

**Southern Industrial Improvement & Service District**  
**Budget Hearing / Regular Meeting Minutes**  
**Thursday, July 13, 2017, 11:00 a.m.**  
**Cathey Consulting, LLC, 400 South Gillette Avenue, Suite 106, Gillette, WY**

Board Members Present: Larry Sjolin, Jeff Murdock  
Board Members Approved Absent: Scott Brady  
Others Present: Helenanne Cathey

**BUDGET HEARING**

Larry Sjolin called the budget hearing to order at 11:00 a.m. The budget was reviewed. There was an opportunity for public comment. Jeff Murdock moved to adjourn the budget hearing and call to order the regular meeting. Larry Sjolin seconded. Motion carried unanimously. The hearing adjourned at 11:02 a.m.

**REGULAR MEETING**

Larry Sjolin called the regular meeting to order at 11:02 a.m.

- I. **Minutes Approval** – Jeff Murdock moved to approve the minutes for the April 26, 2017, regular meeting as written. Larry Sjolin seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The Treasurer’s Report and bills were reviewed. Jeff Murdock moved to accept the Treasurer’s Report and pay the bills as presented. Larry Sjolin seconded. Motion carried unanimously. The financial information is listed below.

SIISD Checking Account (General Fund) balance forward from last meeting:	\$57,021.63
04/30/17 Interest	\$3.34
05/10/17 Deposit – Assessments	\$834.63
05/31/17 Interest	\$3.43
06/12/17 Deposit – Assessments	\$834.63
06/30/17 Interest	\$3.50
<b>SIISD Checking Account Balance Prior to Meeting:</b>	<b>\$58,701.16</b>
Bills Paid – This Meeting:	
Ck# 1129 – Cathey Consulting, LLC Inv. 3884 – Apr. books/adm. \$300.49	\$900.49
Inv. 3923 – May books/adm. \$300.00	
Inv. 3972 – June books/adm. \$300.00	
Ck# 1130 – Gillette News-Record Ad 003299996 – Budget Hearing	\$49.50
Ck# 1131 – Stevens, Edwards, Hallock Legal fees	\$1,010.00
Total Bills	\$1,959.99
<b>SIISD Checking Account Balance End of Meeting:</b>	<b>\$56,741.17</b>

**III. Unfinished Business**

- a. **Dissolution** – There was discussion on dissolving the District because most of the District has been annexed into the City of Gillette. The consensus of the Board was to mail the attached letter to all landowners explaining that the District will distribute \$50,000 of the general fund according to the attached schedule (distributed out the same way it was collected) and then begin the dissolution process. The Board will finalize and approve the actual distribution of the \$50,000 at the August 23<sup>rd</sup> meeting (11:00 a.m. at the office of Cathey Consulting) and cut checks at that same meeting. The Board will then consider a resolution for dissolution and mail another letter to landowners regarding the dissolution process with a meeting in September or October to formally adopt the resolution to begin the dissolution process. As a result of dissolution, the Robertson Circle agreement will no longer be in place with the District. The two landowners with loan balances will be contacted to request payment to assist in the expediency of dissolving the District.
- b. **Assessments remaining** – There are two properties that have not paid assessments. After this year’s assessment (\$1,669.26 per lot), there is only one year left, and it is a reduced amount of only \$720.33 per lot.

- c. **Budget** – Jeff Murdock moved to adopt the budget for 7/1/17 – 6/30/18 for \$62,064.68 and adopt the resolution to assess and submit assessments to the County as approved in the budget (2 properties). Larry Sjolín seconded. Motion carried unanimously.

**IV. New Business**

- a. Official Depository – Jeff Murdock moved to designate First National Bank as the official depository for 7/1/17 – 6/30/18. Larry Sjolín seconded. Motion carried unanimously.
- b. Public Records Notice – Larry Sjolín completed the Public Records Notice to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.
- c. By-Laws – Jeff Murdock moved to revise the by-laws to reflect current statute (budget hearing is to be held no later than the third Thursday in July instead of five days after the third Thursday in July). Larry Sjolín seconded. Motion carried unanimously.
- d. A request for public records was received from American Transparency. Helenanne Cathey will e-mail the organization that the District’s records are stored at the office of Cathey Consulting and they can inspect those records most Mondays through Thursdays, 9 a.m. to 5 p.m.

