

Wild Horse Creek Improvement & Service (South) District
Regular Meeting Minutes
Wednesday, May 3, 2017, 5:00 p.m.
Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette

BOARD MEMBERS PRESENT: Valerie Hurm, Mary Kindt, Lorraine Terrell
OTHERS PRESENT: Helenanne Cathey

Mary Kindt called the meeting to order at 5:00 p.m.

- I. **Minutes** – Lorraine Terrell moved to approve the minutes for the March 8, 2017, regular meeting. Valerie Hurm seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The financial information was reviewed. Mary Kindt moved to accept the Treasurer’s Report and pay Cathey Consulting and the Local Government Liability Pool bills. Lorraine Terrell seconded. Motion carried unanimously.

Money Market Account Balance Summary:

Balance Forward (from last meeting minutes)	\$11,063.77
03/31/17 Interest \$1.22	
Money Market Account Balance Prior To / End of Meeting:	\$11,064.99

Checking Account Balance Summary:

Balance Forward (from last meeting minutes)	\$11,497.07
04/07/17 Deposit – Assessments \$800.00	
Balance Prior to Meeting:	\$12,297.07

Bills Paid:

Ck#	Payee	Description	Amount
1144	Cathey Consulting	Inv. 3841 – Mar. books/postage \$206.17	\$406.17
		Inv. 3886 – April books/postage \$200.00	
1145	Earth Work Solutions	NO PAYMENT APPROVED	
1146	Local Gov’t Liab. Pool	Inv. 10733 – Insurance 7/1/17-6/30/18	\$500.00
Total			\$906.17
Checking Account Ending Balance:			\$11,390.90

The following bills were placed on hold until the Board can meet with Earth Work Solutions and until Earth Work Solutions fixes the roads to the Board’s satisfaction:

Earth Work Solutions Inv. 33950 – Road work \$26,050.00
Inv. 34008 – 204 tons of limestone \$5,100.75

Customers / Receivables Balance – \$7,800.00

III. Unfinished Business

- a. Lorraine Terrell talked to Alternative Propane after the March meeting to see if they would pay anything for using the District’s roads. They were not receptive. The landowner pays taxes where that business is located.
- b. Signs – Valerie Hurm has the Dead End sign and Stop Ahead sign. To be installed in the spring.
- c. Roads
 - 1. Road Project (Intersection of Borderline Road and North/South Sage Hill Road to eliminate erosion problems by addressing the grade of the road and thereby reducing future costs). There was a great deal of discussion on the project. The consensus is that Earth Work Solutions has not completed the project per the specifications required. The consensus is that the Board needs to meet with Tyler from Earth Work Solutions out at Wild Horse to review the road project and determine what needs to be done to finish the road

project. The additional bill for \$5,100.75 was also rejected for now until the Board can talk to Earth Work Solutions.

A pay request to the County was reviewed. The Board is not satisfied with the work that Earth Work Solutions has done and cannot approve the bills or submit anything to the County at this time. The completion report, affidavit (3rd party inspection done) and close out letter cannot be done until the project is approved and the project is completed to the satisfaction of the Board.

Valerie Hurm moved to pay the Earth Works Solutions bill(s) and submit all of the County grant paperwork if Earth Works Solutions completes the project to the Board's satisfaction. Lorraine Terrell seconded. Motion carried unanimously.

2. Blading and mag chloride (\$2,400) was approved at the November 2, 2016, meeting. This will not be done. It will be removed from the agenda.

- d. Budget – The budget was reviewed and updated. At the \$400 per lot rate, the budget only allows for \$2,500 for roads. After the road project and much discussion, the consensus is to increase the assessment to \$600 per lot instead of \$400 per lot. This will put almost \$12,000 in the budget for roads. This is an increase of \$200 per year, which is only \$16.67 per month. The rate has not been increased in 8 years.

Mary Kindt moved to get quotes for blading the roads on a monthly basis. Valerie Hurm seconded. Motion carried unanimously.

Valerie Hurm moved to approve the preliminary budget of \$44,248 which includes the \$600 per lot assessment per year. Lorraine Terrell seconded. Motion carried unanimously. The budget is attached to these minutes.

The following legal ad will run in the News-Record at least one week prior to the budget hearing.

