

**Wild Horse Creek Improvement & Service (South) District**  
**Regular Meeting**  
**Minutes**  
**Wednesday, May 4, 2022, 5:00 p.m.**  
**Office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette**

BOARD MEMBERS PRESENT: Lorraine Terrell, Mary Kindt, Valerie Hurm  
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 2, 2022. 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. Mary Kindt seconded. Motion carried unanimously.

Money Market Account Balance Summary:

<b>Balance Forward (from last meeting minutes)</b>	<b>\$5,606.30</b>
02/28/22 Interest	\$0.43
03/31/22 Interest	\$0.48
04/30/22 Interest	No statement yet.
<b>Money Market Account Balance Prior To / End of Meeting:</b>	<b>\$5,607.21</b>

Checking Account Balance Summary:

<b>Balance Forward (from last meeting minutes)</b>	<b>\$3,447.98</b>
03/11/22 Deposit – Assessments	\$300.00
04/11/22 Deposit – Assessments	\$300.00
<b>Balance Prior to Meeting:</b>	<b>\$4,047.98</b>

**Bills Paid:**

Ck#	Payee	Description	Amount
1224	Cathey Consulting	Inv. 6516 – Mar.. books/postage	\$220.00
		Inv. 6555 – Apr. books/postage	\$210.00
1225	Local Gov’t Liab. Pool	Inv. 13768 – Insurance 7/1/22 – 6/30/23	\$500.00
Total Bills Paid			\$930.00
<b>Balance After Bills:</b>			<b>\$3,117.98</b>

Customers / Receivables Balance – Assessments \$10,800.00

**III. Unfinished Business**

- a. Road work – The roads will be bladed tomorrow. There is a lot of rock on the sides of the roads that can be brought up.
- b. Dead End, Stop Ahead and “No Parking” signs installed – Signs to be installed when possible.
- c. Mailboxes / Spring Cleanup Project – Lorraine Terrell talked to the post office about doing something about the mailboxes because they are in such disarray. There are some mailboxes without a front which will be removed. Right now, the mailboxes are in no particular order. A suggestion was made to do a double row of mailboxes. A homeowner said he would donate some pipe that could be used. A suggestion was made to post a sign explaining what is being done and what date it will be done and asking for input. There are some questions that need to be answered by the post office. Moon Ridge’s side will also need to be involved.
- d. Budget for 7/1/22 – 6/30/23 – The budget was reviewed and updated. There was discussion on bringing the money market account balance up to the amount of the annual loan payment.

Helenanne Cathey advised that \$5 is the charge to mail minutes. Valerie Hurm moved to put a note in the two mailings that go out this month that due to increased costs the District will no longer mail minutes out to homeowners. Minutes are e-mailed and posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net). There are two people who get them by mail. Mary Kindt seconded. Motion carried unanimously.

The date for the July budget hearing and regular meeting was moved to Thursday, July 7<sup>th</sup> at 4:30 p.m.

Lorraine Terrell moved to approve the proposed budget for 7/1/22 – 6/30/23. Valerie Hurm seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on June 21, 2022.

**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 7/1/22 – 6/30/23 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 Thursday, July 7, 2022, 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 \$3,200 / Indirect \$626 / Operations/Misc. \$31,928 / Loan  
Payments \$17,166  
Revenue / Carryover: \$52,920

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 4, 2022, 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:
  - 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. Local Government Liability Pool Renewal Application – The renewal was submitted online by Helenanne Cathey based on last year’s answers. Lorraine Terrell moved to approve the renewal application. Mary Kindt seconded. Motion carried unanimously.
- b. Director election – November 8, 2022 (Hurm – 4 year term) – The following legal ad will run in the News-Record on July 19, 2022:

**NOTICE OF DIRECTOR ELECTION  
WILD HORSE CREEK IMPROVEMENT & SERVICE DISTRICT (SOUTH)  
CAMPBELL COUNTY, WYOMING**

Public Notice is hereby given that on Tuesday, November 8, 2022, an election shall be held for the purpose of electing one Director for a four-year term to the Board of the Wild Horse Creek Improvement & Service District (South). The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 8, 2022, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 10, 2022,, and August 30, 2022. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to [www.catheyconsulting.net](http://www.catheyconsulting.net).

