

**Wild Horse Creek Improvement & Service (South) District  
Regular Meeting  
Minutes  
Wednesday, May 3, 2023, 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: Kristina Roswadowski  
 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 regular meeting on March 1, 2023. 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 bills as presented. Lorraine Terrell seconded. Motion carried unanimously.

Money Market Account Balance Summary:

|  |          |                   |                   |
|--|----------|-------------------|-------------------|
| <b>Balance Forward (from last meeting minutes)</b>             |          |                   | <b>\$5,622.13</b> |
| 02/28/23   | Interest | \$3.24            |                   |
| 03/31/23   | Interest | \$3.58            |                   |
| 04/30/23   | Interest | No statement yet. |                   |
| <b>Money Market Account Balance Prior To / End of Meeting:</b> |          |                   | <b>\$5,628.95</b> |

Checking Account Balance Summary:

|  |                       |          |                   |
|--|-----------------------|----------|-------------------|
| <b>Balance Forward (from last meeting minutes)</b> |                       |          | <b>\$6,918.05</b> |
| 03/10/23   | Deposit – Assessments | \$316.13 |                   |
| 04/10/23   | Deposit – Assessments | \$300.00 |                   |
| <b>Balance Prior to Meeting:</b>                   |                       |          | <b>\$7,534.18</b> |

**Bills Paid:**

| Ck#                         | Payee                  | Description                             | Amount            |
|-----------------------------|------------------------|---|-------------------|
| 1239                        | Cathey Consulting      | Inv. 7012 – Mar. books/postage          | \$210.00          |
|                             |                        | Inv. 7057 – Apr. books/postage          | \$210.00          |
| 1240                        | Local Gov’t Liab. Pool | Inv. 14660 – Insurance 7/1/23 – 6/30/24 | \$500.00          |
| Total Bills Paid            |                        |   | \$920.00          |
| <b>Balance After Bills:</b> |                        |   | <b>\$6,614.18</b> |

Customers / Receivables Balance – Assessments \$12,600.00

**III. Unfinished Business**

- a. Mailboxes / spring cleanup project – Lorraine Terrell reported that she talked to the leader of a 4-H club about their club helping to clean up. They have a meeting tomorrow night and will report back after that meeting.
- b. Dead End, Stop Ahead and No Parking signs installed – Signs to be installed this spring.
- c. Spring Road Work – If it looks like we are going to get a few days of rain, the consensus is to have Melgaard Construction come out and blade the roads. Mary Kindt will contact Melgaard Construction. The Board would like the rock brought in from the sides and back up onto the road. The District may need to get more rock, but there is a lot of rock going onto the sides and into the ditches.

There are sections of roads that need more material brought in. Board members will work on identifying and measuring sections to start preparing to get bids and get a County grant submitted for road work this fall.

- d. Other Projects (Fire Department / Fire Station / Information and Mailboxes – On hold.
- e. Budget for 7/1/23 – 6/30/24 – The budget was discussed. Mary Kindt moved to approve the proposed budget and run the following legal ad in the News-Record on June 20, 2023. Lorraine Terrell seconded. Motion carried unanimously. The budget is attached to these minutes.

**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 7/1/23 – 6/30/24 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 4<sup>th</sup> Street across from Arrow Printing) on Wednesday, July 5, 2023, 4:30 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 \$3,300 / Indirect \$626 / Operations/Misc. \$39,030 / Loan  
Payments \$17,166  
Revenue / Carryover: \$60,122

The annual assessment will remain at \$600 per lot. The budget can be reviewed in its entirety at [www.catheyconsulting.net](http://www.catheyconsulting.net) with the May 3, 2022, meeting minutes. To contact the District or for special accommodations for the hearing, call Helennane Cathey at 307-685-8235.

**IV. New Business**

- a. The Local Government Liability Pool renewal application was submitted online. The Board reviewed and signed the form. The bill for the insurance renewal was paid at this meeting.

Mary Kindt moved to adjourn the meeting. Lorraine Terrell seconded. The meeting adjourned at 5:17 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., July 5, 2023, 5:00 p.m. (Budget Hearing and Regular Meeting)

Wed., Sept. 6, 2023, 5:00 p.m. Wed., Nov. 1, 2023, 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

\_\_\_\_\_  
Kristina Roswadowski, Secretary/Treasurer

\_\_\_\_\_  
Date

**Budget - Wild Horse Creek South ISD - 7/1/2023 - 6/30/2024**

Budget Hearing Wednesday, July 5, 2023, 4:30 p.m. at office of Cathey Consulting / PO Box 3502, Gillette, WY 82717

