

Spring Hill Ranch Improvement & Service District
Budget Hearing & Regular Meeting Minutes
Wednesday, July 12, 2023, 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, Katherine Wolff

BUDGET HEARING

Bowman Stinson called the budget hearing to order at 4:01 p.m. The budget was reviewed. There was an opportunity for public comment and there were discussions on the road and the plan for the rock on the sides of the road. Gary Carter moved to adjourn the budget hearing. Bowman Stinson seconded. The budget hearing adjourned at 4:05 p.m.

REGULAR MEETING

Bowman Stinson called the meeting to order at 4:05 p.m.

- I. Budget** – Gary Carter moved to adopt the budget for 7/1/23 – 6/30/24 for \$36,382 and adopt a resolution to assess and submit assessments to the County as approved in the budget. Jason Percifield seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Gary Carter moved to approve the March 29, 2023, regular meeting minutes as presented. Bowman Stinson seconded. Motion carried unanimously.
- III. Treasurer’s Report Acceptance** – The bank statements, financial information, and bills were reviewed. Crushed concrete has been purchased and is being stored at Bowman Stinson’s property. The rock will be put on the sides of the roads as soon as possible. The plan is to use one of DRM’s trucks with a conveyor that will spread the rock along the sides of the road. 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: \$23,528.74

03/31/23	Deposit	\$160.00
03/31/23	Interest	\$1.03
04/07/23	Deposit	\$240.00
04/11/23	Deposit	\$320.00
04/30/23	Interest	\$0.92
05/03/23	Deposit	\$600.00
05/10/23	Deposit – Assessments	\$977.00
05/31/23	Interest	\$1.15
06/08/23	Ck# 1143 – First Northern Bank – Annual loan payment	\$9,769.85
06/12/23	Deposit – Assessments	\$2,931.00
06/27/23	Ck# 1144 – Pete Lien & Sons – 302 tons crushed concrete	\$5,436.00
06/30/23	Interest	\$0.90
07/12/23	Deposit	\$200.00

Bank Balance Prior to Start of Meeting: \$13,754.89

Bills Paid At Meeting;

Ck# 1145	Cathey Consulting	Inv. 7009 – Mar., 2023 Admin/Books	\$176.00	\$780.84
		Inv. 7015 – 500 checks	\$76.84	
		Inv. 7054 – April, 2023 Admin/Books	\$176.00	
		Inv. 7097 – May, 2023 Admin/Books	\$176.00	
		Inv. 7142 – June, 2023 Admin/Books	\$176.00	
Ck# 1146	Local Gov’t Liab. Pool	Inv. 14518 – Liab. Insurance 7/1/23-6/30/24	\$500.00	
Ck# 1147	Gillette News-Record	Inv. 4985 – Budget hearing ad	\$79.30	
Ck# 1148	Wyo. Assoc. of Spec. Districts – Membership Dues		\$100.00	
Total Bills Paid:				\$1,460.14

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

Wyo-Star II Account Balance End of Last Meeting:			\$16,869.77
03/31/23	Earnings	\$22.38	
04/30/23	Earnings	\$32.02	
05/31/23	Earnings	\$38.59	
06/30/23	Earnings	No statement yet.	
Wyo-Star II Account Balance End of Meeting:			\$16,962.76
Accounts Receivable – All accounts are current.			

IV. Unfinished Business

- a. Roads – Work approved at the March 29th meeting:
 - 1) Crushed concrete/asphalt for sides of road – Estimates for the work to be done are as follows:
 - 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 should be done hopefully in the middle of August.

V. New Business

- a. Official Depository – Gary Carter moved to designate First Interstate Bank, First Northern Bank, WyoStar and WyoStar II as the official depositories for 7/1/23 – 6/30/24. Bowman Stinson seconded. Motion carried unanimously.
- b. Public records notice – Two board members signed the notice to submit to the County stating that the District’s records are stored at the office of Cathey Consulting with office hours most Mondays through Thursdays 9 a.m. to 5 p.m.
- c. Director Election – Tuesday, May 7, 2024 – Percifield / 4 year term – The following legal ad will run in the News-Record on January 9, 2024:

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

Public Notice is hereby given that on Tuesday, May 7, 2024, 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 7, 2024, 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 7, 2024, and February 27, 2024. 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.