**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 and meeting to adopt the 7/1/17 - 6/30/18 budget on July 5, 2017, 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 \$2,700 / Indirect \$626 / Operations \$11,901 / Loan
Payments \$17,223 / Miscellaneous/Carryover \$11,798
Revenue / Carryover: \$44,248

The annual assessment will increase to \$600 per lot. The budget can be reviewed in its entirety at www.catheyconsulting.net with the May 3, 2017, meeting minutes. To contact the District or for special accommodations for the hearing, call Helenanne Cathey at 307-685-8235.

- 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.

i. New Business

- a. A letter was reviewed from the Department of Audit regarding changes to special district budget laws.
- b. Lorraine Terrell moved to revise the by-laws to match state statutes making a change to the election of officers (annually – simplifying the wording) and the budget hearing to be no later than the third Thursday in July (instead of no later than five days after the third Thursday in July). Valerie Hurm seconded. Motion carried unanimously.
- c. A letter and new form was reviewed for the County District Support program for any road project grant application submitted to the County in the future.

Mary Kindt moved to adjourn the meeting. Lorraine Terrell seconded. The meeting adjourned at 5:54 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 5, 2017, 5:00 p.m.

Wednesday, September 6, 2017, 5:00 p.m.

Wednesday, November 1, 2017, 5:00 p.m.

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

Budget - Wild Horse Creek South ISD - 7/1/17 - 6/30/18				
Budget Hearing July 5, 2017, 5:00 p.m. at office of Cathey Consulting / PO Box 3502, Gillette, WY 82717				
	Actual	Budget	Actual (Estim.)	Budget
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
Revenue				
Assessments(54 lots / 47 assessed \$600 per owner)	18,800	18,800	18,800	28,200
Assessments - Interest	30		73	
Bank Interest	15		9	
Grants - County	2,739		7,857	
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	25,684	23,050	30,839	32,450
CASH CARRYOVER	34,174	29,324	29,324	11,798
TOTAL REVENUE PLUS CASH CARRYOVER	59,858	52,374	60,163	44,248
Expenditures				
Administrative				
Contract Admin./Bookkeeping (200 X 12)	2,400	2,400	2,600	2,400
Contract Legal				
Office / Postage	116	300	450	300
TOTAL ADMINSTRATIVE	2,516	2,700	3,050	2,700
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	9,705	9,705	10,921	10,000
DEBT - PRINCIPAL COSTS	6,471	7,518	6,245	7,223
Operations				
Misc. (Cash Carryover)		29,324		11,798
Road Upgrades / Repairs / Maintenance / Blading	10,875	2,501	32,971	11,901
Mailboxes				
Rock 1/4 mile per year				
Other Road Work				
TOTAL OPERATIONS COSTS (excluding misc./rollover)	10,875	2,501	32,971	11,901
TOTAL OPERATIONS COSTS (including misc./rollover)	10,875	31,825	32,971	23,699
TOTAL EXPENDITURES (EXCLUDING MISC/ROLLOVER)	30,193	23,050	53,813	32,450
TOTAL EXPENDITURES (INCLUDING MISC/ROLLOVER)	30,193	52,374	53,813	44,248
Receivables Start of FY	0		600	
Payables Balance Start of FY	-6		253	
	7/1/2015	7/1/2016	7/1/2016	7/1/2017
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	34,174	29,324	29,324	11,798
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	34,174	29,324	29,324	11,798
Receivables Balance End of FY	600			
Payables Balance End of FY	253			
End of Year Bank Balance	29,324		6,697	
Net per year (Revenue minus Expens.)	-4,510	0	-22,974	0
Net (including cash carryover)	29,665	0	6,350	0

\$600 per mo. starting 2017

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

\$12,537.03 - 1st Loan
\$4,686.46 - 2nd loan

CASH CARRYOVER

Budget Message: The District maintains the roads. The annual assessment will increase to \$600 per lot, which is an increase of \$200 per lot per year or \$16.67 per month. The District has no reserves at this time.

Board Member Signature _____

Board Member Signature _____

Directors: Valerie Hum (Sec./Treas.) term ends Nov., 2018 / Mary Kindt (Pres.) & Lorraine Terrell (Sec./Treas.) 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.