

**Spring Hill Ranch Improvement & Service District
 Budget Hearing and Regular Meeting Minutes
 Wednesday, July 15, 2020, 7:00 p.m.
 at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette, Wyoming**

Board Members Present: Gary Carter, Bowman Stinson, Jason Percifield (for part of the meeting – by phone)
 Others Present: Helenanne Cathey, Patty Carter

BUDGET HEARING

Bowman Stinson called the budget hearing to order at 7:00 p.m. The budget was reviewed. There was discussion on the \$150,000 that is anticipated from the Cemetery District. The majority of the landowners in the District are supportive of paving the road as far as possible. There was discussion on the WyoStar and WyoStar II programs which are programs the District can use to earn higher interest rates on public funds. Until such time as the District is ready to use that money, it may make sense to put the money in one of those funds. There was an opportunity for public comment.

Bowman Stinson adjourned the budget hearing at 7:21 p.m.

REGULAR MEETING

Bowman Stinson called the regular meeting to order at 7:21 p.m.

- I. **Easements** – Documents between the Cemetery District and Spring Hill Ranch Improvement and Service District were reviewed. Gary Carter moved to approve the Access Easement Agreement, Permanent Utility Easement, and Road Maintenance Contribution Agreement as written with the Campbell County Cemetery District. The Cemetery District will pay \$150,000 plus the annual assessment amount equal to what members of the District pay. Bowman Stinson seconded. Motion carried unanimously.
- II. **Budget** – Gary Carter moved to adopt the budget for 7/1/20 – 6/30/21 for \$215,485. Bowman Stinson seconded. Motion carried unanimously. The budget is attached to these minutes.
- III. **Officer Elections** – Gary Carter moved to have the following slate of officers: Bowman Stinson, President / Gary Carter, Vice President / Jason Percifield, Secretary/Treasurer. Bowman Stinson seconded. Motion carried unanimously.
- IV. **Minutes** – Bowman Stinson moved to approve the January 8, 2020 regular meeting minutes, February 27, 2020, special meeting minutes, and the April 29, 2020 special meeting minutes as presented. Gary Carter seconded. Motion carried unanimously.
- V. **Treasurer’s Report Acceptance** – The bank statements, financial information, and bills were reviewed. A bill was received from DRM for blading after the agenda was prepared. Jason Percifield joined the meeting by telephone. Jason Percifield moved to accept the Treasurer’s Report and pay the bills as presented. Gary Carter seconded. Motion carried with Gary Carter and Jason Percifield voting aye. Bowman Stinson abstained.

Bank Balance End of Last Meeting:		\$26,379.57
Deposits 1/9-1/31/20	\$400.00	
Deposits 2/1-2/29/20	\$1,250.00	
02/29/20 Interest	\$0.86	
Deposits 3/1-3/31/20	\$200.00	
03/31/20 Interest	\$0.37	
03/31/20 Bank Service Charge		\$2.00
Deposits 4/1-4/30/20	\$1,000.00	
04/29/20 Ck# 1108 – Gillette News-Record – Ad 00359933 – Director Election		\$89.25
04/30/20 Interest	\$0.23	
04/30/20 Bank Service Charge		\$2.00
Deposits 5/1-5/31/20	\$600.00	

05/31/20	NO BANK STATEMENT YET		
Deposits 6/1-6/30/20		\$750.00	
06/30/20	NO BANK STATEMENT YET		
Deposits 7/1-7/15/20		\$100.00	
Bank Balance Prior to Start of Meeting:			\$30,587.78
Ck# 1109	Cathey Consulting	Inv. 5333 – Jan., 2020 Admin/Books	\$160.00 \$961.65
		Inv. 5381 – Feb., 2020 Admin/Books	\$160.00
		Inv. 5424 – Mar., 2020 Admin/Books	\$160.00
		Inv. 5462 – Apr., 2020 Admin/Books	\$161.65
		Inv. 5501 – May, 2020 Admin/Books	\$160.00
		Inv. 5544 – June, 2020 Admin/Books	\$160.00
Ck# 1110	Local Gov't Liab. Pool	Inv. 12392 – Insurance 7/1/20-6/30/21	\$500.00
Ck# 1111	Stinson Construction	Inv. 3789 – Hauled crushed concrete/asphalt	\$3,628.71
Ck# 1112	The Gillette News-Rec.	Ad 00358796 – Budget hearing ad	\$60.38
Ck# 1113	DRM, Inc. – Inv. 5741 – Blade road		\$462.00
Total Bills Paid:			\$5,612.74
Bank Balance End of Meeting:			\$24,975.04
Accounts Receivable – all accounts are current or paid ahead.			

