

**Wild Horse Creek Improvement & Service (South) District  
Budget Hearing and Regular Meeting  
Minutes  
Thursday, July 7, 2022, 4:30 p.m.  
Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette**

BOARD MEMBERS PRESENT: Lorraine Terrell, Mary Kindt (by phone)  
 BOARD MEMBERS NOT PRESENT: Valerie Hurm (resignation letter submitted and accepted at this meeting) / Kristina Roswadowski (appointed at this meeting – will need to complete oath)  
 OTHERS PRESENT: Helenanne Cathey

**BUDGET HEARING**

Lorraine Terrell called the budget hearing to order at 4:38 p.m. The budget was reviewed. There was an opportunity for public comment, and there were no public comments. Lorraine Terrell adjourned the budget hearing at 4:40 p.m.

**REGULAR MEETING**

Lorraine Terrell called the regular meeting to order at 4:40 p.m.

- I. Budget Adoption** – Mary Kindt moved to adopt the budget for 7/1/22 – 6/30/23 for \$52,920 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Lorraine Terrell seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Lorraine Terrell moved to approve the minutes for the regular meeting on May 4, 2022. Mary Kindt seconded. Motion carried unanimously.
- III. Treasurer’s Report** – The financial information was reviewed. Mary Kindt moved to accept the Treasurer’s Report and pay bills as presented. Lorraine Terrell seconded. Motion carried unanimously.

Money Market Account Balance Summary:

<b>Balance Forward (from last meeting minutes)</b>			<b>\$5,607.21</b>
04/30/22	Interest	\$0.46	
05/31/22	Interest	\$0.48	
06/30/22	Interest	No statement yet.	
<b>Money Market Account Balance Prior To / End of Meeting:</b>			<b>\$5,608.15</b>

Checking Account Balance Summary:

<b>Balance Forward (from last meeting minutes)</b>			<b>\$3,117.98</b>
05/10/22	Deposit – Assessments	\$1,800.00	
06/10/22	Deposit – Assessments	\$8,100.00	
<b>Balance Prior to Meeting:</b>			<b>\$13,017.98</b>

**Bills Paid:**

Ck#	Payee	Description	Amount
1226	Cathey Consulting	Inv. 6594 – May. books/postage \$220.00	\$430.00
		Inv. 6634 – June books/postage \$210.00	
1227	Gillette News-Record	Ad 00374160 – Budget hearing ad	\$79.75
1228	Melgaard Constr.	Inv. 38910 – Blade roads 5/9/22	\$3,205.00
Total Bills Paid			\$3,714.75
<b>Balance After Bills:</b>			<b>\$9,303.23</b>

Customers / Receivables Balance – Assessments \$4,000.00 (2021 Assessments \$900 / Surface Use Agreements \$3,100)

**IV. Unfinished Business**

- a. Road work – The roads were bladed in May. Board members were happy with the blading that was done. The contractor did a good job.

- b. Dead End, Stop Ahead and “No Parking” signs installed – Signs to be installed when possible.
- c. Mailboxes / Spring Cleanup Project – Board members plan to attend a Moon Ridge meeting sometime soon and ask if the Moon Ridge ISD would reimburse Wild Horse Creek ISD for some of the Melgaard Construction invoice for road blading. Melgaard broke out the invoice so it is clear the amount of time they spent on the road that Moon Ridge residents drive. The cost was \$1,705 for that section of road, so if it is split between the two Districts, \$852.50 is the amount each would pay.
- d. Director election – November 8, 2022 (Hurm) – Anyone interested in running for the Board and having their name on the ballot for the upcoming director election must submit an application to the Secretary of the District or the office of Cathey Consulting between August 10<sup>th</sup> and August 30<sup>th</sup>. The application may be obtained by calling Cathey Consulting or going to [www.catheyconsulting.net](http://www.catheyconsulting.net).
- e. Other Projects / Items on hold:
  - 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.

**V. New Business**

- a. Official Depository – Lorraine Terrell moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Mary Kindt seconded. Motion carried unanimously.
- b. Public Records Notice – The annual public records notice was signed and will be submitted to the County letting them know that the District’s records are stored at the office of Cathey Consulting.
- c. Records Retention Schedule – Mary Kindt moved to approve the Records Retention Schedule as presented. Lorraine Terrell seconded. Motion carried unanimously. Some records like meeting minutes are kept indefinitely, but other records, like bank statements or bills paid, can be destroyed after seven years. Some records have a different schedule than that, and the schedule will be followed in compliance with state rules and regulations for records retention.
- d. Valerie Hurm submitted a letter of resignation that was received today. Board members have talked to Kristina Roswadowski who has said she would serve on the Board if needed. Lorraine Terrell moved to accept Valerie Hurm’s resignation and appoint Kristina Roswadowski to the vacant director position. Mary Kindt seconded. Motion carried unanimously. Helenanne Cathey will contact Kristina Roswadowski and schedule a time for the oath to be completed.