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

Next Meeting: Wednesday, January 10, 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 4:13 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

Spring Hill Ranch ISD Budget 7/1/23 - 6/30/24

**Budget Hearing: Wednesday, July 12, 2023, 4:00 p.m. at office of Cathey Consulting - 400 S Gillette Ave., Suite 106, Gillette
Mailing address: PO Box 471, Gillette, WY 82717**

	Actual (F32) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23	Actual (EST) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24
Revenue				
Monthly Billing (10 X \$80 = \$800 per month)	6,000	9,600	9,600	9,600
Cemetery District Contribution \$80 X 12	600	960	600	960
Assessments	12,432	9,770	9,770	9,770
Direct Pre-Payments for Road Project (\$16,000X6)	96,000			
Loan (16,000X5 / 2021)	80,000			
Interest	642	160	120	160
Grants - County				
Easements		0		0
Other Revenue				
Receivables - End of Prior Yr				
TOTAL REVENUE	195,674	20,490	20,090	20,490
CASH CARRYOVER		37,691	27,344	15,892
TOTAL REVENUE PLUS CASH CARRYOVER	195,674	58,181	47,434	36,382
Expenditures				
Administrative				
Contract Admin./Bookkeeping (176 X 12)	2,240	2,112	2,112	2,112
Contract Legal				
Office / Advertising / Postage	400	500	100	500
Travel	0	500	0	500
TOTAL ADMINSTRATIVE	2,640	3,112	2,212	3,112
Indirect				
Insurance - Bond				
Insurance - Directors & Officers/Liability	500	500	500	500
TOTAL INDIRECT COSTS	500	500	500	500
Loan Payments				
Principal	8,414	6,700	7,000	7,300
Interest	1,946	3,070	2,770	2,470
Operations				
Miscellaneous / Carryover				
Blade Snow				
Road Maintenance	4,772	24,199		8,000
Capital Improvement (5" road paving project)	329,455		0	15,000
To Reserves		20,600	16,870	
Payables - end of Prior FY		0		0
TOTAL OPERATIONS COSTS	334,227	44,799	16,870	23,000
TOTAL EXPENDITURES	347,727	58,181	29,352	36,382
Receivables Start of FY	(800)		(2,030)	
Payables Balance Start of FY	313		160	
	6/30/2021	6/30/22 (EST)	6/30/2022	6/30/23 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS (Cash Carryover)	178,320	37,691	27,344	15,892
RESERVES BALANCES (WyoStar)				17,000
TOTAL FUNDS BEGINNING OF YEAR	178,320	37,691	27,344	32,892
Receivables Balance End of FY	(2,030)			
Payables Balance End of FY	160			
End of Year Bank Balance	27,344		15,892	
Net (including cash carryover/misc.)	-152,053	0	18,082	0

5 @ \$1,954 ea. (4% loan 10 yrs)
(30-31 last FY of assessment)

\$9,769.85 (4% / 10 yr.)
\$9,770.00
9/2021 - loan start
9/2022 - first pmnt due
9/2031 - final payment due

Crushed concrete/asphalt \$8,500
Crack sealing estimate \$1,320

Budget Message: The District maintains the Spring Hill Ranch Road and has set aside Reserves the for long term maintenance of the paved road after the crack sealing and crushed concrete/asphalt is added to the sides of the road.

X _____ X _____
Board Member Signature Board Member Signature

Directors: Jason Percifield (Secr./Treas.) (May, 2024) / Gary Carter (Vice Pres.) & Bowman Stinson (Pres.) (May, 2026)
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 at www.catheyconsulting.net.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

RESERVES DISCUSSION - 11 lots paid on paving project versus 10 that are billed each month.
Project cost \$329,455 –
30 years / straight line depreciation would be \$10,981.83 per year / 11 lots = \$998.35 per lot
Street sweeping?
Overlay possibly at the end of 30 years instead of replacing it
Maintenance - annual, 2 years, 5 years, 10 years, etc.
Seal coat (vs. chip seal) in 5 to 10 years (\$20,000 estimated cost)

Spring Hill Ranch Rd - 6,640 feet (1.26 miles)