

**Wild Horse Creek Improvement & Service (South) District**  
**Regular Meeting Minutes**  
**Wednesday, March 3, 2021, 5:00 p.m.**  
**Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette**

BOARD MEMBERS PRESENT: Valerie Hurm (by phone), Lorraine Terrell  
 BOARD MEMBERS NOT PRESENT: Mary Kindt  
 OTHERS PRESENT: Helenanne Cathey

Lorraine Terrell called the meeting to order at 5:00 p.m.

- I. **Minutes** – Lorraine Terrell moved to approve the minutes for the regular meeting on January 6, 2021, and the special meeting on February 3, 2021, as written. Valerie Hurm seconded Motion carried unanimously.
- II. **Treasurer’s Report** – The financial information was reviewed. Valerie Hurm 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>\$13,095.08</b>
12/31/20	Interest	\$0.26	
01/31/21	Interest	\$1.13	
02/28/21	Interest	No statement yet.	
<b>Money Market Account Balance Prior To / End of Meeting:</b>			<b>\$13,096.47</b>

Checking Account Balance Summary:

<b>Balance Forward (from last meeting minutes)</b>			<b>\$7,453.86</b>
01/11/21	Deposit – Assessments	\$1,505.03	
02/09/21	Deposit – Assessments	\$600.00	
<b>Balance Prior to Meeting:</b>			<b>\$9,558.89</b>

**Bills Paid:**

Ck#	Payee	Description	Amount
1207	Cathey Consulting	Inv. 5870 – Jan. books/postage \$215.65	\$430.75
		Inv. 5913 – Feb. books/postage \$215.10	
1208	Local Gov’t Liab. Pool	Inv. 13028 – Insurance for 7/1/21 – 6 /30/22	\$500.00
Total Bills Paid			\$930.75
Balance After Bills:			\$8,628.14

Customers / Receivables Balance – Assessments \$12,000.00

**III. Unfinished Business**

- a. Signs – Dead End, Stop Ahead and No Parking signs will be installed in the spring.
- b. Road Work – Lorraine Terrell and Valerie Hurm attended the County Commissioners meeting yesterday. The Commissioners approved the grant request from the District for \$15,474.23. The project scope is listed below. There is still \$12,000 in assessments due that will come in prior to the end of June. Valerie Hurm moved to go ahead with Melgaard Construction doing the road project in the amount of \$37,929 minus the \$15,474.23 that the District Support Grant will provide. Lorraine Terrell seconded. There was discussion on District funds and ensuring there will be enough for the loan payment due December 1<sup>st</sup>. Motion carried unanimously. Mary Kindt and Lorraine Terrell will meet with and review the project with Melgaard, updating them on the scope of the project with revised quantities from their original bid.

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 Lower 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)

The following legal ad will run in the News-Record on April 20, 2021 to amend the budget to allow for the project to proceed in this fiscal year. The proposed amended budget is attached to these minutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING TO AMEND BUDGET  
WILD HORSE CREEK (SOUTH) IMPROVEMENT & SERVICE DISTRICT**

The Wild Horse Creek (South) Improvement and Service District will hold a public hearing to review the amended budget for 7/1/20 – 6/30/21 followed by the regular District meeting to adopt the amended budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on May 5, 2021, 5:00 p.m. at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106 (K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing). Budget summary:

Expenses: Administrative \$3,200 / Indirect \$626 / Operations/Misc. \$50,212  
/ Loan Payments \$17,166  
Revenue / Carryover: \$71,204

The purpose of the amended budget is to allow for road work utilizing the County Grant. The budget can be reviewed in its entirety at [www.catheyconsulting.net](http://www.catheyconsulting.net) with the March 3, 2021, meeting minutes. To contact the District or for special accommodations for the hearing, call Helenanne Cathey at 307-685-8235.

- c. 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.

**IV. New Business**

- a. Lorraine Terrell signed the Local Government Liability Pool renewal application for the insurance to be renewed.
- b. Budget for 7/1/21 – 6/30/22 - the budget for the next fiscal year will be updated over the coming months. An amended budget for the current fiscal year will be approved at the May meeting, and a preliminary budget for the next fiscal year will also be approved then. The final budget for the next fiscal year will be approved at the July budget hearing and regular meeting.

Lorraine Terrell moved to adjourn. Valerie Hurm seconded. The meeting adjourned at 5:10 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, May 5, 2021, 5:00 p.m.

Wednesday, July 7, 2021, 5:00 p.m.

Wednesday, September 1, 2021, 5:00 p.m.

