

**Spring Hill Ranch Improvement & Service District**  
**Regular Meeting Minutes**  
**Wednesday, January 10, 2024, 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 4:04 p.m.

- I. **Minutes** – Bowman Stinson moved to approve the July 12, 2023, budget hearing and 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. Bowman Stinson moved to accept the Treasurer’s Report and pay the bills as presented. Gary Carter seconded. Motion carried unanimously.

**Checking Account Balance End of Last Meeting: \$12,294.75**

07/13-07/31/23	Deposits	\$1,200.00	
07/31/23	Interest	\$0.58	
08/1-08/31/23	Deposits	\$480.00	
08/31/23	Interest	\$0.59	
09/1-09/30/23	Deposits	\$160.00	
09/30/23	Interest	\$0.56	
10/1-10/31/23	Deposits	\$960.00	
10/31/23	Interest	\$0.65	
11/1-11/30/23	Deposits	\$160.00	
11/13/23	Deposit – Assessments	\$3,908.00	
11/28/23	Ck# 1149 – Design Construction – Invoice 3294		\$1,950.00
	Crackfill street with routing per 9/7/23 proposal		
11/30/23	Interest	\$0.74	
12/1-12/31/23	Deposits	\$870.00	
12/31/23	Interest	\$0.71	
01/1-01/09/23	Deposits	\$160.00	
01/09/23	Deposit – Assessments	\$1,954.00	

**Bank Balance Prior to Start of Meeting: \$20,200.58**

**Bills Paid At Meeting;**

Ck# 1150	Cathey Consulting	Inv. 7187 – July, 2023 Admin/Books	\$176.00	\$1,056.00
		Inv. 7229 – Aug., 2023 Admin/Books	\$176.00	
		Inv. 7269 – Sep., 2023 Admin/Books	\$176.00	
		Inv. 7320 – Oct., 2023 Admin/Books	\$176.00	
		Inv. 7361 – Nov., 2023 Admin./Books	\$176.00	
		Inv. 7401 – Dec., 2023 Admin./Books	\$176.00	
Ck# 1151	Gillette News-Record	Inv. 9958 – Director election legal ad		\$148.20
Total Bills Paid:				\$1,204.20

**Checking Account Balance End of Meeting: \$18,996.38**

**Wyo-Star II Account Balance End of Last Meeting: \$16,962.76**

06/30/23	Loss	\$58.76
07/31/23	Earnings	\$8.70
08/31/23	Earnings	\$2.27
09/30/23	Earnings	\$15.95
10/31/23	Earnings	\$13.19
11/30/23	Loss	\$3.75
12/31/23	Earnings	No statement yet.

**Wyo-Star II Account Balance End of Meeting: \$16,940.36**

Accounts Receivable – One account is several months past due.

### III. Unfinished Business

- a. Roads – Work approved March 29, 2023 meeting:
  - 1) Crushed concrete/asphalt for sides of road – DRM hasn't been able to schedule the work, but they may have time in the next few weeks if there isn't too much snow.
    - a. 300 tons for \$18 per ton = \$5,400 Crushed concrete has been purchased and is in storage until it can be spread on the sides of the road.
    - b. Trucking \$100 per hour X 19 hours = \$1,900
    - c. \$50 per hour DRM truck with conveyor 8 hours a day X 3 days = \$1,200
  - 2) Crack sealing – 22' wide – 40 cracks in it running across it / 880 feet and \$1.50 per foot = \$1,320 – This has been completed and will be done annually.
- b. Director Election – Tuesday, May 7, 2024 – Percifield / 4 year term – The first legal ad ran in the News-Record on January 9, 2024. Applications to be on the ballot are due between February 7, 2024 and February 27, 2024. Ballots will be mailed between April 12<sup>th</sup> and April 22<sup>nd</sup> and the following legal ad will run on April 23, 2024 after ballots have been mailed:

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 one director to the Board of Directors to serve a four (4)-year term. Candidates include (*NAMES OF APPLICANTS INSERTED HERE*). Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technology building – entrance is on 4<sup>th</sup> Street across from Arrow Printing), or by calling Helenanne 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 7, 2024, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 7, 2024, between 9:00 a.m. and 2:00 p.m.

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

### IV. New Business

- a. None

**Next Meeting: Wednesday, April 17, 2024, 4:00 p.m. (Regular Meeting)**

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

Gary Carter moved to adjourn the meeting. Bowman Stinson seconded. The meeting was adjourned at 4:19 p.m.

Respectfully Submitted,

Helenanne Cathey, Bookkeeper/Assistant to the Board

307-685-8235 / [hlcathey@collinscom.net](mailto:hlcathey@collinscom.net)

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Bowman Stinson, President

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Gary Carter, Vice President

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Jason Percifield, Secretary/Treasurer