

**Spring Hill Ranch Improvement & Service District**  
**Regular Meeting Minutes**  
**Thursday, May 5, 2022, 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, Patty Carter

Bowman Stinson called the meeting to order at 4:16 p.m.

- I. **Minutes** – Gary Carter moved to approve the February 15, 2022, 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. Gary Carter moved to accept the Treasurer’s Report and pay the bills as presented. Bowman Stinson seconded. Motion carried unanimously.

<b>Checking Account Balance End of Last Meeting:</b>		<b>\$18,415.30</b>
02/28/22	Interest	\$0.15
03/29/22	Deposit	\$600.00
03/31/22	Interest	\$0.16
04/27/22	Deposit	\$150.00
04/30/22	Interest	\$0.15
<b>Bank Balance Prior to Start of Meeting:</b>		<b>\$19,165.76</b>
<b>Bills Paid At Meeting;</b>		
Ck# 1131	Cathey Consulting	Inv. 6469 – Feb., 2022 Admin/Books \$161.74 \$549.16
		Inv. 6514 – Mar., 2022 Admin/Books \$160.00
		Inv. 6519 – Director election mailing \$67.42
		Inv. 6553 – Apr., 2022 Admin/Books \$160.00
Ck# 1132	Local Gov’t Liab. Pool	Inv. 13879 – Insurance 7/1/22-6/30/23 \$500.00
Ck# 1133	Gillette News-Record	Ad 00372906 – Director election ad \$88.00
Total Bills Paid:		\$1,137.16
<b>Checking Account Balance End of Meeting:</b>		<b>\$18,028.60</b>
<b>Wyo-Star II Account Balance End of Last Meeting:</b>		<b>\$16,608.20</b>
02/28/22	Earnings	\$17.58
03/31/22	Earnings	\$14.66
04/30/22	Earnings	No statement yet.
<b>Wyo-Star II Account Balance End of Meeting:</b>		<b>\$16,640.44</b>

Accounts Receivable – All accounts are current or paid ahead.

- III. **Unfinished Business**
  - a. Roads – Discussions at the last meeting
    - 1) Bring more rock in for the sides of the roads where possible – Gary Carter reported that he has not been able to find any rock for the sides of the road. Bowman Stinson suggested that Pete Lien has some crushed concrete. Gary Carter will talk to Pete Lien about getting rock on the sides of the road.
    - 2) Reflector tape to mark road near Highway 50 – Bowman Stinson will take care of the reflector tape. This will be removed from the agenda.
  - b. Director Election (May 3, 2022 – Carter, Stinson) – Ballots were canvassed prior to the meeting. Election results: Votes for two directors to serve four-year terms:
    - Gary Carter – 9 votes
    - Bowman Stinson – 9 votes
 Oaths were completed as required.

- c. Banking – Gary Carter moved to transfer the District’s funds to First Northern Bank from First Interstate Bank since First Northern Bank is the bank that loaned the District money for the road project and they have been really good to work with. Gary Carter will start the process. Board members will sign a check to move funds.
- d. Budget for 7/1/22 – 6/30/23 – The budget was reviewed. \$20,600 will be committed to reserves in the WyoStar account in the next fiscal year. This is the amount currently in that account now as well as the \$3,600 that will be generated by the \$30 per month increase in monthly fees. The reserves are for the long-term maintenance costs of the paved road. Gary Carter moved to approve the proposed budget. Jason Percifield seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on June 14, 2022:

**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, June 29, 2022, 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: \$58,181  
Expenses: Administrative: \$3,112 / Indirect Costs: \$500 / Loan Payment \$9,770  
Operations & Reserves: \$44,799

Monthly fees will increase to \$80 per month to start setting aside reserves for the long-term maintenance of the road. 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 May 5, 2022, Meeting Minutes.

**IV. New Business**

- a. Election of officers – Jason Percifield moved to keep the same slate of officers for the year (Bowman Stinson, President / Gary Carter, Vice President / Jason Percifield, Secretary/Treasurer). Gary Carter seconded. Motion carried unanimously.
- b. There was discussion on the trees on the dam that are encroaching on the road. The trees make it difficult to see vehicles coming. They need to be trimmed up so that they don’t hit vehicles and don’t obstruct the view. A Board member will call the landowner to see if they want to trim the trees or if they want the District to take care of it. Jason Percifield will get a price from someone who trims trees.

