

Wild Horse Creek Improvement & Service (South) District
Regular Meeting
Minutes
Wednesday, March 6, 2024, 5:00 p.m.
Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette
Revised 3/7/24

BOARD MEMBERS PRESENT: Mary Kindt, Kristina Roswadowski
 BOARD MEMBERS NOT PRESENT: Lorraine Terrell
 OTHERS PRESENT: Helenanne Cathey, Cathy Davis

Mary Kindt called the meeting to order at 5:05 p.m.

- I. **Minutes** – Mary Kindt moved to approve the minutes for the regular meeting on January 3, 2024, as presented. Kristina Roswadowski seconded Motion carried unanimously.
- II. **Treasurer’s Report** – The financial information was reviewed. Kristina Roswadowski moved to accept the Treasurer’s Report and pay bills as presented and as listed below. Mary Kindt seconded. Motion carried unanimously.

Money Market Account Balance Summary:		
Balance Forward (from last meeting minutes)		\$2,154.65
12/31/23	Interest	\$0.82
01/31/24	Interest	\$0.82
02/29/24	Interest	\$0.77
Money Market Account Balance Prior To / End of Meeting:		\$2,157.06

Checking Account Balance Summary:		
Balance Forward (from last meeting minutes)		\$12,587.52
01/09/24	Deposit – Assessments	\$1,504.73
02/09/24	Deposit – Assessments	\$300.00
Balance Prior to Meeting:		\$14,392.25

Bills Paid:		
Ck#	Payee	Description
1253	Cathey Consulting	Inv. 7446 – Jan. books/postage \$210.00
		Inv. 7496 – Feb. books/postage \$210.00
Total Bills Paid		\$420.00
Balance After Bills:		\$13,972.25

Customers / Receivables Balance – Assessments \$12,600.00

III. Unfinished Business

- a. Dead End, Stop Ahead and Speed Limit signs posted – The speed limit and stop signs are ready to be installed. There was discussion on where to put the signs. The signs should be installed this spring.
- b. Road project – Howard Carl bladed the roads from the mailboxes to the bridge. He is not charging for that blading because he drives that section of road, but he will submit an invoice for fuel reimbursement. He may be available to blade other roads in the District, but he will bill for that.

The road project is on hold because the District doesn’t have the funds to do the work. The Board would like to go to a Moon Ridge Improvement and Service District meeting to request that they assist in the costs for the section of road that their members drive. Board members will do some research and pull the invoices for the work on that section of road.

County Grant approved 9/6/23
 J Finch Dirt Work – low bid of \$47,730.00.
 County grant application approved for \$19,653.75.
 District’s cost will be \$28,076.25

The only way to do the project in the near future would be to decrease the scope or add less rock and ask Moon Ridge to pay 25% of the project cost for the section of road that they drive. The County approved a grant for 50% for that portion of the road.

Project:

Blade all roads and prepare for the placement of rock in spots. Contractor provide 1,500 tons of Grade W limestone delivered and spread on various sections of roads described above. (1,500 tons is an approximation for the purpose of getting bids.)

Tonnage based on 2" depth

South Sage Hill Road 1,500 linear feet south of the curve to the bottom of the hill to south

Borderline 1,300 linear feet west of Sage Hill Road

Kindt Road 1,300 linear feet west of Sage Hill Road

Curve by mailboxes as needed (from County Road auto gate around the curve up the hill – on Borderline)

Approximately 1,000 tons of the rock will be on the section of road driven by all of the people in the Moon Ridge Improvement and Service District (from the intersection of Lowery Road and Lowery Ranch Road – where the district starts coming off of the County Road (Lowery Road) to the intersection of Borderline and S Sage Hill Road to the Interstate (See map A). (Approximately 4,700 feet – the first part coming off of the County Road is the worst and will require the most rock.) Grant request for 50% for this section of road.