**V. Upcoming Meetings: Wednesday, August 23, 2017, 11:00 a.m. (Regular Meeting) at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (K2 Technologies Building – office entrance is on 4<sup>th</sup> Street across from Arrow Printing.)**

Jeff Murdock moved to adjourn the meeting. Larry Sjolín seconded. The meeting adjourned at 11:22 a.m.

Respectfully submitted,  
Helenanne Cathey,  
Bookkeeper / Assistant

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Larry Sjolín, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeff Murdock, Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott Brady, Secretary/Treasurer

\_\_\_\_\_  
Date

## Southern Industrial Impr. & Svc District Budget - 7/1/17 - 6/30/18

Budget Hearing at Cathey Consulting / Mailing Address: PO Box 3255, Gillette, WY 82717	7/1/15 - 6/30/16 <b>ACTUAL</b>	7/1/16 - 6/30/17 <b>BUDGET</b>	7/1/15 - 6/30/16 <b>ACTUAL</b>	7/1/16 - 6/30/17 <b>BUDGET</b>	Budget Hearing Date / Time: Thursday, July 13, 2017, 11:00 a.m.
<b>SIISD Cash on Hand Start of FY</b>	72,218.76	54,925.03	54,925.03	58,701.16	
<b>Mohan Area Roads LID</b>	161,770.32	0.00	0.00	0.00	
<b>Robertson Circle LID</b>	38,876.21	0.00	0.00	0.00	
<b>Escrow Account</b>	0.00	0.00	0.00	0.00	
<b>TOTAL ON HAND</b>	272,865.29	54,925.03	54,925.03	58,701.16	
<b>REVENUE</b>					
<b>Southern Industrial ISD</b>					
<b>Mill Levy</b>	0.06				
<b>Interest on Bank Account</b>	56.20		33.13	25.00	
<b>Interest on Assessments</b>	496.89				lots with loans (2)
<b>Loan / Land owner payments</b>	35,737.20	5,007.78	7,251.53	3,338.52	\$1,669.26 each
<b>TOTAL SIISD GENERAL / DISTRICT MGT</b>	36,290.35	5,007.78	7,284.66	3,363.52	Eric Hamm &
<b>TOTAL Mohan Area Roads LID Revenue</b>		0.00		0.00	D & T Properties
<b>TOTAL Robertson Circle LID Revenue</b>		0.00		0.00	
<b>TOTAL REVENUE</b>	36,290.35	5,007.78	7,284.66	3,363.52	
<b>TOTAL REVENUE PLUS CASH START OF FY</b>	309,155.64	59,932.81	62,209.69	62,064.68	
<b>EXPENSES</b>					
<b>Administrative Expenses</b>					
<b>Advertising</b>	445.51	450.00			
<b>Auditing</b>	0.00	0.00			
<b>Bookkeeping / Secretarial</b>	5,230.00	3,600.00	3,675.00	1,500.00	
<b>Distributed funds &amp; costs to dissolve</b>	174,441.77			56,064.68	
<b>Legal Fees</b>	900.00	1,000.00	1,270.00	4,500.00	
<b>Office Sup., Postage, Mailing, Print</b>	349.91	350.00	69.02		
<b>Total Administrative Expenses</b>	181,367.19	5,400.00	5,014.02	62,064.68	
<b>Indirect Expenses (Insurance)</b>					
<b>Bond / Board</b>	84.29	100.00	105.00		
<b>Insurance - Liab. / D &amp; O</b>	500.00	500.00			
<b>Total Indirect Expenses</b>	584.29	600.00	105.00	0.00	
<b>Loan Payments</b>					
<b>Loan Payment</b>	79,281.85	0.00	0.00	0.00	
<b>Interest</b>	413.58	0.00	0.00	0.00	
<b>Total Loan Payments</b>	79,695.43	0.00	0.00	0.00	
<b>Operations Expenses</b>					
<b>Engineering</b>		0.00		0.00	
<b>Roads</b>		0.00		0.00	
<b>Total Operations Expenses</b>	0.00	0.00	0.00	0.00	
<b>Total Annual Expenses</b>	\$261,646.91	\$6,000.00	\$5,119.02	\$62,064.68	
<b>Receivables Start of FY</b>	\$7,459.00		\$0.00		
<b>Payables Start of FY</b>	\$43.00		\$0.00		
<b>Cash On Hand</b>	<b>06/30/14</b>	<b>6/30/2015</b>	<b>06/30/16</b>	<b>6/30/2017</b>	<b>NOTES:</b>
<b>SIISD General Fund (Checking)</b>	\$55,318.83	72,218.76	\$54,925.03	58,701.16	Loan Payoff Prior to 6/1/17: \$2,243.75
<b>Mohan Area Roads LID Fund</b>	\$81,337.41	161,770.32			Loan Payoff Prior to 6/1/18: \$720.33
<b>Robertson Circle LID Fund</b>	\$22,594.20	38,876.21			Assessment 2016 \$1,669.26
<b>Escrow Account</b>	\$212,723.78	0.00			Assessment 2017 \$1,669.26
<b>TOTAL</b>	\$371,974.22	\$272,865.29	\$54,925.03	\$58,701.16	<b>Final Assessment 2018</b> <b>\$720.33</b>
<b>Receivables End of FY</b>	\$0.00				
<b>Payables End of FY</b>	\$0.00		\$1,610.49		
<b>End of Year Bank Balance</b>	\$54,924.73		\$58,701.16		
<b>APPROVAL:</b>					
			<b>Budget Message</b>		
<b>Larry Sjolín, President</b>			The majority of the District has been annexed into the City. The District will be dissolving this fiscal year.		
<b>Jeff Murdock, Vice President</b>					
Directors: Larry Sjolín (Pres.) & Jeff Murdock (Vice Pres.) terms end March, 2018 / Scott Brady (Sec./Treas.) term ends March, 2020					
Meetings are the fourth Wednesday of the first month of each calendar quarter at 6:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.					
Records are stored at 400 S Gillette Ave, Suite 106, Gillette. Office hours generally Monday through Friday, 9 a.m. to 5 p.m.					

