

**Wild Horse Creek Improvement & Service (South) District
 Budget Hearing / Regular Meeting Minutes
 Wednesday, July 6, 2016, 5:00 p.m.
 Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette**

BOARD MEMBERS PRESENT: Mary Kindt, Lorraine Terrell, Valerie Hurm (by telephone)
 OTHERS PRESENT: Helenanne Cathey, Jerry VanDamme

BUDGET HEARING

Mary Kindt called the budget hearing to order at 5:00 p.m. The budget was reviewed and discussed. There was an opportunity for public comment. Mary Kindt moved to adjourn the budget hearing. Lorraine Terrell. Motion carried unanimously. The budget hearing adjourned at 5:08 p.m.

REGULAR MEETING

Mary Kindt called the regular meeting to order at 5:08 p.m.

- I. **Minutes** – The minutes for the May 4, 2016 regular meeting were reviewed. Lorraine Terrell moved to approve the minutes as written. Valerie Hurm seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The financial information was reviewed. Lorraine Terrell moved to accept the Treasurer’s Report and pay bills as presented. Mary Kindt seconded. Motion carried unanimously.

Money Market Account Balance Summary:		
Balance Forward (from last meeting minutes)		\$11,053.37
04/30/16	Interest	\$0.91
05/31/16	Interest	\$0.94
NO STATEMENT FOR 06/30/16 YET.		
Money Market Account Balance Prior To / End of Meeting:		\$11,055.22

Checking Account Balance Summary:		
Balance Forward (from last meeting minutes)		\$10,839.71
05/12/16	Deposit – Assessments	\$2,400.00
06/13/16	Deposit – Assessments	\$4,622.49
06/30/16	Deposit – Assessments	\$405.62
NO STATEMENT FOR 06/30/16 YET.		
Balance Prior to Meeting:		\$18,267.82

Bills paid at the Meeting:			
Ck#	Payee	Description	Amount
1127	Cathey Consulting	Inv. 3415 – May books, postage	\$201.41
		Inv. 3457 – June bookkeeping	\$200.00
1128	Gillette News-Record	Ad 00315148 – Budget Hearing	\$51.56
Total			\$452.97
Checking Account Ending Balance:			\$17,814.85

Receivables Bal.: \$600.00 (Assessments) & \$4,100.00 (Surface Use Agreements) = \$4,700.00

III. Unfinished Business

- a. Signs – Valerie Hurm has the Dead End sign and Stop Ahead sign. To be installed in the spring.
- b. Maintenance
 - Earth Works – Quote for fixing a hill in the District (from the first phase) – so it doesn’t need rock every year. Earth Works provided a written estimate.
 - Fuller Construction – An estimate was requested, but they have not provided any information yet.

There was discussion on the suggestions made for fixing the hill. There was discussion on if you make it less steep, the District will save money in the long run. Earth Works did a good job on

Phase II, and they may have a good suggestion for fixing this hill. There have been numerous wrecks because of that area. The buses have problems in that area.

There was discussion on applying for a County grant for the work. The County should approve 33%. Valerie Hurm will work on the paperwork. Mary Kindt will get a couple of estimates. Lorraine Terrell moved to go ahead with submitting the County grant application as soon as possible. Valerie Hurm seconded. Valerie Hurm will do the grant application. Motion carried unanimously.

The County's rate for blading is less than M & M so the District will use the County. Lorraine Terrell will talk to the County about blading along with hiring someone to put some water down on the roads with water trucks. Lorraine Terrell moved to get blading and watering done, spending up to \$2,500.00. Mary Kindt seconded. Motion carried unanimously.

- c. Budget – Lorraine Terrell moved to adopt the budget for 7/1/16 – 6/30/17 for \$52,374.00. Valerie Hurm seconded. Motion carried unanimously. The budget is attached to these minutes.
- d. Assessments – Mary Kindt moved to adopt the resolution to assess as per the budget (\$400 per owner) - \$18,800 total and submit the assessments to the County. Lorraine Terrell seconded. Motion carried unanimously.
- e. 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.

IV. New Business

- a. Official Depository – Valerie Hurm moved to designate First National Bank as the official depository for the District for 7/1/16 – 6/30/17. Lorraine Terrell seconded. Motion carried unanimously.
- b. Public Records Notice – Lorraine Terrell completed the Public Records Notice to send to the County indicating that the District's records are stored at the office of Cathey Consulting.
- c. Election – November 8, 2016 (Kindt & Terrell) – The following legal ad will run in the News-Record on July 12, 2016. Applications to be on the ballot are due between August 10th and August 30th.

NOTICE OF DIRECTOR ELECTION
WILD HORSE CREEK IMPROVEMENT & SERVICE DISTRICT (SOUTH)
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 8, 2016, an election shall be held for the purpose of electing two Directors for four-year terms to the Board of the Wild Horse Creek Improvement & Service District (South). The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. There will be no polling place.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 10, 2016, and August 30, 2016. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net.

Valerie Hurm, Secretary/Treasurer / Filing Officer
Wild Horse Creek Improvement & Service District (South)

Lorraine Terrell moved to adjourn the meeting. Mary Kindt seconded. The meeting adjourned at 5:43 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.

NEXT REGULAR MEETING: Wednesday, September 7, 2016, 5:00 p.m. A special meeting may be scheduled in August, if the grant gets approved. A letter will be mailed if this is the case.

