

Spring Hill Ranch Improvement & Service District
Budget Hearing / Regular Meeting Minutes
Wednesday, July 10, 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, Katherine Wolff, John and Sherry Percifield, Patty Carter

BUDGET HEARING

Bowman Stinson called the budget hearing to order at 7:03 p.m. The budget was reviewed. There was an opportunity for public comment. Bowman Stinson adjourned the budget hearing at 7:04 p.m.

REGULAR MEETING

Bowman Stinson called the meeting to order at 7:04 p.m.

- I. **Budget** – Gary Carter moved to adopt the budget for 7/1/19 – 6/30/20 for \$32,244.00. Jim Klaassen seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. **Minutes** – Bowman Stinson moved to approve the January 23, 2019 regular meeting minutes as presented. Jim Klaassen seconded. Motion carried unanimously.
- III. **Treasurer’s Report Acceptance** – The bank statements, financial information, and bills were reviewed. Jim Klaassen moved to accept the Treasurer’s Report and pay the bills as presented. Gary Carter seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$24,307.10
01/24/19	Deposit	\$100.00
01/31/19	Deposit	\$300.00
02/08/19	Deposit	\$1,200.00
02/13/19	Deposit	\$200.00
03/08/19	Deposit	\$100.00
04/15/19	Ck# 1102 Gary Carter – Reimburse for Simon invoice (rock)	\$1,212.73
04/16/19	Deposit	\$150.00
04/18/19	Deposit	\$600.00
05/02/19	Deposit	\$200.00
05/21/19	Deposit	\$100.00
05/31/19	Deposit	\$100.00
06/14/19	Deposit	\$100.00
07/03/19	Deposit	\$300.00
Bank Balance Prior to Start of Meeting:		\$26,544.37
Bills Paid at this meeting		
Ck# 1103	Cathey Consulting	\$962.60
	Inv. 4797 – Jan., 2019 Admin/Books	\$160.50
	Inv. 4838 – Feb., 2019 Admin/Books	\$160.00
	Inv. 4879 – Mar., 2019 Admin/Books	\$161.00
	Inv. 4928 – Apr., 2019 Admin/Books	\$161.10
	Inv. 4976 – May, 2019 Admin/Books	\$160.00
	Inv. 5023 – June, 2019 Admin/Books	\$160.00
Ck# 1104	Local Gov’t Liab. Pool	\$500.00
Ck# 1105	Gillette News-Record	\$54.58
	Budget hearing ad	
Total Bills Paid:		\$1,517.18
Bank Balance End of Meeting:		\$25,027.19

Accounts Receivable – One account is past due. A letter will be sent to the landowner.

IV. Unfinished Business

- a. Tax Return – A tax return will not be required in the future as a final tax return was submitted.
- b. Roads

V. New Business

- a. Gary Carter moved to designate Helenanne Cathey as the District’s public records person. Bowman Stinson seconded. Motion carried unanimously.
- b. Bowman Stinson moved to designate First Interstate Bank as the Official Depository for 7/1/19 – 6/30/20. Gary Carter seconded. Motion carried unanimously.
- c. Director election – May 5, 2020 (Klaassen – 4 year term) – The following legal ad will run January 8, 2020:

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

Public Notice is hereby given that on Tuesday, May 5, 2020, an election shall be held for the purpose of electing one Director to serve a four (4)-year term on the Board of the Spring Hill Ranch 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 5, 2020, 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 5, 2020, and February 25, 2020. 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.

James Klaassen, Secretary/Treasurer / Filing Officer
Spring Hill Ranch Improvement & Service District

- d. Road – There was discussion on blading the road. The consensus is that the worst part is right by the dam. Bowman Stinson will check with DRM, the contractor that’s working on the road project near Spring Hill Ranch ISD, about smoothing out that section of road. There was discussion on material for the road.

Next Meeting: Wednesday, January 8, 2020, 7:00 p.m. at the office of Cathey Consulting, 400 S Gillette

The meeting adjourned at 7:35 p.m.

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

Bowman Stinson, President

Gary Carter, Vice President

James (Jim) Klaassen, Secretary/Treasurer

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

**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	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	5,200	6,000
Interest				
Grants - County				
Other Revenue				
Receivables - End of Prior Yr		0		
TOTAL REVENUE	5,000	5,400	5,200	6,000
CASH CARRYOVER	30,984	35,389	35,389	26,244
TOTAL REVENUE PLUS CASH CARRYOVER	35,984	40,789	40,589	32,244
Expenditures				
Administrative				
Contract Admin./Bookkeeping (160 X 12)	342	2,500	1,920	2,100
Contract Legal				
Office / Advertising / Postage		1,180	83	1,000
Travel			402	500
TOTAL ADMINSTRATIVE	342	3,680	2,405	3,600
Indirect				
Insurance - Bond				
Insurance - Directors & Officers/Liability		500	250	500
TOTAL INDIRECT COSTS	0	500	250	500
Operations				
Miscellaneous				6,900
Blade Snow				
Road Maintenance	8,363	20,000	13,602	20,282
Payables - end of Prior FY		0		962
TOTAL OPERATIONS COSTS	8,363	20,000	13,602	28,144
TOTAL EXPENDITURES	8,705	24,180	16,257	32,244
Receivables Start of FY	0		100	
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	26,244
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	30,984	35,389	35,389	26,244

Receivables Balance End of FY	0		(850)	
Payables Balance End of FY	0		962	
End of Year Bank Balance	27,279		26,244	

Net per year (Revenue minus Expens. - no misc.)	-3,705	-18,780	-11,057	-19,344
Net (including cash carryover/misc.)	27,279	16,609	24,332	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 (Secr./Treas.) (May, 2020) / Gary Carter (Vice Pres.) & Bowman Stinson (Pres.) (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.