

**PIPER ACRES IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING MINUTES**

Monday, July 11, 2022, 10:00 a.m.

at the office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette

Board Members Present: Tom Civin, Cyral Callender, Tom Simons (MEETING DONE BY BOARD MEMBERS BY PHONE)

Others Present: N/A

BUDGET HEARING

The public budget hearing was opened at 10:00 a.m. Since there are no revenues or expenditures in the District at this time, the budget is \$0. There were no public comments.

REGULAR MEETING

Tom Civin called the regular meeting to order at 10:00 a.m.

I. CC moved to adopt the budget with no revenue and no expenditures (\$0). TS seconded. Motion carried unanimously.

II. Consent Agenda –

TC moved to approve the consent agenda which includes minutes approval, acceptance of treasurer's report (no bills to pay), director election ad, Cathey Consulting fee schedule, Investment Policy, Official Depository Designation (none at this time), Public Records notice, and Records Retention Schedule. TS seconded. Motion carried unanimously.

- a. **Minutes Approval – (Motion to approve minutes) – January 20, 2022, regular meeting.**
- b. **Treasurer's Report Acceptance / Bills**
 - 1) **Cathey Consulting Invoice e-mailed to Tom Civin (\$1,006.75).**
- c. **Elections – May of odd years – starting in 2023 - Legal ad to run January 10, 2023 in the Gillette News-Record:**

**NOTICE OF DIRECTOR ELECTION
PIPER ACRES IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING**

Public Notice is hereby given that on Tuesday, May 2, 2023, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the Piper Acres Improvement & Service District. 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, May 2, 2023, 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 471, Gillette, WY 82717) or with Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette) between February 1, 2023, and February 21, 2023. The application is available from the office of Cathey Consulting (307-685-8235) or online at 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.

Tom Simons, Secretary/Treasurer / Filing Officer
Piper Acres Improvement & Service District

- d. **Approve Cathey Consulting Fee Schedule for public records requests**
- e. **Tax ID – Done / on file (District is tax exempt)**
- f. **Post Office Box: Official mailing address:**
 - Piper Acres Improvement & Service District
 - c/o Cathey Consulting
 - PO Box 471

- g. **Investment Policy** – Investment policy adopted through Consent Agenda motion.
All available cash will be kept on deposit at a bank authorized to do business in Wyoming, preferably located in Wright or Gillette, Wyoming. Funds may be kept in interest-bearing checking and savings accounts that are FDIC insured. Funds may also be deposited in certificates of deposit that are FDIC insured.
No investments will be made except as allowed under Wyoming Statutes 9-4-831.
- h. **Official Depository Designation** – The statutes say the District shall designate the official depository on an annual basis. Since the District does not have any revenue, the form will indicate there is not a depository at this time.
- i. **Public Records Notice** – Two board members will sign the notice to submit to the County and authorize Helenanne Cathey to register as the designated public records person with Wyoming Administration and Information
- j. **Records Retention Schedule** – A Records Retention Schedule was approved. Some records will be stored indefinitely. Other records can be destroyed after 7 years and some 10 years, etc. The approved schedule was reviewed by an attorney and is in line with the State's requirements.

III. Unfinished Business – To be done at a later date:

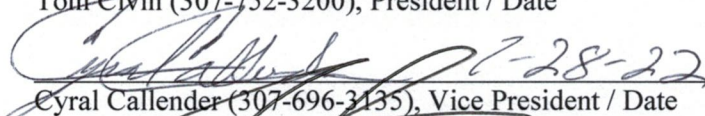
- a. **By-Laws** – Review draft by-laws for the operation of the Board and general functionality of the District.
- b. **Rates / Assessments / Fees / Rules and Regulations or Guidelines**
- c. **Insurance / Bond** – When the District opens a bank account and starts collecting fees, insurance and a bond for the Board will be discussed.

Next regular meeting: Helenanne Cathey will call Board members within 10 days of the election date (May 2, 2023) in order to meet to count ballots and conduct business as needed through a regular meeting.

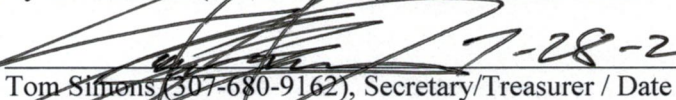
The meeting adjourned at 10: 20 a.m.

 7-28-22

Tom Civin (307-752-3200), President / Date

 7-28-22

Cyral Callender (307-696-3135), Vice President / Date

 7-28-22

Tom Simons (307-680-9162), Secretary/Treasurer / Date

Budget - Piper Acres Improvement & Service District - 7/1/2022 - 6/30/2023					
Budget hearing Monday, July 11, 2022, 10:00 a.m. at the office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette					
		Actual (F32)	Budget	Actual (F32)	Budget
		7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23
Revenue					
	Assessments				
	Assessments - Interest				
	County Grant				
	Receivables End of Prior FY				
	TOTAL REVENUE	0	35,060	0	0
	CASH CARRYOVER	0	33,185	0	0
	TOTAL REVENUE PLUS CASH CARRYOVER	0	68,245	0	0
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping				
	Contract Legal				
	Office / Postage / Advertising / Other				
	Travel				
	TOTAL ADMINSTRATIVE	0	5,500	0	0
	Indirect				
	Insurance - Bond				
	Insurance - Other				
	TOTAL INDIRECT COSTS	0	120	0	0
	Operations				
	Misc (Cash Carryover less reserves/expenses,		28,861		0
	Water Meter Reading / Billing				
	Water System Testing				
	Water System Repairs & Maintenance				
	Water System - City				
	Roads				
	Payables End of Prior FY				
	TOTAL OPERATIONS (WITHOUT CASH CARRYOVER)	0	33,764	0	0
	TOTAL OPERATIONS (INCLUDES CASH CARRYOVER)	0	62,625	0	0
	TOTAL EXPENDITURES WITHOUT CASH CARRYOVER	0	39,384	0	0
	TOTAL EXPENDITURES (INCLUDES CASH CARRYOVER)	0	68,245	0	0
	Capital Improvements / Reserves				
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES	0	0	0	0
	TOTAL EXP. PLUS NET RESERVES	0	68,245	0	0
	Receivables Start of FY	0			
	Payables Balance Start of FY	0			
		6/30/2020	6/30/2021	6/30/2021	6/30/2022
BEGINNING OF FISCAL YEAR BALANCES					
	GENERAL FUNDS	0	0	0	0
	Undeposited Funds				
	RESERVES BALANCES				
	TOTAL FUNDS BEGINNING OF YEAR	0	33,185	0	0
	Receivables Balance + Undeposited Funds End of FY				
	Payables Balance End of FY				
	End of Year Bank Balance	0	0	0	0
	Current year revenue - current year expenditures				0
BUDGET MESSAGE: Piper Acres Improvement and Service District will manage roads and water for the Piper Acres Subdivision, but at the current time, that subdivision has not been platted or developed. The developer is paying the expenses for the District until such time that the subdivision is developed and the landowners can take over the managing of the district.					
Board Member Signature			Board Member Signature		
Directors: Thomas Civin (President) (May, 2025), Cyral Callendar (Vice President) (May, 2023), Tom Simons (Secretary/Treasurer) - (May, 2023)					
Regular meetings held at the office of Cathey Consulting (400 S Gillette Ave., Suite 106, Gillette) on the second Wednesday of each month at 4:00 p.m.					
Records are stored at the office of Cathey Consulting.					

Net to 0.