

Spring Hill Ranch Improvement & Service District
Regular Meeting Minutes
Tuesday, February 15, 2022, 4:00 p.m.
at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Gary Carter, Jason Percifield, Bowman Stinson
 Others Present: Helenanne Cathey

Bowman Stinson called the meeting to order at 4:02 p.m.

- I. Minutes** – Jason Percifield moved to approve the October 12, 2021, regular meeting minutes as presented. Gary Carter seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance** – The bank statements, financial information, and bills were reviewed. Ogden’s paid the \$16,000 project amount after the assessments had been submitted to the County last July but prior to the loan being finalized. The consensus is to go ahead and refund the \$2,072 that was assessed on their taxes this fiscal year (7/1/21 – 6/30/22). Gary Carter moved to accept the Treasurer’s Report and pay the bills as presented, including the refund to Ogden’s. Bowman Stinson seconded. Motion carried unanimously.

Checking Account Balance End of Last Meeting: \$10,011.33

10/31/21	Interest	\$1.49
11/05/21	Deposit	\$100.00
11/09/21	Deposit – Assessments	\$1,036.00
11/12/21	Deposit	\$100.00
11/30/21	Interest	\$1.43
12/10/21	Deposit	\$100.00
12/10/21	Deposit – Assessments	\$6,216.00
12/17/21	Deposit	\$200.00
12/31/21	Interest	\$0.14
01/06/22	Deposit	\$600.00
01/07/22	Deposit	\$300.00
01/14/22	Deposit	\$1,500.00
01/31/22	Interest	\$0.16
02/04/22	Deposit	\$300.00
02/11/22	Deposit	\$750.00

Bank Balance Prior to Start of Meeting: \$21,216.55

Bills Paid At Meeting;

Ck# 1128	Cathey Consulting	Inv. 6282 – Oct., 2021 Admin/Books \$160	\$640.00
		Inv. 6327 – Nov., 2021 Admin/Books \$160	
		Inv. 6399 – Dec., 2021 Admin/Books \$160	
		Inv. 6415 – Jan., 2022 Admin/Books \$160	
Ck# 1129	Gillette News-Record	Ad 00369852 – Director election ad	\$89.25
Ck# 1130	Michael & Dianna Ogden	2021-2022 Assessment refund	\$2,072.00
		Paid \$16,000 after assessments were submitted but before the loan was finalized. This is a refund of this year’s assessment.	

Total Bills Paid: \$2,801.25

Checking Account Balance End of Meeting: \$18,415.30

Wyo-Star II Account Balance End of Last Meeting: \$16,340.24

09/30/21	Earnings	\$145.27
10/31/21	Earnings	\$76.52
11/30/21	Earnings	\$15.88
12/31/21	Earnings	\$16.79
01/31/22	Earnings	\$13.50

Wyo-Star II Account Balance End of Meeting: \$16,608.20

Accounts Receivable – All accounts are current or paid ahead.

III. Unfinished Business

- a. Roads – Discussions at the last meeting
 - 1) Bring more rock in for the sides of the roads where possible – This will be addressed this summer, but there is a concern that the price of rock is going to go up this year. There was discussion on how much rock it's going to take. DRM has some crushed concrete / asphalt mix. There was discussion on the fines and a concern to make sure that the material has enough fines in it so it will pack in well. A suggestion was made for straight crushed concrete. DRM has offered the use of an end dump with a conveyor on it to fill in the shoulders, and they won't charge much for it, so material will probably come from DRM.
 - 2) Private road sign posted – A sign is posted. This will be removed from the agenda.
 - 3) Reflector posts, speed limit signs – 20 mph – There are a couple of places that get pretty slick in the winter. The consensus is to leave the speed limit at 20 mph. The consensus is to wait until rock is put down on the side of the roads and maybe then look at reflector posts. There was discussion on putting some reflective tape on some round PVC by the turn off Highway 50. The Board will work on this.
- b. Director Election (May 3, 2022 – Carter, Stinson) – Anyone interested in running for the Board and having their name on the ballot must submit an application to the Secretary of the District or the office of Cathey Consulting between February 2, 2022 and February 22, 2022. The application is available from the office of Cathey Consulting or online at www.catheyconsulting.net.

Helennane Cathey, Jason Percifield, and one other person will canvass ballots prior to the start of the next meeting on Thursday, May 5, 2022, at 4:00 p.m.

Ballots will be mailed between April 8th and April 18th. The final legal ad will run April 19, 2022. (Names to be filled in after February 22nd which is the last day people can submit an application to be on the ballot):

NOTICE OF DIRECTOR ELECTION
SPRING HILL RANCH IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors within the Spring Hill Ranch Improvement & Service District for the purpose of electing two directors to the Board of Directors to serve four (4)-year term. Candidates include _____ and _____. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technology building – entrance is on 4th Street across from Arrow Printing), or by calling Helennane Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Spring Hill Ranch Improvement & Service District by mail at Spring Hill Ranch Improvement & Service District, c/o Cathey Consulting, PO Box 471, Gillette, Wyoming, 82717, or at Cathey Consulting by 5:00 p.m. on Tuesday, May 3, 2022, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 3, 2022, between 9:00 a.m. and 2:00 p.m.

Jason Percifield, Secretary/Treasurer / Filing Officer
Spring Hill Ranch Improvement & Service District

- c. Bank – Discussions at the last meeting regarding possibly switching to First Northern Bank from First National Bank. No update.

IV. New Business

- a. Ogden refund of this fiscal year's annual tax assessment (paid full loan amount after assessments had been submitted to the County). This was resolved under the Treasurer's Report. The full year's assessment was refunded because of the payment of \$16,000 prior to the loan being finalized.
- b. Budget for 7/1/22 – 6/30/23 – The budget will be updated and finalized over the coming months. The loan amount decreased due to an interest rate of 4% instead of 5%, which means the assessment will go down slightly for those who used the loan rather than prepaying the assessment. Cathey Consulting is increasing the monthly rate by 10%. There was discussion on the road and budgeting for maintenance, both short-term and long-term as well as eventual road replacement. If the road is maintained, in an estimated 30 years, an overlay may be sufficient rather than tearing it up and replacing it, but that will still be costly, and setting a little aside every year will be much easier than coming up with a considerable sum later. The road was a \$330,000 investment, and the consensus is to protect that investment with a proper maintenance schedule. In 5 to 10 years, a seal coat will be required which could be about \$20,000. The consensus is to increase the monthly fee by \$30 a month and put an amount into a reserve fund for the long-term maintenance of the road. This increase will start July 1st. A preliminary budget will be approved at the May 5, 2022, 4:00 p.m. meeting, and a final budget will be adopted at the June 29, 2022, 4:00 p.m. budget hearing and regular meeting.

**Next Meeting: Thursday, May 5, 2022, 4:00 p.m. (Canvassing Board and Regular Meeting)
Wednesday, June 29, 2022, 4:00 p.m. (Budget Hearing and Regular Meeting)**

Meetings are at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

Bowman Stinson adjourned the meeting at 4:54 p.m.

Respectfully Submitted,
Helenanne Cathey, Bookkeeper/Assistant to the Board
307-685-8235 / hlcathey@collinscom.net

Bowman Stinson, President

Gary Carter, Vice President

Jason Percifield, Secretary/Treasurer