Wildhorse	Feet	Miles
Borderline Rd	4740	0.90
J.M. Rd	6700	1.27
Kindt Rd	2006	0.38
Lowery Ranch Rd	1810	0.34
N Sage Hill Rd	2000	0.38
S Sage Hill Rd	7600	1.44
Total	24856	4.71

J Finch Dirt Work bid and grant listed below:

Grant	Bid Amount	Grant Amt.	District Cost
25%	\$16,845.00	\$4,211.25	\$12,633.75
50%	\$30,885.00	\$15,442.50	\$15,442.50
	\$47,730.00	\$19,653.75	\$28,076.25

c. Other Projects / Items:

1. Fire Department / Fire Station / Information (Research 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. There was discussion on the problems with the mail.

d. Other Projects (Fire Department / Fire Station / Information and Mailboxes – On hold.

IV. New Business

- a. Budget for 7/1/24 – 6/30/25 – The Budget hearing and regular meeting in July will be TUESDAY, JULY 2, 2024, 3:00 P.M. at the office of Cathey Consulting. Cathey Consulting will be increasing the monthly fee by 10% in the next fiscal year. Mary Kindt moved to approve the proposed budget as presented. Kristina Roswadowski seconded. Motion carried unanimously. The proposed budget is attached to these minutes.
- b. Annual Election of Officers – Kristina Roswadowski moved to keep the same slate of officers for the year – Mary Kindt, President / Lorraine Terrell, Vice President / Kristina Roswadowski, Secretary/Treasurer. Mary Kindt seconded. Motion carried unanimously.

Mary Kindt moved to adjourn. Kristina Roswadowski seconded. The meeting was adjourned at 5:36 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., May 1, 2024, 5:00 p.m.
- TUESDAY, JULY 2, 2024, 3:00 p.m. (Budget Hearing and Regular Meeting)
- Wed., Sept. 4, 2024, 5:00 p.m. Wed., Nov. 6, 2024, 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 - 7/1/24 - 6/30/25				
Budget Hearing: Tuesday, July 2, 2024, 3:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	18,626	22,337	24,310	25,909
Revenue				
Assessments	28,200	28,200	28,200	28,200
Assessments - Interest	143	75	22	75
Customer and other billing	3,332	3,250	3,100	3,100
Grants - County		6,250	0	19,654
Interest from bank	31	10	18	
TOTAL REVENUE	31,706	37,785	31,340	51,029
TOTAL REVENUE PLUS CASH CARRYOVER	50,332	60,122	55,650	76,938
Expenditures				
Capital Expenditures				
Administrative	3,247	3,300	3,000	3,500
* Operations	6,118	39,030	5,000	55,646
Indirect	626	626	626	626
Debt Principal	8,233	9,218	9,698	10,203
Interest on debt	8,933	7,948	7,468	6,963
TOTAL EXPENDITURES	27,157	60,122	25,792	76,938
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	900		600	
Payables Balance Start of FY	3,714		4,549	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	18,626	22,337	24,310	25,909
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	18,626	22,337	24,310	25,909
Receivables Balance End of FY	600			
Payables Balance End of FY	4,549			
End of Year Bank Balance	24,310		25,909	

Loan \$17,166/yr.

CASH CARRYOVER

Net per year (Revenue minus Expenses) 23,175 0 29,858 0

*Operations Expenditures includes Cash Carryover in Budget.

Budget Message: The Wild Horse Creek I & S District maintains the roads. The District has a large project budgeted for the spring of 2025 - blading all of the roads, more material on South Sage Hill Road, Kindt Road, curbe by mailboxes on Borderliner. 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 Ae, Suite 106, Gillette.

5.3 miles of roads.

12/31/23 JPA-11572 Balance: \$102,329.96

12/31/23 JPA-13581 Balance: \$61,900.98

Total Loan Balances: \$164,230.94

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

Rate History:

2010-2011	\$300	Formation
2011-2012	\$350	1st increase
2013-2014	\$400	2nd increase
2017-2018	\$600	3rd increase

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.

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Total	24856	4.71

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)

**Similar project approved September, 2023 by County Commissioners - project estimate \$47,730 with grant of \$19,653.75 - Hope to do project fall of 2024 or spring of 2025.

.87 miles (4,610 feet) is all of Kindt Road but not all of that road is public. .30 is the distance that is in the District.