

**Wild Horse Creek Improvement & Service (South) District  
Budget Hearing & Regular Meeting  
Minutes  
Wednesday, July 5, 2023, 5:00 p.m.  
Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette**

BOARD MEMBERS PRESENT: Mary Kindt, Kristina Roswadowski, Lorraine Terrell  
OTHERS PRESENT: Helenanne Cathey

**BUDGET HEARING**

Mary Kindt called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Mary Kindt adjourned the budget hearing at 5:03 p.m.

**REGULAR MEETING**

Mary Kindt called the regular meeting to order at 5:03 p.m.

- I. Budget** – Lorraine Terrell moved to adopt the budget for 7/1/23 – 6/30/24 for \$60,122 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Kristina Roswadowski seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Kristina Roswadowski moved to approve the minutes for the regular meeting on May 3, 2023. Lorraine Terrell seconded Motion carried unanimously.
- III. Treasurer’s Report** – The financial information was reviewed. Lorraine Terrell moved to accept the Treasurer’s Report and pay bills, excluding the Melgaard Construction invoices because it looks like some of the billing is double billed. Mary Kindt seconded. Board members will follow up with Melgaard Construction. Motion carried unanimously. Lorraine Terrell moved to pay Melgaard Construction when the billing issues have been resolved. Mary Kindt seconded. Motion carried unanimously.

Money Market Account Balance Summary:

<b>Balance Forward (from last meeting minutes)</b>			<b>\$5,628.95</b>
04/30/23	Interest	\$3.47	
05/31/23	Interest	\$3.59	
06/30/23	Interest	No statement yet.	
<b>Money Market Account Balance Prior To / End of Meeting:</b>			<b>\$5,636.01</b>

Checking Account Balance Summary:

<b>Balance Forward (from last meeting minutes)</b>			<b>\$6,614.18</b>
05/08/23	Deposit – Assessments	\$1,524.41	
06/12/23	Deposit – Assessments	\$10,200.00	
06/30/23	Deposit – Assessments	\$332.10	
<b>Balance Prior to Meeting:</b>			<b>\$18,670.69</b>

**Bills Paid:**

Ck#	Payee	Description	Amount
1241	Cathey Consulting	Inv. 7100 – May books/postage \$210.00	\$420.00
		Inv. 7145 – June books/postage \$210.00	
1242	Gillette News-Record	Inv. 1980 – Budget hearing ad	\$104.00
Total Bills Paid			\$524.00
<b>Balance After Bills:</b>			<b>\$18,146.49</b>

Bills remaining unpaid after this meeting:

Melgaard Construction	Inv. 39531 – Blade roads 5/15-5/17	\$2,908.00	\$7,108.00
	Inv. 39541 – Blade roads 5/22/23	\$4,200.00	

Customers / Receivables Balance – Assessments \$600 + Road Use Agreements \$3,100

**IV. Unfinished Business**

- a. Mailboxes / spring cleanup project –A work date is scheduled for Tuesday, July 25<sup>th</sup> at 6:30 p.m. Lorraine Terrell will post information on Facebook and may post some signs asking people to assist with cleaning up around the mailboxes and helping to install signs.
- b. Dead End, Stop Ahead and No Parking signs installed – The signs will be put up the evening of July 25<sup>th</sup> along with the cleanup project.
- c. Spring Road Work – Melgaard Construction bladed the roads.
- d. Identify and measure sections of the roads to get bids and submit a County grant application for road work for Fall – There are a number of areas that need more rock. Melgaard Construction gave some recommendations but wanted to see the roads again after they were bladed. The Board will work with Melgaard Construction to determine quantities of rock and locations for rock (a scope of work) and try to get bids in order to submit a County grant application.
- e. Other Projects (Fire Department / Fire Station / Information and Mailboxes – On hold.

**V. New Business**

- a. Official Depository – Mary Kindt moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Kristina Roswadowski 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.

Lorraine Terrell moved to adjourn the meeting. Mary Kindt seconded. The meeting adjourned at 5:48 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 regular meetings (generally the first Wednesday of every other odd month at 5:00 p.m.):**  
Wed., Sept. 6, 2023, 5:00 p.m. Wed., Nov. 1, 2023, 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