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

Respectfully submitted,
Helennane Cathey, Assistant to the Board

Mary Kindt, President

Date

Lorraine Terrell, Vice President

Date

Valerie Hurm, Secretary/Treasurer

Date

ACCRUAL Basis

Mailing Address: PO Box 3502, Gillette, WY 82717 Budget Hearing: July 6, 2016, 5:00 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette.		7/1/14 - 6/30/15 ACTUAL	7/1/15 - 6/30/16 BUDGET	7/1/15 - 6/30/16 ACTUAL (ESTIMATED)	7/1/16 - 6/30/17 BUDGET	NOTES
Cash on Hand (start of FY)		38,923.95	34,172.46	34,172.46	29,324.00	
Revenue						54 total lots / 47 assessed
Assessments	18,400.00	18,800.00	18,800.00	18,800.00	18,800.00	\$400 per lot / per owner
From Money Market Account						
Interest - Assessments	102.59		30.18			
Interest - Bank	22.15		14.63			
Donation						
Moon Ridge ISD Blading or Other Contr.	3,500.00	150.00			150.00	1 hr (\$75) X 4 times per year X 50%
Moon Ridge Mailboxes Reimbursement						
Surface Use Agreements paid	4,100.00		4,100.00			
Surface Use Agreement - C & H		2,500.00			2,500.00	Invoice in July
Surface Use Agreement - Citation		1,600.00			1,600.00	Invoice in July
Loan - SLIB						
Government Grants						
Phase II - JM Road						
County District Support Grant	75,782.00					
County District Support Grant (33%)					0.00	
County District Support Grant (25%)					0.00	
MRG Grant	150,053.00					
Joint Powers Loan	75,271.00					
Campbell County Distr. Support				2,739.00		
Total Government Grants	301,106.00	0.00	2,739.00	0.00	0.00	
Total Revenue	327,230.74	23,050.00	25,683.81	23,050.00	23,050.00	
Total Revenue Plus Cash on Hand Start of FY	366,154.69	57,222.46	59,856.27	52,374.00	52,374.00	
Administrative Expenses						
Advertising	166.63	200.00	51.56		200.00	
Bookkeeping / Secretarial	3,225.00	2,400.00	2,400.00		2,400.00	
Legal Fees		200.00				
Office Supplies	25.25	74.00				
Postage, Mailing Service	142.20	150.00	64.64		100.00	
Printing and Copying	50.50	75.00				
Total Administrative Expenses	3,609.58	3,099.00	2,516.20	2,700.00	2,700.00	
Indirect Expenses						
Insurance						
Bond / Board	126.00	126.00	126.00		126.00	
Insurance - Liab. / D & O	500.00	500.00	500.00		500.00	
Total Indirect Expenses	626.00	626.00	626.00	626.00	626.00	
Interest Expense	8,094.88		9,705.10			See Loan Payment below for budget.

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Operations Expenses			10,000.00		2,500.51	
	Phase II - JM Road	300,606.00				
	Phase II - JM Road (other - move pole...)	4,505.33				
	Mailboxes					On hold
	Road Depreciation (see notes below)					
	Blading					
	**Annual or Bi-Annual road work					
	Roads / Blading / Haul Rock	10,477.50	1,200.00	10,875.00		
	Rock 1/4 mile per year		901.51			
	Supplies	302.93				
	Total Operations Expenses	315,891.76	12,101.51	10,875.00	2,500.51	
	Total Admin./Indirect/Operations/Interest	328,222.22	15,826.51	23,722.30	5,826.51	Loan per Lot (47)
	Second Loan Payment		4,686.46	1,456.66	4,686.46	2nd loan payment 100
	Loan Payment & (Prin or Prin+Interest)	4,679.77	12,537.03	6,470.94	12,537.03	1st loan payment 267
	Miscellaneous Expenses As Needed		24,172.46		29,324.00	367
	Net to Roll Over to following Fiscal Year		-10,000.00		0.00	(Current yr. revenue - expenses)
	Total Exp. + Total Misc. Exp (Cash start of FY)	332,901.99	47,222.46	31,649.90	52,374.00	
	Annual Loan Payment Amount (1):	\$12,537.03				
	Loan Principal Balance 6/30/16:	\$150,245.75				
	Annual Loan Payment Amount (2):	\$4,686.46	Total Debt:	\$224,060.09		
	Loan Principal Balance 6/30/16:	\$73,814.34				
				6/30/2014	6/30/2015	6/30/2016 (Est.)
			Bank Balances:	\$38,923.95	\$34,172.46	\$29,324.00
	Loan: \$170,298.18, 4.98%, Sept. 6, 2011 signed note, First payment 12/1/11, final payment due 12/1/2040, 30 year loan originally					
	Requested new amortization schedule after returning \$22,866.82 on the loan. Original loan amount was \$193,165.00.					
	Loan: \$75,271.00, 4.62%, Feb. 25, 2015, First payment 12/1/15, final payment due 12/1/2044.					
	Rock 3" deep on one mile					
	63 loads at \$400	\$ 25,200.00		\$423,242.88 - 2011 Road Project (Sage Hill & East Borderline Road) ???		
	5.3 miles of roads in the District			\$303,426.13 - 2014 Road Project (JM Road)		
	1 mile = 5,280 feet					
	**Annual Road Work: N Sage Hill Road to interstate and from that intersection, Borderline down to the mailboxes. (6,700 feet)					
	ESTIMATES / NOTES:					
	\$75 X 4 hours X 4 times per year (County blading)			22,278.60	Annual Road Work (C T Transport bid)	
				10,144.20	Annual Road Work (C T Transport bid)	
	2" of Grade W rock 6,700 feet - every other year (\$32,422.80 every other yr.)			32,422.80	Total	
				10,699.52	County Grant 33%	
				21,723.28	Net cost	
	Blading: \$1,200 4 X per year = Private / \$300 4 X per year = County			10,144.20	Annual new road wk - 1/2 mile (C T Transport bid)	
				2,536.05	County Grant 25%	
				7,608.15	Net cost	