Wednesday, November 3, 2021, 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 - 7/1/2020 - 6/30/2021 - AMENDED BUDGET 5/5/21						
AMENDED Budget Hearing Wednesday, May 5, 2021, 5:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette						
	Actual (F32)	Budget	Actual (EST)	Budget	5/5/2021	
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	AMENDED BUDGET
<b>Revenue</b>						
Assessments(53 lots / 47 assessed \$600 per owner)	28,200	28,200	28,200	28,200	28,200	28,200
Assessments - Interest	78	75	65	75	150	150
Bank Interest	8	10	8	10	10	10
Grants - County	941	2,500		2,250	15,474	15,474
Moon Ridge Reimbursement/Assistance		150		150	150	150
Surface Use Agree. (C & H \$2,500/Citation \$1,600)	4,100	4,100	4,100	4,100	4,100	4,100
Other Revenue						
Receivables End of Prior FY		900		2,100	0	0
<b>TOTAL REVENUE</b>	<b>33,327</b>	<b>35,935</b>	<b>32,373</b>	<b>36,885</b>	<b>48,084</b>	<b>48,084</b>
<b>CASH CARRYOVER</b>	<b>20,385</b>	<b>26,289</b>	<b>26,289</b>	<b>23,120</b>	<b>23,120</b>	<b>23,120</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>53,712</b>	<b>62,224</b>	<b>58,662</b>	<b>60,005</b>	<b>71,204</b>	<b>71,204</b>
<b>Expenditures</b>						
<b>Administrative</b>						
Contract Admin./Bookkeeping (210 X 12)	2,520	2,700	2,520	2,700	2,700	2,700
Contract Legal		200		200	100	100
Office / Postage	452	300	300	300	400	400
<b>TOTAL ADMINSTRATIVE</b>	<b>2,972</b>	<b>3,200</b>	<b>2,820</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>
<b>Indirect</b>						
Insurance - Bond	126	126	126	126	126	126
Insurance - Directors & Officers/Liability	500	500	500	500	500	500
<b>TOTAL INDIRECT COSTS</b>	<b>626</b>	<b>626</b>	<b>626</b>	<b>626</b>	<b>626</b>	<b>626</b>
<b>INTEREST - TOTAL COSTS</b>	<b>10,274</b>	<b>9,750</b>	<b>9,153</b>	<b>8,089</b>	<b>10,015</b>	<b>10,015</b>
<b>DEBT - PRINCIPAL COSTS</b>	<b>6,892</b>	<b>7,473</b>	<b>8,013</b>	<b>9,134</b>	<b>7,151</b>	<b>7,151</b>
<b>Operations</b>						
Misc. (Cash Carryover)		20,496		21,319	8,297	8,297
Road Upgrades / Major Repairs / Rock		10,000		9,000	37,929	37,929
Road Blading / Rock / Mowing	11,447	4,200	9,738	6,836	3,986	3,986
Roads - Mowing	0	686	0			
Roads - Rock 1/4 mile per year						
Mailboxes						
Other Road Work						
Payables End of Prior FY		5,793		1,801	0	0
<b>TOTAL OPERATIONS COSTS (excluding misc./rollover)</b>	<b>11,447</b>	<b>14,886</b>	<b>9,738</b>	<b>15,836</b>	<b>41,915</b>	<b>41,915</b>
<b>TOTAL OPERATIONS COSTS (including misc./rollover)</b>	<b>11,447</b>	<b>41,175</b>	<b>9,738</b>	<b>38,956</b>	<b>50,212</b>	<b>50,212</b>
<b>TOTAL EXPENDITURES (EXCLUDING MISC/ROLLOVER)</b>	<b>32,211</b>	<b>35,935</b>	<b>30,350</b>	<b>36,885</b>	<b>62,907</b>	<b>62,907</b>
<b>TOTAL EXPENDITURES (INCLUDING MISC/ROLLOVER)</b>	<b>32,211</b>	<b>62,224</b>	<b>30,350</b>	<b>60,005</b>	<b>71,204</b>	<b>71,204</b>
Receivables Start of FY	900		900			
Payables Balance Start of FY	1,005		5,793			
	6/30/2018	6/30/2019	6/30/2019	6/30/20 (EST)	6/30/20 (EST)	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>						
<b>GENERAL FUNDS</b>	<b>20,385</b>	<b>26,289</b>	<b>26,289</b>	<b>23,120</b>	<b>23,120</b>	<b>CASH CARRYOVER</b>
<b>RESERVES BALANCES</b>						
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>20,385</b>	<b>26,289</b>	<b>26,289</b>	<b>23,120</b>	<b>23,120</b>	
Receivables Balance End of FY	900		2,100			
Payables Balance End of FY	5,793		1,801			
End of Year Bank Balance	26,289		23,120			
Net per year (Revenue minus Expens.)	1,116	0	2,023	0	-14,823	
Net (including cash carryover)	21,501	0	28,312	0	0	

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

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

\$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. 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., 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.

Rate History:

2010-2011  
2011-2012  
2013-2014  
2017-2018

\$300 Formation  
\$350 1st increase  
\$400 2nd increase  
\$600 3rd increase

Formation  
1st increase  
2nd increase  
3rd increase

6/30/20 JPA-11572 Balance: \$128,044.65

6/30/20 JPA-13581 Balance: \$68,514.86

Total Loan Balances: \$196,559.55

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