

Wild Horse Creek Improvement & Service (South) District
Regular Meeting Minutes
Wednesday, May 6, 2020, 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, James Newman

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 4, 2020, as written. 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. Lorraine Terrell seconded. Motion carried unanimously.

Money Market Account Balance Summary:

Balance Forward (from last meeting minutes)		\$3,086.47
02/29/20	Interest	\$0.63
03/31/20	Interest	\$0.56
04/30/20	Interest	No statement yet.
Money Market Account Balance Prior To / End of Meeting:		\$3,087.66

Checking Account Balance Summary:

Balance Forward (from last meeting minutes)		\$11,433.12
03/10/20	Deposit – Assessments	\$300.00
Balance Prior to Meeting:		\$11,733.12

Bills Paid:

Ck#	Payee	Description	Amount
1189	Cathey Consulting	Inv. 5426 – Mar. books/postage \$215.65	\$ 425.65
		Inv. 5464 – Apr. books/postage \$210.00	
1190	Local Gov’t Liab. Pool	Inv. 12569 – Insurance for 7/1/20-6/30/21	\$ 500.00
1191	Crown Grading	Inv. 94 – Blading roads	\$1,550.00
Total			\$2,475.65
Balance After Bills:			\$9,257.47

Customers / Receivables Balance – Assessments \$13,200.00

III. Unfinished Business

- a. Signs – Dead End, Stop Ahead and No Parking signs will be installed as soon as possible.
- b. Road Work – The blading project that is in process right now will be done in several phases. The object of the blading that was recently done was to bring all of the gravel that was down in the ditches back up onto the roads. Pulling the material back up on the road brought some sod with it, which will need to be driven over for a week or two. There is a windrow along the side of the road that will be feathered back in over the next couple of times it is bladed. We will wait until the road needs blading again to start feathering those windrows back onto the road to work out the clumps. It will be worked in over the next few bladings. James Newman from Crown Grading is doing the blading, and he came to the meeting to discuss the road work. A landowner complained to James Newman about some of the work that he was doing. The Board authorized the work. If anyone has any concerns, they should come to a meeting to discuss their concerns with the Board. If a person cannot attend a meeting, they are welcome to send a letter to address their concerns. Crown Grading is also working to put the crown back in the road so water will drain off the road. There were areas where the side was higher than the middle of the road.
- c. Budget – The budget was reviewed and updated. There was discussion on a maintenance blading schedule. The first blading of the year should generally be March or April after the ground thaws but before the grass has grown too thick on the sides. James Newman reported that this initial blading is usually going to be the most expensive each year, depending on the winter and the snow removal that

was done. The cost should be less the next time blading is done. Mary Kindt moved to continue with the blading project as discussed spending up to \$1,500 yet this fiscal year (prior to June 30th). Valerie Hurm seconded. Motion carried unanimously.

James Newman reported that the limestone is getting thin on an area on JM Road, and some of the scoria is showing up. There was discussion on other areas that need ditching and rock. The tops of hills need some work. The consensus is to see how the blading goes over the coming months, and then a scope of work will be developed to get bids to apply for a grant from the County for rock.

Lorraine Terrell moved to approve the preliminary budget as discussed. Valerie Hurm seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run on June 16, 2020.

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 7/1/20 – 6/30/21 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 1, 2020, 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. \$37,155 / Loan
Payments \$17,223
Revenue / Carryover: \$58,204

The annual assessment will remain at \$600 per lot. The budget can be reviewed in its entirety at www.catheyconsulting.net with the May 6, 2020, meeting minutes. To contact the District or for special accommodations for the hearing, call Helenanne Cathey at 307-685-8235.

- d. 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. None

Lorraine Terrell moved to adjourn. Mary Kindt seconded. The meeting adjourned at 5:58 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.):

- Wednesday, July 1, 2020, 5:00 p.m. (Budget Hearing and Regular Meeting)
- Wednesday, September 2, 2020, 5:00 p.m.
- Wednesday, November 4, 2020, 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 - 7/1/2020 - 6/30/2021				
Budget Hearing Wednesday, July 1, 2020, 5:00 p.m. at office of Cathey Consulting / PO Box 3502, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
Revenue				
Assessments(53 lots / 47 assessed \$600 per owner)	28,200	28,200	28,200	28,200
Assessments - Interest	78	75	65	75
Bank Interest	8	10	8	10
Grants - County	941	2,500		2,250
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				
Receivables End of Prior FY		900		0
TOTAL REVENUE	33,327	35,935	32,373	34,785
CASH CARRYOVER	20,385	26,289	26,289	23,419
TOTAL REVENUE PLUS CASH CARRYOVER	53,712	62,224	58,662	58,204
Expenditures				
Administrative				
Contract Admin./Bookkeeping (210 X 12)	2,520	2,700	2,520	2,700
Contract Legal		200		200
Office / Postage	452	300	300	300
TOTAL ADMINSTRATIVE	2,972	3,200	2,820	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	10,274	9,750	9,153	8,089
DEBT - PRINCIPAL COSTS	6,892	7,473	8,013	9,134
Operations				
Misc. (Cash Carryover)		20,496		23,419
Road Upgrades / Major Repairs / Rock		10,000		9,000
Road Blading / Rock / Mowing	11,447	4,200	9,738	4,736
Roads - Mowing	0	686	0	
Roads - Rock 1/4 mile per year				
Mailboxes				
Other Road Work				
Payables End of Prior FY		5,793		0
TOTAL OPERATIONS COSTS (excluding misc./rollover)	11,447	14,886	9,738	13,736
TOTAL OPERATIONS COSTS (including misc./rollover)	11,447	41,175	9,738	37,155
TOTAL EXPENDITURES (EXCLUDING MISC/ROLLOVER)	32,211	35,935	30,350	34,785
TOTAL EXPENDITURES (INCLUDING MISC/ROLLOVER)	32,211	62,224	30,350	58,204
Receivables Start of FY	900		900	
Payables Balance Start of FY	1,005		5,793	
	6/30/2018	6/30/2019	6/30/2019	6/30/20 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	20,385	26,289	26,289	23,419
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	20,385	26,289	26,289	23,419
Receivables Balance End of FY	900			
Payables Balance End of FY	5,793			
End of Year Bank Balance	26,289		23,419	

\$600 assessment / \$366.45 is for loan payments.

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 payments

CASH CARRYOVER

Net per year (Revenue minus Expens.)	1,116	0	2,023	0
Net (including cash carryover)	21,501	0	28,312	0

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
6/30/20 JPA-11572 Balance: \$128,044.69 2011-2012 \$350 1st increase
6/30/20 JPA-13581 Balance: \$68,514.86 2013-2014 \$400 2nd increase
Total Loan Balances: \$196,559.55 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