**Next Meeting: Wednesday, June 29, 2022, 4:00 p.m. (Budget Hearing and Regular Meeting)**

**Meetings are 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 adjourned at 4:55 p.m.

Respectfully Submitted,  
Helenanne Cathey, Bookkeeper/Assistant to the Board  
307-685-8235 / [hlcathey@collinscom.net](mailto:hlcathey@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 7/1/22 - 6/30/23**

**Budget Hearing Wednesday, June 29, 2022, 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) 7/1/20 - 6/30/21	Budget 7/1/21 - 6/30/22	Actual (EST) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23
<b>Revenue</b>				
Monthly Billing (10 X \$80 = \$800 per month)	6,000	6,000	6,000	9,600
Cemetery District Contribution \$80 X 12	600	600	600	960
Assessments			12,432	9,770
Direct Payments				
Direct Pre-Payments for Road Project (\$16,000X6)		178,000	96,000	
Loan (16,000X5 / 2021)		178,000	80,000	
Interest	2063	1046	555	160
Grants - County				
Easements	150,000	0		0
Other Revenue				
Receivables - End of Prior Yr				
<b>TOTAL REVENUE</b>	<b>158,663</b>	<b>185,646</b>	<b>195,587</b>	<b>20,490</b>
<b>CASH CARRYOVER</b>		<b>178,302</b>		<b>37,691</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>158,645</b>	<b>363,948</b>	<b>195,587</b>	<b>58,181</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping (176 X 12)	1,920	1,920	2,400	2,112
Contract Legal	206			
Office / Advertising / Postage	221	500	175	500
Travel	0	500	0	500
<b>TOTAL ADMINISTRATIVE</b>	<b>2,347</b>	<b>2,920</b>	<b>2,575</b>	<b>3,112</b>
<b>Indirect</b>				
Insurance - Bond				
Insurance - Directors & Officers/Liability	1,000	500	1,000	500
<b>TOTAL INDIRECT COSTS</b>	<b>1,000</b>	<b>500</b>	<b>1,000</b>	<b>500</b>
<b>Loan Payments</b>				
Principal				6,700
Interest				3,070
<b>Operations</b>				
Miscellaneous / Carryover			2,072	
Blade Snow				
Road Maintenance	5,886	20,000		24,199
Capital Improvement (5" road paving project)		340,214	329,455	
Reserves Funding				20,600
Payables - end of Prior FY		314		0
<b>TOTAL OPERATIONS COSTS</b>	<b>5,886</b>	<b>360,528</b>	<b>331,527</b>	<b>44,799</b>
<b>TOTAL EXPENDITURES</b>	<b>9,233</b>	<b>363,948</b>	<b>335,102</b>	<b>58,181</b>
Receivables Start of FY	(1,750)		(800)	
Payables Balance Start of FY	961		314	
	<b>6/30/2020</b>	<b>6/30/21 (EST)</b>	<b>6/30/2021</b>	<b>6/30/22 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS (Cash Carryover)	30,488	178,302	178,320	37,691
RESERVES BALANCES (WyoStar)				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>30,488</b>	<b>178,302</b>	<b>178,320</b>	<b>37,691</b>
Receivables Balance End of FY	(800)			
Payables Balance End of FY	313			
End of Year Bank Balance	178,320		37,691	
Net (including cash carryover/misc.)	149,412	0	-139,515	0

5 @ \$1,954 ea. (4% loan 10 yrs)  
5 @ \$2,072 ea. (orig. budget 5%)

\$176 X 12 = \$2,112 (10% increase)

\$9,769.85 (4% / 10 yr.)  
\$9,770.00

9/2021 - loan start  
9/2022 - first pmnt due  
9/2031 - final payment due  
refunded Ogden - assessed annual pmnt.  
before they came in & paid \$16,000.

\$16,640 (current WyoStar acct) +  
\$3,960 to reserves = \$20,600 by  
end of the fiscal year.

Budget Message: The District completed a paving project in the last fiscal year. The District continues to manage and maintain the road and will start depositing to a Reserves account for long term maintenance and road replacement. \$20,600 will be designated reserves this fiscal year.

X  
\_\_\_\_\_  
Board Member Signature

X  
\_\_\_\_\_  
Board Member Signature

Directors: Jason Percifield (Sec./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)