Valerie Hurm, Secretary/Treasurer / Filing Officer  
Wild Horse Creek Improvement & Service District (South)

Lorraine Terrell moved to adjourn the meeting. Mary Kindt seconded. The meeting adjourned at 5:28 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.):**

Thursday, July 7, 2022, 4:30 p.m. (Budget Hearing and Regular Meeting)

Wednesday, September 7, 2022, 5:00 p.m.      Wednesday, November 2, 2022, 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 - 7/1/2021 - 6/30/2022**

**Budget Hearing Thursday, July 7, 2022, 4:30 p.m. at office of Cathey Consulting / PO Box 3502, Gillette, WY 82717**

	Actual (F32) 7/1/20 - 6/30/21	Budget 7/1/21 - 6/30/22	Actual (EST) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23
<b>Revenue</b>				
Assessments(53 lots / 47 assessed \$600 per owner)	28,200	28,200	28,200	28,200
Assessments - Interest	189	75	50	75
Bank Interest	14	10	6	10
Grants - County	15,422	2,500		2,500
Moon Ridge Reimbursement/Assistance		150		150
Surface Use Agree. (C & H \$1,500/Citation \$1,600)	4,100	4,100	4,100	3,100
Other Revenue				
Receivables End of Prior FY		15,721		0
<b>TOTAL REVENUE</b>	<b>47,925</b>	<b>50,756</b>	<b>32,356</b>	<b>34,035</b>
<b>CASH CARRYOVER</b>	<b>23,478</b>	<b>31,327</b>	<b>31,327</b>	<b>18,885</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>71,403</b>	<b>82,083</b>	<b>63,683</b>	<b>52,920</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping (210 X 12)	2,570	2,700	2,520	2,700
Contract Legal		200		200
Office / Postage	499	300	400	300
<b>TOTAL ADMINSTRATIVE</b>	<b>3,069</b>	<b>3,200</b>	<b>2,920</b>	<b>3,200</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>10,015</b>	<b>8,089</b>	<b>9,919</b>	<b>9,800</b>
<b>DEBT - PRINCIPAL COSTS</b>	<b>7,151</b>	<b>9,134</b>	<b>7,247</b>	<b>7,366</b>
<b>Operations</b>				
Misc. (Cash Carryover)		8,740		18,885
Road Upgrades / Major Repairs / Rock	37,800	10,000		10,000
Road Blading / Rock / Mowing	4,300	3,986	1,500	3,043
Roads - Mowing	0		0	
Roads - Rock 1/4 mile per year				
Mailboxes				
Other Road Work				
Payables End of Prior FY		38,307		0
<b>TOTAL OPERATIONS COSTS (excluding misc./rollover)</b>	<b>42,100</b>	<b>52,293</b>	<b>1,500</b>	<b>13,043</b>
<b>TOTAL OPERATIONS COSTS (including misc./rollover)</b>	<b>42,100</b>	<b>61,033</b>	<b>1,500</b>	<b>31,928</b>
<b>TOTAL EXPENDITURES (EXCLUDING MISC./ROLLOVER)</b>	<b>62,961</b>	<b>73,342</b>	<b>22,212</b>	<b>34,035</b>
<b>TOTAL EXPENDITURES (INCLUDING MISC./ROLLOVER)</b>	<b>62,961</b>	<b>82,082</b>	<b>22,212</b>	<b>52,920</b>
Receivables Start of FY	2,100		15,721	
Payables Balance Start of FY	1,801		38,307	
	<b>6/30/2020</b>	<b>6/30/21 (EST)</b>	<b>6/30/2021</b>	<b>6/30/22 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	23,478	31,327	31,327	18,885
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>23,478</b>	<b>31,327</b>	<b>31,327</b>	<b>18,885</b>
Receivables Balance End of FY	15,721			
Payables Balance End of FY	38,307			
End of Year Bank Balance	31,327		18,885	
Net per year (Revenue minus Expens.)	-15,036	-22,586	10,144	0
Net (including cash carryover)	8,442	1	41,471	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 Citation = Valkyrie

\$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. A major road project was completed in May and June, 2021 utilizing a great deal of support from the Campbell County Commissioners. No major projects are anticipated this year. 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., 2024  
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

6/30/21 JPA-11572 Balance: \$122,511.54

2011-2012

\$350

1st increase

6/30/21 JPA-13581 Balance: \$66,897.36

2013-2014

\$400

2nd increase

Total Loan Balances: \$189,408.90

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

**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 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)

\*\*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.