5,551	4,332	4,951	4,951
Indirect					
Insurance - Liab., Bonding	626	626	626	626	626
Insurance - Property					
Miscellaneous					
TOTAL INDIRECT COSTS	626	626	626	626	626
Operations					
Miscellaneous (Rollover)		62,950		36,613	
Roads - Rock, Blading, Snow removal, etc.	15,303	18,000	5,000	10,000	10,000
Roads - Major Project	288,288				
Roads - Dust Control	12,697	6,898	15,409	15,000	15,000
TOTAL OPERATIONS COSTS	316,289	87,848	20,409	61,613	25,000
INTEREST - TOTAL COSTS		2,685	2,685	2,685	0
DEBT - PRINCIPAL COSTS		20,315	20,315	42,612	0
TOTAL EXPENDITURES	324,999	117,025	48,367	112,487	30,577
DEDICATED TO RESERVES					
NET REVENUE MINUS EXPENDITURES (No Misc.)	8,483	0	4,397	-27,274	392.01 78 lots 364.01 84 lots
BALANCE BUDGETING - S/B 0		0		0	
Receivables Start of FY	17,866		5,288		
Payables Balance Start of FY	5,875		0		
	7/1/2015	7/1/2016	7/1/2016	6/30/17 (est.)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	47,765	62,950	62,950	63,887	
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	47,765	62,950	62,950	63,887	
Receivables Balance End of FY	5,288		8,748		
Payables Balance End of FY	0				
End of Year Bank Balance	62,951		63,887		

For the following Fiscal Yr:

\$400 Next Year
\$200 Next Year

3600 \$300/mo.

392.01 78 lots
364.01 84 lots

Loan Balance 6/30/17: \$42,612.07 (Principal only)

Budget Message: Means, Carter & North Hannum ISD manages the roads. Fees will stay the same this next fiscal year. No major projects are planned at this time. The District intends to pay off the loan in full this fiscal year. The District does not have any reserves.

Board Member Signature _____

Board Member Signature _____

Directors: Quentin Strand (Vice Pres.) & Montie Means (Sec./Treas.) terms end March, 2018 / Anthony Knofczynski (Pres.) term ends March, 2020.
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 Ae, Suite 106, Gillette.