# Southern Industrial Improvement & Service District

P.O. Box 3255  
Gillette, WY 82717

307-685-8235 (phone)

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July 13, 2017

Dear Landowner,

As you are aware, nearly all of the land within the Southern Industrial Improvement and Service District has been annexed into the City of Gillette. The District is no longer responsible for the road maintenance and is now free to dissolve. The following outlines the preliminary plan proposed by the District:

- 1) Distribute all but approximately \$7,000 of the general fund to landowners in the same manner in which it was collected. The general fund balance consists of funds collected through the mil levy through the County in fiscal years ending June 30, 2013 and June 30, 2014, as well as a direct billed amount collected directly by the District for the fiscal year ending June 30, 2012. The dollar amounts were added for all properties, and a "percent of total" was calculated. The distribution of approximately \$50,000 would be done using that percentage. Detailed distribution information is available at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

At the time the funds are distributed, the District will request a list from the County Assessor, and the current landowner at that time will receive the distribution check. The reason for holding onto \$7,000 is that there will be legal fees and administrative fees for the hearing and election process for dissolution. Any remaining fees left after dissolution would go to the County. The County can keep up to \$6,000 and would issue tax credits for any amounts over that.

- 2) After the general funds are distributed as explained above, the District will consider the dissolution process. More information will be sent to you when this occurs.
- 3) Assuming the dissolution is approved, one of the consequences is that the Robertson Circle agreement will no longer be in place. This means there will be no entity in place to disburse funds should other entities tap onto the water or sewer in that area.
- 4) There are two lots who still have loan balances. Those loan balances are actually amounts committed by those property owners, and the assessments being paid by these properties actually refund the District for the bank loan that has been paid off by the District. We hope that these two property owners will pay off their loan balances to allow us to dissolve as quickly as possible.

If you have any concerns, comments, or questions about the proposed distribution of funds or the issue of dissolving the District or any of the above items, please come to the next meeting or submit your comments or questions in writing to the District at the above mailing address.

NEXT MEETING: Wednesday, August 23, 2017, 11:00 a.m.  
LOCATION: Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106,  
Gillette (K2 Technologies Building - office entrance is on 4<sup>th</sup> Street,  
across from Arrow Printing)

Sincerely,  
Southern Industrial Improvement and Service District  
Board of Directors

Larry Sjolin, President

Jeff Murdock, Vice President

Scott Brady, Secretary/Treasurer

Cathey Consulting, Bookkeeping / Assistant to the Board of Directors 307-685-8235 (phone) [hlcathey@collinscom.net](mailto:hlcathey@collinscom.net)