Lorraine Terrell moved to adjourn the meeting. Mary Kindt seconded. The meeting adjourned at 4:51 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.):**

Wednesday, September 7, 2022, 5:00 p.m.      Wednesday, November 2, 2022, 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 - 7/1/2021 - 6/30/2022**

**Budget Hearing Thursday, July 7, 2022, 4:30 p.m. at office of Cathey Consulting / PO Box 3502, 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>				
Assessments(53 lots / 47 assessed \$600 per owner)	28,200	28,200	28,200	28,200
Assessments - Interest	189	75	50	75
Bank Interest	14	10	6	10
Grants - County	15,422	2,500		2,500
Moon Ridge Reimbursement/Assistance		150		150
Surface Use Agree. (C & H \$1,500/Citation \$1,600)	4,100	4,100	4,100	3,100
Other Revenue				
Receivables End of Prior FY		15,721		0
<b>TOTAL REVENUE</b>	<b>47,925</b>	<b>50,756</b>	<b>32,356</b>	<b>34,035</b>
<b>CASH CARRYOVER</b>	<b>23,478</b>	<b>31,327</b>	<b>31,327</b>	<b>18,885</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>71,403</b>	<b>82,083</b>	<b>63,683</b>	<b>52,920</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping (210 X 12)	2,570	2,700	2,520	2,700
Contract Legal		200		200
Office / Postage	499	300	400	300
<b>TOTAL ADMINSTRATIVE</b>	<b>3,069</b>	<b>3,200</b>	<b>2,920</b>	<b>3,200</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>10,015</b>	<b>8,089</b>	<b>9,919</b>	<b>9,800</b>
<b>DEBT - PRINCIPAL COSTS</b>	<b>7,151</b>	<b>9,134</b>	<b>7,247</b>	<b>7,366</b>
<b>Operations</b>				
Misc. (Cash Carryover)		8,740		18,885
Road Upgrades / Major Repairs / Rock	37,800	10,000		10,000
Road Blading / Rock / Mowing	4,300	3,986	1,500	3,043
Roads - Mowing	0		0	
Roads - Rock 1/4 mile per year				
Mailboxes				
Other Road Work				
Payables End of Prior FY		38,307		0
<b>TOTAL OPERATIONS COSTS (excluding misc./rollover)</b>	<b>42,100</b>	<b>52,293</b>	<b>1,500</b>	<b>13,043</b>
<b>TOTAL OPERATIONS COSTS (including misc./rollover)</b>	<b>42,100</b>	<b>61,033</b>	<b>1,500</b>	<b>31,928</b>
<b>TOTAL EXPENDITURES (EXCLUDING MISC./ROLLOVER)</b>	<b>62,961</b>	<b>73,342</b>	<b>22,212</b>	<b>34,035</b>
<b>TOTAL EXPENDITURES (INCLUDING MISC./ROLLOVER)</b>	<b>62,961</b>	<b>82,082</b>	<b>22,212</b>	<b>52,920</b>
Receivables Start of FY	2,100		15,721	
Payables Balance Start of FY	1,801		38,307	
	<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>				
<b>GENERAL FUNDS</b>	23,478	31,327	31,327	18,885
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>23,478</b>	<b>31,327</b>	<b>31,327</b>	<b>18,885</b>
Receivables Balance End of FY	15,721			
Payables Balance End of FY	38,307			
End of Year Bank Balance	31,327		18,885	
Net per year (Revenue minus Expens.)	-15,036	-22,586	10,144	0
Net (including cash carryover)	8,442	1	41,471	0

\$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 Citation = Valkyrie

\$12,537.03 - 1st Loan  
\$4,686.46 - 2nd loan  
Total: \$17,223.49 due 12/1  
\$17,166.30 - Actual payments

CASH CARRYOVER

Budget Message: The Wild Horse Creek I & S District maintains the roads. A major road project was completed in May and June, 2021 utilizing a great deal of support from the Campbell County Commissioners. No major projects are anticipated this year. The District has no reserves at this time.

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

Directors: Valerie Hurm (Sec./Treas.) term ends Nov., 2022 / Mary Kindt (Pres.) & Lorraine Terrell (Vice Pres.) terms end Nov., 2024  
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. Rate History: 2010-2011 \$300 Formation  
6/30/21 JPA-11572 Balance: \$122,511.54 2011-2012 \$350 1st increase  
6/30/21 JPA-13581 Balance: \$66,897.36 2013-2014 \$400 2nd increase  
Total Loan Balances: \$189,408.90 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.