

**Wild Horse Creek Improvement & Service (South) District
 Budget Hearing / Regular Meeting Minutes
 Wednesday, July 5, 2017, 5:00 p.m.
 Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette**

BOARD MEMBERS PRESENT: Valerie Hurm, Lorraine Terrell
 BOARD MEMBERS NOT PRESENT: Mary Kindt
 OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Lorraine Terrell called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment. Lorraine Terrell adjourned the budget hearing at 5:02 p.m.

REGULAR MEETING

Lorraine Terrell called the regular meeting to order at 5:02 p.m.

- I. **Minutes** – Valerie Hurm moved to approve the minutes for the May 3, 2017, regular meeting. Lorraine Terrell seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The financial information was reviewed. Lorraine Terrell moved to accept the Treasurer’s Report and pay the bills as presented. The Earth Work Solutions invoice for \$5,100.75 was rejected based on the meeting with Tyler at Earth Work Solutions after the last regular meeting. Tyler agreed to void that invoice. Valerie Hurm seconded. Motion carried unanimously.

Money Market Account Balance Summary:

Balance Forward (from last meeting minutes)	\$11,064.99
04/30/17 Interest	\$1.18
05/31/17 Interest	\$1.22
06/27/17 Ck# 1003 – Transfer to Checking	\$8,000.00
06/30/17 Interest	\$1.09

Money Market Account Balance Prior To / End of Meeting: \$3,068.48

Checking Account Balance Summary:

Balance Forward (from last meeting minutes)	\$11,390.90
05/08/17 Deposit – Assessments	\$2,000.00
06/12/17 Deposit – Assessments	\$5,617.36
06/27/17 Transfer from Other	\$8,000.00
06/27/17 Ck# 1146 – Earth Work Solutions – Invoice 33950 – Road Work	\$26,050.00
06/30/17 Deposit – Assessments	\$202.56

Balance Prior to Meeting: \$1,160.82

Bills Paid:

Ck#	Payee	Description	Amount
1147	Cathey Consulting	Inv. 3925 – May books/postage	\$205.47
		Inv. 3974 – June books/postage	\$202.10
1148	Gillette News-Record	Ad 00329096 – Budget hearing ad	\$51.56
	Total		\$459.13

Checking Account Ending Balance: \$701.69

Customers / Receivables Balance – 2016 assessments \$0 / Surface Use Agreements \$4,100 /
 County Grant \$7,857 (submitted 6/27/17)

III. Unfinished Business

- a. Valerie Hurm reported on the information she received from two contractors for a maintenance agreement for the year. She also contacted Earth Work Solutions, but they stated that they are not interested in doing the maintenance. When requesting maintenance agreement costs, the following was discussed:

1. 5.3 miles – twice a year crown and cut and bring shoulders in
2. Routine monthly blading as needed.

Crown Grading (James Newman) said he would recommend pulling the shoulders in. He would come out three times the first month. He would come out monthly after that until the roads are built back up again. \$1,000 per month was his quote.

Oedekoven Excavating came out and drove the roads with Valerie Hurm. They provided a quote based on hours (4.5 hours for blading and 1 hour for travel) to start (\$700). He didn't recommend a dollar amount each month because the roads won't need blading every month. If the roads need bladed, he recommended that the Board call him the first of the month, and he will put the District on the calendar to come out as soon as there is some moisture. He won't come out unless there is some moisture. Without moisture, it won't do any good blading, so the Board was happy with Oedekoven Excavating's suggestions for a maintenance plan. Oedekoven Excavating also has a brush hog and can mow on an hourly basis as well. If they can mow it, then he can really pull in the sides effectively without pulling in a bunch of grass. Valerie Hurm moved to hire Oedekoven Excavating on an hourly basis as needed, with an estimate of \$700 per month (only when needed). Lorraine Terrell seconded. Motion carried unanimously. Valerie Hurm will contact them on a monthly basis to let them know whether or not they need to come out and blade. Oedekoven also recommended that the District do mag chloride. There was discussion on the cost. Mag chloride will be investigated for next year – possibly just for the most heavily travelled areas.

The road project at the Intersection of Borderline Road and North/South Sage Hill Road to eliminate erosion problems by addressing the grade of the road and thereby reducing future costs has been completed and the invoice paid. The District submitted a County Grant reimbursement request for \$7,857 along with all of the paperwork to close out the grant.

