

**Spring Hill Ranch Improvement & Service District**  
**Regular Meeting Minutes**  
**Wednesday, March 29, 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

Bowman Stinson called the meeting to order at 4:00 p.m.

- I. **Minutes** – Gary Carter moved to approve the January 18, 2023, regular meeting minutes as presented. Jason Percifield 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. Jason Percifield seconded. Motion carried unanimously.

<b>Checking Account Balance End of Last Meeting:</b>		<b>\$20,724.99</b>
01/31/23	Interest	\$0.90
02/07/23	Deposit	\$80.00
02/09/23	Deposit – Assessments	\$1,954.00
02/28/23	Deposit	\$1,140.00
02/28/23	Interest	\$0.85
03/08/23	Deposit	\$480.00
<b>Bank Balance Prior to Start of Meeting:</b>		<b>\$24,380.74</b>
<b>Bills Paid At Meeting;</b>		
Ck# 1141	Cathey Consulting	Inv. 6920 – Jan., 2023 Admin/Books \$176.00 \$352.00
		Inv. 6962 – Feb., 2022 Admin/Books \$176.00
Ck# 1142	Bowman Stinson	Winter road maintenance \$500.00
Total Bills Paid:		\$852.00
<b>Checking Account Balance End of Meeting:</b>		<b>\$23,528.74</b>
<b>Wyo-Star II Account Balance End of Last Meeting:</b>		<b>\$16,786.92</b>
01/31/23	Earnings	\$40.20
02/28/23	Earnings	\$42.65
<b>Wyo-Star II Account Balance End of Meeting:</b>		<b>\$16,869.77</b>

Accounts Receivable – One account is several months past due.

**III. Unfinished Business**

a. Roads –

- 1) Crushed concrete/asphalt for sides of road – Estimate:  
 300 tons for \$18 per ton = \$5,400.  
 Trucking \$100 per hour X 19 hours = \$1,900  
 \$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.

Gary Carter moved to authorize the work as discussed. Jason Percifield seconded. Motion carried with Gary Carter and Jason Percifield voting aye. Bowman Stinson abstained. This includes extending culverts if needed.

b. Budget for 7/1/23 – 6/30/24

- 1) Gary Carter moved to designate the WyoStar Account as Reserves (currently \$16,869.77). Bowman Stinson seconded. Motion carried unanimously.
- 2) Costs were added to the budget for the crushed concrete/asphalt on the side of the roads and for the crack sealing.
- 3) Jason Percifield moved to approve the proposed budget as discussed. Gary Carter seconded. Motion carried unanimously. The budget is attached to these minutes. 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 4<sup>th</sup> Street across from Arrow Printing) on, July 12, 2023, at 4:00 p.m. for the purpose of reviewing the 7/1/22 – 6/30/23 budget, followed by the regular meeting to adopt the budget and conduct regular business. Budget summary:

Revenue plus Cash Carryover and Reserves:     \$53,382  
Expenses: Administrative: \$3,112 / Indirect Costs: \$500 / Loan Payment \$9,770  
                  Operations & Reserves: \$40,000

The monthly fee will continue at \$80 per month. A copy of the budget is available from Cathey Consulting at 307-685-8235 or online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Spring Hill Ranch March 29, 2023, Meeting Minutes.

**IV. New Business**

- a. Gary Carter moved to authorize Helenanne Cathey to order checks for the District. Jason Percifield seconded. Motion carried unanimously.
- b. Wyoming Association of Special Districts / \$75 – Gary Carter moved to join the association. Bowman Stinson seconded. Motion carried unanimously. This will be added to the next meeting agenda.
- c. The Local Government Liability Pool renewal application was submitted online and printed for the Board to review. The Board reviewed and signed the application.
- d. Jason Percifield moved to pay Bowman Stinson \$500 for winter road maintenance. Gary Carter seconded. Motion carried unanimously.

**Next Meeting: Wednesday, July 12, 2023, 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. Jason Percifield seconded. The meeting adjourned at 4:49 p.m.

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

**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
<b>Revenue</b>				
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				
<b>TOTAL REVENUE</b>	<b>195,674</b>	<b>20,490</b>	<b>20,090</b>	<b>20,490</b>
<b>CASH CARRYOVER</b>		<b>37,691</b>	<b>27,344</b>	<b>15,892</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>195,674</b>	<b>58,181</b>	<b>47,434</b>	<b>36,382</b>
<b>Expenditures</b>				
<b>Administrative</b>				
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
<b>TOTAL ADMINSTRATIVE</b>	<b>2,640</b>	<b>3,112</b>	<b>2,212</b>	<b>3,112</b>
<b>Indirect</b>				
Insurance - Bond				
Insurance - Directors & Officers/Liability	500	500	500	500
<b>TOTAL INDIRECT COSTS</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Loan Payments</b>				
Principal	8,414	6,700	7,000	7,300
Interest	1,946	3,070	2,770	2,470
<b>Operations</b>				
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
<b>TOTAL OPERATIONS COSTS</b>	<b>334,227</b>	<b>44,799</b>	<b>16,870</b>	<b>23,000</b>
<b>TOTAL EXPENDITURES</b>	<b>347,727</b>	<b>58,181</b>	<b>29,352</b>	<b>36,382</b>
Receivables Start of FY	(800)		(2,030)	
Payables Balance Start of FY	313		160	
	<b>6/30/2021</b>	<b>6/30/22 (EST)</b>	<b>6/30/2022</b>	<b>6/30/23 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS (Cash Carryover)</b>	<b>178,320</b>	<b>37,691</b>	<b>27,344</b>	<b>15,892</b>
<b>RESERVES BALANCES (WyoStar)</b>				<b>17,000</b>
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>178,320</b>	<b>37,691</b>	<b>27,344</b>	<b>32,892</b>

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

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

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](http://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)