

Wild Horse Creek Improvement & Service (South) District
Regular Meeting Minutes
Wednesday, May 1, 2019, 5:00 p.m.
Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette

BOARD MEMBERS PRESENT: Mary Kindt, Lorraine Terrell
 BOARD MEMBERS NOT PRESENT: Valerie Hurm
 OTHERS PRESENT: Helenanne Cathey

Mary Kindt called the meeting to order at 5:07 p.m.

- I. **Minutes** – Lorraine Terrell moved to approve the minutes for the regular meeting on March 5, 2019, as written. Mary Kindt seconded Motion carried unanimously.
- II. **Treasurer’s Report** – The financial information was reviewed. Mary Kindt moved to accept the Treasurer’s Report and pay the bills as presented, excluding Invoice 6281 from Wyoming Earthmoving Corp. for \$5,299.36 for road work and rock. Lorraine Terrell seconded. Motion carried unanimously.

Money Market Account Balance Summary:			
Balance Forward (from last meeting minutes)		\$3,077.22	
02/28/18	Interest	\$0.71	
03/31/18	Interest	\$0.78	
04/30/19	NO BANK STATEMENT YET.		
Money Market Account Balance End of Meeting:		\$3,078.71	
Checking Account Balance Summary:			
Balance Forward (from last meeting minutes)		\$13,028.50	
04/11/19	Deposit – Assessments	\$600.00	
Balance Prior to Meeting:		\$13,628.50	
Bills Paid:			
Ck#	Payee	Description	Amount
1175	Cathey Consulting	Inv. 4881 – mar. books/postage	\$ 215.10
		Inv. 4930 – Apr. books/postage	\$210.00
1176	Local Gov’t Liab. Pool	Inv. 11918 – Annual insurance	\$ 500.00
	Total		\$ 925.10
Checking Account Ending Balance:			\$12,703.40

Customers / Receivables Balance – Assessments \$11,400.00

III. Unfinished Business

- a. Roads – Lorraine Terrell received a quote from Brian Brown from Mt. Peak Builders after she and Mary Kindt drove the roads with him. The cost estimate of \$2,620 is to pull up all lost material from shoulders and use it to establish a minimum 2% crown. The amount includes some minor work throughout where water has eroded the ditch away, and also a substantial rework of Kindt Road using material out of the barrow ditch. Mary Kindt will talk to Brian Brown about a quote for blading 2 to 3 times a year.

Wyoming Earthmoving Corp. did some blading and was authorized to fix the culvert and drainage on Kindt Road coming onto North Sage Hill Road and put rock down. Some work was done. Wyoming Earthmoving Corp. submitted invoice 6281 for \$5,299.36. The Board has concerns about the work that has been done and will not approve the invoice at this time. In addition, the invoice will not be approved without weight tickets sent to substantiate the amount of rock that is being billed.

- b. Signs – Dead End sign and Stop Ahead sign to be installed in the spring.
- c. Budget for 7/1/19 – 6/30/20 – Lorraine Terrell moved to approve preliminary budget as discussed. Mary Kindt seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will run June 25, 2019:

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

The Wild Horse Creek (South) Improvement and Service District will hold a public hearing to review the 7/1/19 – 6/30/20 budget followed by the regular District meeting to adopt the 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 4th Street across from Arrow Printing) on July 3, 2019, 5:00 p.m. at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106 (K2 Technologies Building – entrance is on 4th Street across from Arrow Printing). Budget summary:

Expenses: Administrative \$3,200 / Indirect \$626 / Operations/Misc. \$35,375 / Loan
Payments \$17,223
Revenue / Carryover: \$56,424

The annual assessment will remain at \$600 per lot. The budget can be reviewed in its entirety at www.catheyconsulting.net with the May 1, 2019, meeting minutes. To contact the District or for special accommodations for the hearing, call Helenanne Cathey at 307-685-8235.