\_\_\_\_\_  
Kristina Roswadowski, Secretary/Treasurer

\_\_\_\_\_  
Date

Budget - Wild Horse Creek South ISD - 7/1/2023 - 6/30/2024				
Budget Hearing Wednesday, July 5, 2023, 4:30 p.m. at office of Cathey Consulting / PO Box 3502, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24
<b>Revenue</b>				
Assessments(53 lots / 47 assessed \$600 per owner)	28,200	28,200	28,200	28,200
Assessments - Interest	30	75	67	75
Bank Interest	5	10	29	10
Grants - County		2,500		6,250
Moon Ridge Reimbursement/Assistance		150	232	150
Surface Use Agree. (C & H \$1,500/Citation \$1,600)	4,100	3,100	3,100	3,100
Other Revenue				
Receivables End of Prior FY		900		0
<b>TOTAL REVENUE</b>	<b>32,335</b>	<b>34,935</b>	<b>31,628</b>	<b>37,785</b>
<b>CASH CARRYOVER</b>	<b>31,326</b>	<b>18,624</b>	<b>18,626</b>	<b>22,337</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>63,661</b>	<b>53,559</b>	<b>50,254</b>	<b>60,122</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping (210 X 12)	2,520	2,700	2,520	2,700
Contract Legal		200		200
Office / Postage	248	300	700	400
<b>TOTAL ADMINISTRATIVE</b>	<b>2,768</b>	<b>3,200</b>	<b>3,220</b>	<b>3,300</b>
<b>Indirect</b>				
Insurance - Bond	126	126	126	126
Insurance - Directors & Officers/Liability	500	500	500	500
<b>TOTAL INDIRECT COSTS</b>	<b>626</b>	<b>626</b>	<b>626</b>	<b>626</b>
<b>INTEREST - TOTAL COSTS</b>	<b>9,919</b>	<b>9,800</b>	<b>8,933</b>	<b>7,948</b>
<b>DEBT - PRINCIPAL COSTS</b>	<b>7,247</b>	<b>7,366</b>	<b>8,232</b>	<b>9,218</b>
<b>Operations</b>				
Misc. (Cash Carryover)		18,624		11,087
Road Upgrades / Major Repairs / Rock		10,000		25,000
Road Blading / Rock / Mowing	4,705	3,043	4,092	2,943
Roads - Mowing	0		0	
Roads - Rock 1/4 mile per year				
Mailboxes				
Other Road Work				
Payables End of Prior FY		3,714		0
<b>TOTAL OPERATIONS COSTS (excluding misc./rollover)</b>	<b>4,705</b>	<b>16,757</b>	<b>4,092</b>	<b>27,943</b>
<b>TOTAL OPERATIONS COSTS (including misc./rollover)</b>	<b>4,705</b>	<b>35,381</b>	<b>4,092</b>	<b>39,030</b>
<b>TOTAL EXPENDITURES (EXCLUDING MISC/ROLLOVER)</b>	<b>25,265</b>	<b>37,749</b>	<b>25,103</b>	<b>49,035</b>
<b>TOTAL EXPENDITURES (INCLUDING MISC/ROLLOVER)</b>	<b>25,265</b>	<b>56,373</b>	<b>25,103</b>	<b>60,122</b>
Receivables Start of FY	15,721		900	
Payables Balance Start of FY	38,307		3,714	
	<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</b>	31,326	18,624	18,626	22,337
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>31,326</b>	<b>18,624</b>	<b>18,626</b>	<b>22,337</b>
Receivables Balance End of FY	900			
Payables Balance End of FY	3,714			
End of Year Bank Balance	18,624		22,337	

\$600 assessment / \$366.45 is for loan payments.

1 hr \$75 X 4 X per yr X 50% Invoice in July  
C & H Reduced to \$1,500 9/1/21  
Valkyrie (was Citation) \$1,600

\$12,479.85 - 1st Loan  
\$4,686.46 - 2nd loan  
Total: \$17,166.30 due 12/1

**CASH CARRYOVER**

Net per year (Revenue minus Expens.)	7,070	-2,814	6,525	-11,250
Net (including cash carryover)	38,396	-2,814	25,151	0

Budget Message: The Wild Horse Creek I & S District maintains the roads. No major projects are anticipated this year. The District has no reserves at this time.

Board Member Signature

Board Member Signature

Directors: Mary Kindt (Pres.) & Lorraine Terrell (Vice Pres.) terms end Nov., 2024 / Kristina Roswadowski term ends Nov., 2026  
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 Ave, Suite 106, Gillette.

	Rate History:		
5.3 miles of roads.	2010-2011	\$300	Formation
12/31/22 JPA-11572 Balance: \$109,972.53	2011-2012	\$350	1st increase
12/31/22 JPA-13581 Balance: \$63,956.45	2013-2014	\$400	2nd increase
Total Loan Balances: \$173,928.98	2017-2018	\$600	3rd increase
JPA-11572 - 2011 - 30 yrs 4.98% / 2012 Payment #1 / 2041 final payment			
JPA-13581 - 2015 - 30 yrs 5% / 2016 Payment #1 / 2045 final payment			

NOTES:

May / June 2021 Project Total: \$37,929 / Grant request total \$15,474.23 (Net District Cost: \$22,454.77)

County Grant approved for \$15,474.23 for the following three projects:

- \*\* 1. Add J-Base to 3,330 feet of N Sage Hill Road from intersection of Borderline Road north to interstate (\$18,803.10 X 50% grant request)
- 2. Add J-Base to approx.. 3,000 feet of Borderline Rd from mailboxes off Lowery Rd to intersection of Borderline and Sage Hill Road (\$16,140 X 33% grant request)
- 3. Add J-Base to 530 feet of S Sage Hill Rd form intersection of Borderline Road and Sage Hill Rd (going south) (\$2,985.90 X 25% grant request)

\*\*1 - County commissioners approved this 50% request because only 14 of the 53 lots in Wild Horse Creek ISD drive this section of road whereas 100% of the landowners in Moon Ridge's 74 lot district drive that section of road. The County Commissioners approved it, taking 17% (the difference between the 33% that would normally be approved and the 50% requested in this grant request) from Moon Ridge's District Support Grant allotment.

Wildhorse	Feet	Miles
Borderline Rd	4740	0.90
J.M. Rd	6700	1.27
Kindt Rd	4610	0.87
Lowery Ranch Rd	1810	0.34
N Sage Hill Rd	2000	0.38
S Sage Hill Rd	7600	1.44
<b>Total</b>	<b>27460</b>	<b>5.20</b>

5,280 feet in a mile

23-24 Fiscal year - develop a maintenance plan  
Borderline - how often, how much rock/  
other heavily travelled roads?  
general road maintenance -  
what material is on each road  
how many culverts  
how often should rock be added to segments of roads  
how much road should be done each year  
(1 mile=every 5 years / 1/2 a mile=every 10 years