|  | Actual (F32)<br>7/1/21 - 6/30/22 | Budget<br>7/1/22 - 6/30/23 | Actual (EST)<br>7/1/22 - 6/30/23 | Budget<br>7/1/23 - 6/30/24 |
|--|----------------------------------|----------------------------|----------------------------------|----------------------------|
| <b>Revenue</b>   |                                  |                            |                                  |                            |
| Assessments(53 lots / 47 assessed \$600 per owner)       | 28,200                           | 28,200                     | 28,200                           | 28,200                     |
| Assessments - Interest                                   | 30                               | 75                         | 67                               | 75                         |
| Bank Interest  | 5                                | 10                         | 29                               | 10                         |
| Grants - County  |                                  | 2,500                      |                                  | 6,250                      |
| Moon Ridge Reimbursement/Assistance                      |                                  | 150                        | 232                              | 150                        |
| Surface Use Agree. (C & H \$1,500/Citation \$1,600)      | 4,100                            | 3,100                      | 3,100                            | 3,100                      |
| Other Revenue  |                                  |                            |                                  |                            |
| Receivables End of Prior FY                              |                                  | 900                        |                                  | 0                          |
| <b>TOTAL REVENUE</b>                                     | <b>32,335</b>                    | <b>34,935</b>              | <b>31,628</b>                    | <b>37,785</b>              |
| <b>CASH CARRYOVER</b>                                    | <b>31,326</b>                    | <b>18,624</b>              | <b>18,626</b>                    | <b>22,337</b>              |
| <b>TOTAL REVENUE PLUS CASH CARRYOVER</b>                 | <b>63,661</b>                    | <b>53,559</b>              | <b>50,254</b>                    | <b>60,122</b>              |
| <b>Expenditures</b>                                      |                                  |                            |                                  |                            |
| <b>Administrative</b>                                    |                                  |                            |                                  |                            |
| Contract Admin./Bookkeeping (210 X 12)                   | 2,520                            | 2,700                      | 2,520                            | 2,700                      |
| Contract Legal   |                                  | 200                        |                                  | 200                        |
| Office / Postage   | 248                              | 300                        | 700                              | 400                        |
| <b>TOTAL ADMINISTRATIVE</b>                              | <b>2,768</b>                     | <b>3,200</b>               | <b>3,220</b>                     | <b>3,300</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>9,919</b>                     | <b>9,800</b>               | <b>8,933</b>                     | <b>7,948</b>               |
| <b>DEBT - PRINCIPAL COSTS</b>                            | <b>7,247</b>                     | <b>7,366</b>               | <b>8,232</b>                     | <b>9,218</b>               |
| <b>Operations</b>  |                                  |                            |                                  |                            |
| Misc. (Cash Carryover)                                   |                                  | 18,624                     |                                  | 11,087                     |
| Road Upgrades / Major Repairs / Rock                     |                                  | 10,000                     |                                  | 25,000                     |
| Road Blading / Rock / Mowing                             | 4,705                            | 3,043                      | 4,092                            | 2,943                      |
| Roads - Mowing   | 0                                |                            | 0                                |                            |
| Roads - Rock 1/4 mile per year                           |                                  |                            |                                  |                            |
| Mailboxes  |                                  |                            |                                  |                            |
| Other Road Work  |                                  |                            |                                  |                            |
| Payables End of Prior FY                                 |                                  | 3,714                      |                                  | 0                          |
| <b>TOTAL OPERATIONS COSTS (excluding misc./rollover)</b> | <b>4,705</b>                     | <b>16,757</b>              | <b>4,092</b>                     | <b>27,943</b>              |
| <b>TOTAL OPERATIONS COSTS (including misc./rollover)</b> | <b>4,705</b>                     | <b>35,381</b>              | <b>4,092</b>                     | <b>39,030</b>              |
| <b>TOTAL EXPENDITURES (EXCLUDING MISC/ROLLOVER)</b>      | <b>25,265</b>                    | <b>37,749</b>              | <b>25,103</b>                    | <b>49,035</b>              |
| <b>TOTAL EXPENDITURES (INCLUDING MISC/ROLLOVER)</b>      | <b>25,265</b>                    | <b>56,373</b>              | <b>25,103</b>                    | <b>60,122</b>              |
| Receivables Start of FY                                  | 15,721                           |                            | 900                              |                            |
| Payables Balance Start of FY                             | 38,307                           |                            | 3,714                            |                            |
|  | <b>6/30/2021</b>                 | <b>6/30/22 (EST)</b>       | <b>6/30/2022</b>                 | <b>6/30/23 (EST)</b>       |
| <b>BEGINNING OF FISCAL YEAR BALANCES</b>                 |                                  |                            |                                  |                            |
| <b>GENERAL FUNDS</b>                                     | 31,326                           | 18,624                     | 18,626                           | 22,337                     |
| <b>RESERVES BALANCES</b>                                 |                                  |                            |                                  |                            |
| <b>TOTAL FUNDS BEGINNING OF YEAR</b>                     | <b>31,326</b>                    | <b>18,624</b>              | <b>18,626</b>                    | <b>22,337</b>              |
| Receivables Balance End of FY                            | 900                              |                            |                                  |                            |
| Payables Balance End of FY                               | 3,714                            |                            |                                  |                            |
| End of Year Bank Balance                                 | 18,624                           |                            | 22,337                           |                            |
| Net per year (Revenue minus Expens.)                     | 7,070                            | -2,814                     | 6,525                            | -11,250                    |
| Net (including cash carryover)                           | 38,396                           | -2,814                     | 25,151                           | 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  
Valkyrie (was Citation) \$1,600

\$12,479.85 - 1st Loan  
\$4,686.46 - 2nd loan  
Total: \$17,166.30 due 12/1

**CASH CARRYOVER**

Budget Message: The Wild Horse Creek I & S District maintains the roads. No major projects are anticipated this year. 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 Ave, Suite 106, Gillette.

5.3 miles of roads.

Rate History:

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

12/31/22 JPA-11572 Balance: \$109,972.53

12/31/22 JPA-13581 Balance: \$63,956.45

Total Loan Balances: \$173,928.98

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.

| Wildhorse       | Feet         | Miles       |
|-----------------|--------------|-------------|
| Borderline Rd   | 4740         | 0.90        |
| J.M. Rd         | 6700         | 1.27        |
| Kindt Rd        | 4610         | 0.87        |
| Lowery Ranch Rd | 1810         | 0.34        |
| N Sage Hill Rd  | 2000         | 0.38        |
| S Sage Hill Rd  | 7600         | 1.44        |
| <b>Total</b>    | <b>27460</b> | <b>5.20</b> |

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