- b. Signs – Valerie Hurm has the Dead End sign and Stop Ahead sign.
- c. Budget – Lorraine Terrell to adopt the budget of \$36,679 and adopt the resolution to assess and assess as approved in the budget. Valerie Hurm seconded. Motion carried unanimously. The budget is attached to these minutes.
- d. Other Projects / Items / ON HOLD FOR NOW:
 1. Fire Department / Fire Station / Information (Valerie Hurm researching what amount insurance costs might decrease if there were a fire station in the area.)
 2. Mailboxes (7 mailbox units and 2 parcel units) – On hold as of July 10, 2013, regular board meeting.

i. New Business

- a. Official Depository – Lorraine Terrell moved to designate First National Bank as the official depository for 7/1/17 – 6/30/18. Valerie Hurm seconded. Motion carried unanimously.
- b. Public Records Notice – Lorraine Terrell signed the notice to submit to the County stating that the District's records are stored at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette.
- c. A letter was reviewed regarding the formation of a special district association in Wyoming. No action was required. The information will be filed.
- d. Helenanne Cathey reported that the Cathey Consulting website was down for quite a while after being bombarded. The website had to be rebuilt. It should be back up with current year minutes posted. Past year minutes will be posted when possible.

Lorraine Terrell adjourned the meeting at 5:28 p.m.

No one is authorized to work on the roads except the County without board approval. Anyone that does any work on the roads or uses heavy equipment that

causes damage to the roads without board authorization will be prosecuted for destruction of property.

Upcoming meetings (generally the first Wednesday of every other odd month at 5:00 p.m.):

Wednesday, September 6, 2017, 5:00 p.m.

Wednesday, November 1, 2017, 5:00 p.m.

Meetings are at the office of Cathey Consulting, LLC, 400 South Gillette Avenue, Suite 106, Gillette.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Mary Kindt, President

Date

Lorraine Terrell, Vice President

Date

Valerie Hurm, Secretary/Treasurer

Date

Budget - Wild Horse Creek South ISD - 7/1/17 - 6/30/18

Budget Hearing July 5, 2017, 5:00 p.m. at office of Cathey Consulting / PO Box 3502, Gillette, WY 82717

	Actual	Budget	Actual	Budget
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
Revenue				
Assessments(54 lots / 47 assessed \$600 per owner)	18,800	18,800	18,800	28,200
Assessments - Interest	30		92	
Bank Interest	15		12	
Grants - County	2,739		7,857	
Moon Ridge Reimbursement/Assistance		150		150
Surface Use Agree. (C & H \$2,500/Citation \$1,600)	4,100	4,100	4,100	4,100
Other Revenue				
TOTAL REVENUE	25,684	23,050	30,861	32,450
CASH CARRYOVER	34,174	29,324	29,324	4,229
TOTAL REVENUE PLUS CASH CARRYOVER	59,858	52,374	60,185	36,679
Expenditures				
Administrative				
Contract Admin./Bookkeeping (200 X 12)	2,400	2,400	2,600	2,400
Contract Legal				
Office / Postage	116	300	441	300
TOTAL ADMINSTRATIVE	2,516	2,700	3,041	2,700
Indirect				
Insurance - Bond	126	126	126	126
Insurance - Directors & Officers/Liability	500	500	500	500
TOTAL INDIRECT COSTS	626	626	626	626
INTEREST - TOTAL COSTS	9,705	9,705	10,921	10,000
DEBT - PRINCIPAL COSTS	6,471	7,518	6,245	7,223
Operations				
Misc. (Cash Carryover)		29,324		4,229
Road Upgrades / Repairs / Maintenance / Blading	10,875	2,501	27,870	11,901
Mailboxes				
Rock 1/4 mile per year				
Other Road Work				
TOTAL OPERATIONS COSTS (excluding misc./rollover)	10,875	2,501	27,870	11,901
TOTAL OPERATIONS COSTS (including misc./rollover)	10,875	31,825	27,870	16,130
TOTAL EXPENDITURES (EXCLUDING MISC/ROLLOVER)	30,193	23,050	48,703	32,450
TOTAL EXPENDITURES (INCLUDING MISC/ROLLOVER)	30,193	52,374	48,703	36,679
Receivables Start of FY	0		600	
Payables Balance Start of FY	-6		253	
	7/1/2015	7/1/2016	7/1/2016	7/1/2017
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	34,174	29,324	29,324	4,229
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	34,174	29,324	29,324	4,229
Receivables Balance End of FY	600		7,857	
Payables Balance End of FY	253		257	
End of Year Bank Balance	29,324		4,229	
Net per year (Revenue minus Expens.)	-4,510	0	-17,842	0
Net (including cash carryover)	29,665	0	11,482	0

\$600 per yr. starting 2017

1 hr \$75 X 4 X per yr X 50%
Invoice in July

\$12,537.03 - 1st Loan
\$4,686.46 - 2nd loan

CASH CARRYOVER

Budget Message: The District maintains the roads. The annual assessment will increase to \$600 per lot, which is an increase of \$200 per lot per year or \$16.67 per month. The District has no reserves at this time.

Board Member Signature _____

Board Member Signature _____

Directors: Valerie Hum (Sec./Treas.) term ends Nov., 2018 / Mary Kindt (Pres.) & Lorraine Terrell (Sec./Treas.) terms end Nov., 2020
Regular meetings are generally held the first Wednesday of every other odd month at 5:00 p.m. (Jan., Mar., May, July, Sept., Nov.)
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

5.3 miles of roads.