VI. Unfinished Business

- a. Roads – The majority of residents would like to see the roads paved, but there are a couple of people who do not want them paved. The Board would like to pave as far as possible with the \$150,000 that was received from the Cemetery District. This will be discussed at the next meeting.

VII. New Business

- a. Official Depository – Gary Carter moved to designate First Interstate Bank as the official depository for 7/1/20 – 6/30/21. Bowman Stinson seconded. Motion carried unanimously.
- b. Public Records Notice – Two board members signed a notice to submit to the County reporting that the District's records are stored at the office of Cathey Consulting at 400 S Gillette Avenue, Suite 106, Gillette.
- c. Gary Carter moved to open a WyoStar II account for \$150,000. Bowman Stinson seconded. Motion carried unanimously.

Next Meeting: Wednesday, October 14, 2020, 7:00 p.m. at the office of Cathey Consulting, 400 S Gillette

Bowman Stinson adjourned the meeting at 8:06 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 7/1/20 - 6/30/21

**Budget Hearing Wednesday, July 15, 2020, 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 (F32) 7/1/18 - 6/30/19	Budget 7/1/19 - 6/30/20	Actual (EST) 7/1/19 - 6/30/20	Budget 7/1/20 - 6/30/21
Revenue				
Monthly Billing (10 X \$50 per month)	5,200	6,000	6,000	6,000
Cemetery District Contribution				2,000
Interest			2	9000
Grants - County				18,000
Easements				150,000
Other Revenue				
Receivables - End of Prior Yr				
TOTAL REVENUE	5,200	6,000	6,002	185,000
CASH CARRYOVER	35,389	26,244	26,244	30,485
TOTAL REVENUE PLUS CASH CARRYOVER	40,589	32,244	32,246	215,485
Expenditures				
Administrative				
Contract Admin./Bookkeeping (160 X 12) + \$500	1,920	2,100	1,920	2,600
Contract Legal				
Office / Advertising / Postage	83	1,000	241	500
Travel	402	500	0	500
TOTAL ADMINSTRATIVE	2,405	3,600	2,161	3,600
Indirect				
Insurance - Bond				
Insurance - Directors & Officers/Liability	250	500	500	500
TOTAL INDIRECT COSTS	250	500	500	500
Operations				
Miscellaneous / Carryover		6,900		12,023
Blade Snow				
Road Maintenance	13,602	20,282		20,000
Capital Improvements / Future or Current				178,400
Payables - end of Prior FY		962		962
TOTAL OPERATIONS COSTS	13,602	28,144	0	211,385
TOTAL EXPENDITURES	16,257	32,244	2,661	215,485
Receivables Start of FY	100		(850)	
Payables Balance Start of FY	0		962	
	7/1/2018	7/1/2019	7/1/2019	7/1/20 (est)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS (Cash Carryover)	35,389	26,244	26,244	30,485
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	35,389	26,244	26,244	30,485
Receivables Balance End of FY	(850)		(1,750)	
Payables Balance End of FY	962		962	
End of Year Bank Balance	26,244		30,485	
Net per year (Revenue minus Expens. - no misc.)	-11,057	-19,344	3,341	-18,462
Net (including cash carryover/misc.)	24,332	0	29,585	0

Budget Message: The District manages the roads. The District has reached an agreement that will allow the Cemetery District to access their property through the District's road. The District will receive a one-time \$150,000 contribution for the easements, and the Cemetery District also agreed to pay an annual fee equal to the annual rate of residents. The annual rate is anticipated to stay the same. The \$150,000 is anticipated for capital improvements on the road. The money will be put in WyoStar II for now.

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