

Spring Hill Ranch Improvement & Service District
Regular Meeting Minutes
Wednesday, January 23, 2019, 7:00 p.m.
at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Gary Carter, Jim Klaassen, Bowman Stinson
 Others Present: Helenanne Cathey, Jason Percifield, Maureen Percifield, Patty Carter, John and Sherry Percifield

Bowman Stinson called the meeting to order at 7:00 p.m.

- I. **Minutes** – Gary Carter moved to approve the July 11, 2018, Budget Hearing and Regular Meeting minutes as presented. Jim Klaassen 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.

Bank Balance June 30, 2018:		\$35,389.41
07/09/18	Deposit	\$400.00
07/11/18	Ck# 1094 Gary Carter – Reimburse travel	\$401.69
07/11/18	Ck# 1095 Gillette News-Record – Budget hearing ad	\$31.53
07/11/18	Ck# 1096 Country Club Estates – Office supplies	\$47.59
08/14/18	Deposit	\$100.00
08/30/18	Deposit	\$300.00
09/07/18	Deposit	\$100.00
09/19/18	Deposit	\$350.00
09/20/18	Deposit	\$500.00
10/17/18	Deposit	\$850.00
11/06/18	Ck# 1097 – Wy. Rents Inv. 113683-1 – Rent grader	\$834.75
11/26/18	Ck# 1098 – Kuhbacher Trucking – Inv. 10770 – 20 loads CC/CA	\$10,720.00
11/27/18	Ck# 1099 – Wy. Rents – Inv. 11523-1 – Rent grader	\$834.75
01/08/19	Deposit	\$100.00
01/16/19	Deposit	\$300.00
Bank Balance Prior to Start of Meeting:		\$25,519.10
Bills Paid at this meeting		
Ck# 1100	Cathey Consulting	\$962.00
	Inv. 4539 – July, 2018 Admin/Books	\$160.00
	Inv. 4577 – Aug., 2018 Admin/Books	\$160.50
	Inv. 4616 – Sep., 2018 Admin/Books	\$160.00
	Inv. 4671 – Oct., 2018 Admin/Books	\$160.00
	Inv. 4712 – Nov., 2018 Admin/Books	\$161.50
	Inv. 4753 – Dec., 2018 Admin/Books	\$160.00
Ck# 1101	Local Gov’t Liab. Pool	\$250.00
	Inv. 11764 – Insurance 1/1/19-6/30/19	\$250.00
Total Bills Paid:		\$1,212.00
Bank Balance End of Meeting:		\$24,307.10

Accounts Receivable – All accounts are current or paid ahead.

III. Unfinished Business

- a. None

IV. New Business

- a. Tax Return – Helenanne Cathey advised that a tax return is not required of special districts because they are political subdivisions of the State of Wyoming. They are governmental entities. Gary Carter will talk to the accountant that has done the annual tax returns for the District in the past to confirm this with him

and to make sure that there isn't some other reason that the District needs to do a return each year. The return will be submitted to the IRS as a final return if this can be confirmed. If there is another reason that an annual return is required, it will be submitted as needed.

- b. Budget – The preliminary budget was reviewed, updated and approved and is attached to these minutes. It will be submitted to the County and State by June 1st as required. The final budget will be approved at the budget hearing in July. The following legal ad will run in the News-Record at least a week prior to the budget hearing:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
SPRING HILL RANCH IMPROVEMENT & SERVICE DISTRICT**

A public hearing will be held at 400 South Gillette Avenue, Suite 106, Gillette (Office of Cathey Consulting – entrance is on 4th Street across from Arrow Printing) on Wednesday, July 10, 2019, at 7:00 p.m. for the purpose of reviewing the 7/1/19-6/30/20 budget, followed by the regular meeting to approve the budget and conduct regular business. Budget summary:

Revenue plus Cash Carryover: \$26,000
Expenses: Administrative: \$3,600 / Indirect Costs: \$500 /
Operations & Miscellaneous Costs: \$21,900

No change in monthly fees is anticipated. A copy of the budget is available from Cathey Consulting at 307-685-8235 or online at www.catheyconsulting.net – Spring Hill Ranch January 23, 2019, Meeting Minutes.

- c. Officers – The directors will serve in the following offices for this year: Bowman Stinson, President / Gary Carter, Vice President / Jim Klaassen, Secretary/Treasurer.
- d. Gary Carter recommended more rock on the steep hill prior to the end of this fiscal year. The road has a lot of washboard.

Next Meeting: Wednesday, July 10, 2019, 7:00 p.m. at the office of Cathey Consulting, 400 S Gillette

The meeting adjourned at 7:39 p.m.

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

BOARD MEMBERS:

Bowman Stinson, President

Gary Carter, Vice President

James (Jim) Klaassen, Secretary/Treasurer

Spring Hill Ranch ISD Budget 7/1/19 - 6/30/20

**Budget Hearing Wednesday, July 10, 2019, 7:00 p.m. at office of Cathey Consulting - 400 S Gillette Ave., Suite 106, Gillette /
Mailing address: PO Box 471, Gillette, WY 82717**

	Actual	Budget	Actual (Est.)	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
Revenue				
Monthly Billing (10 X \$50 per month)	5,000	5,400	6,000	6,000
Interest				
Grants - County				
Other Revenue				
<i>Receivables - End of Prior Yr</i>		0		
TOTAL REVENUE	5,000	5,400	6,000	6,000
CASH CARRYOVER	30,984	35,389	35,389	20,000
TOTAL REVENUE PLUS CASH CARRYOVER	35,984	40,789	41,389	26,000
Expenditures				
Administrative				
Contract Admin./Bookkeeping (160 X 12)	342	2,500	1,920	2,100
Contract Legal				
Office / Advertising / Postage		1,180	300	1,000
Travel			402	500
TOTAL ADMINSTRATIVE	342	3,680	2,622	3,600
Indirect				
Insurance - Bond				
Insurance - Directors & Officers/Liability		500	250	500
TOTAL INDIRECT COSTS	0	500	250	500
Operations				
<i>Miscellaneous</i>				6,900
Blade Snow				
Road Maintenance	8,363	20,000	17,390	15,000
<i>Payables - end of Prior FY</i>		0		0
TOTAL OPERATIONS COSTS	8,363	20,000	17,390	21,900
TOTAL EXPENDITURES	8,705	24,180	20,262	26,000
Receivables Start of FY	0		0	
Payables Balance Start of FY	0		0	
	7/1/2017	7/1/2018	7/1/2018	7/1/19 (est)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS (Cash Carryover)	30,984	35,389	35,389	20,000
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	30,984	35,389	35,389	20,000
Receivables Balance End of FY	0			
Payables Balance End of FY	0			
End of Year Bank Balance	27,279		21,127	
Net per year (Revenue minus Expens. - no misc.)	-3,705	-18,780	-14,262	-13,100
Net (including cash carryover/misc.)	27,279	16,609	21,127	0

Budget Message: The District manages the roads. Rates are anticipated to stay the same. The District has no reserves at this time.

X

Board Member Signature

X

Board Member Signature

Directors: James Klaassen (May, 2020) / Gary Carter & Bowman Stinson (May, 2022)
Regular meetings are held twice a year. Meeting dates are included in meeting minutes and e-mailed to those on the e-mail list and posted online a
www.catheyconsulting.net.

Records are stored at 400 S Gillette Ae, Suite 106, Gillette.