- d. Other Projects / Items:
 - 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. Public Records – Mary Kindt moved to designate Helenanne Cathey as the public records person for the District and submit the public records notice to the County and State as required. Lorraine Terrell seconded. Motion carried unanimously.
- b. A newsletter from the Wyoming Association of Special Districts was distributed.

Lorraine Terrel moved to adjourn. Mary Kindt seconded. The meeting adjourned at 5:47 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 meetings (generally the first Wednesday of every other odd month at 5:00 p.m.):

Wednesday, July 3, 2019, 5:00 p.m. (Budget Hearing / Regular Meeting)

Wednesday, September 4, 2019, 5:00 p.m.

Wednesday, November 6, 2019, 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 - 7/1/2019 - 6/30/2020

Budget Hearing Wednesday, July 3, 2019, 5:00 p.m. at office of Cathey Consulting / PO Box 3502, Gillette, WY 82717

	Actual	Budget	Actual (EST)	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
Revenue				
Assessments(54 lots / 47 assessed \$600 per owner)	28,200	28,200	28,200	28,200
Assessments - Interest	64		72	75
Bank Interest	4		5	10
Grants - County		941	941	2,500
Moon Ridge Reimbursement/Assistance		150		150
Surface Use Agree. (C & H \$2,500/Citation \$1,600)	4,100	4,100	4,100	4,100
Other Revenue				
TOTAL REVENUE	32,368	33,391	33,318	35,035
CASH CARRYOVER	4,229	20,386	20,385	21,389
TOTAL REVENUE PLUS CASH CARRYOVER	36,597	53,777	53,703	56,424
Expenditures				
Administrative				
Contract Admin./Bookkeeping (210 X 12)	2,650	2,700	2,520	2,700
Contract Legal		200		200
Office / Postage	87	300	450	300
TOTAL ADMINSTRATIVE	2,737	3,200	2,970	3,200
Indirect				
Insurance - Bond	126	126	126	126
Insurance - Directors & Officers/Liability	500	500	500	500
TOTAL INDIRECT COSTS	626	626	626	626
INTEREST - TOTAL COSTS	10,816	10,768	10,274	9,750
DEBT - PRINCIPAL COSTS	6,350	6,455	6,892	7,473
Operations				
Misc. (Cash Carryover)		20,386		20,487
Road Upgrades / Major Repairs		7,454		10,000
Road Blading / Rock	2,700	4,200	11,447	4,200
Roads - Mowing	687	688	0	688
Roads - Rock 1/4 mile per year				
Mailboxes				
Other Road Work				
TOTAL OPERATIONS COSTS (excluding misc./rollover)	3,387	12,342	11,447	14,888
TOTAL OPERATIONS COSTS (including misc./rollover)	3,387	32,728	11,447	35,375
TOTAL EXPENDITURES (EXCLUDING MISC/ROLLOVER)	23,916	33,391	32,209	35,937
TOTAL EXPENDITURES (INCLUDING MISC/ROLLOVER)	23,916	53,777	32,209	56,424
Receivables Start of FY	7,857		900	
Payables Balance Start of FY	257		1,005	
	6/30/2017	6/30/18 (EST)	6/30/2018	6/30/18 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	4,229	20,386	20,385	21,389
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	4,229	20,386	20,385	21,389
Receivables Balance End of FY	900			
Payables Balance End of FY	1,005			
End of Year Bank Balance	20,386		21,389	
Net per year (Revenue minus Expens.)	8,452	0	1,109	-902
Net (including cash carryover)	12,681	0	21,494	0

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 pd 2018

CASH CARRYOVER

Budget Message: The 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 \$300 Formation
6/30/19 JPA-11572 Balance: \$134,622.14 2011-2012 \$350 1st increase
6/30/19 JPA-13581 Balance: \$69,950.87 2013-2014 \$400 2nd increase
Total Loan Balances: \$204,573.01 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