

**Spring Hill Ranch Improvement & Service District**  
**Regular Meeting Minutes**  
**Wednesday, March 12, 2025, 4:00 p.m.**  
**at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette, Wyoming**

Board Members Present: Gary Carter, Bowman Stinson  
Board Members Not Present: Jason Percifield  
Others Present: Helenanne Cathey

Bowman Stinson called the meeting to order at 4:07 p.m.

- I. **Minutes** – Bowman Stinson moved to approve the January 15, 2025, regular meeting minutes as presented. Gary Carter seconded. Motion carried by unanimous consent.
- II. **Treasurer’s Report Acceptance** – The bank statements, financial information, and bills were reviewed. Bowman Stinson moved to accept the Treasurer’s Report and pay the bills as presented. Gary Carter seconded. Motion carried by unanimous consent.

<b>Checking Account Balance End of Last Meeting:</b>		<b>\$23,855.49</b>
01/30/25	Deposit	\$100.00
01/31/25	Interest	\$1.02
02/10/25	Deposit - Assessments	\$2,931.00
02/13/25	Deposit	\$2,960.00
02/28/25	Interest	\$1.07
03/11/25	Deposit	\$480.00
<b>Bank Balance Prior to Start of Meeting:</b>		<b>\$30,328.58</b>
<b>Bills Paid At Meeting;</b>		
Ck# 1160	Cathey Consulting	Inv. 7972 – Jan., 2025 Admin/Books \$176.00 \$352.00
		Inv. 8016 – Feb., 2025 Admin/Books \$176.00
Ck# 1162	First Northern Bank	Loan payment due June 15 <sup>th</sup> \$9,769.85
Total Bills Paid:		\$10,121.85
<b>Checking Account Balance End of Meeting:</b>		<b>\$20,206.73</b>

**Wyo-Star II Account Balance End of Last Meeting:** **\$17,460.96**  
**Wyo-Star II Account Balance End of Meeting:** **\$17,460.96**  
Changes to WyoStar II – investment returns / interest are calculated and recorded quarterly now. \$25,000 minimum investment or withdrawal (unless closing out the account) and transactions can be done ONLY once a quarter on the 10<sup>th</sup> of the month (Feb., May, Aug., Nov.).

WyoStar program – minimum \$1,000 deposit or withdrawal and can be done only once a month – the 20<sup>th</sup> of the month.

Notices are required through the electronic portal system (no more paper forms) for either fund.

The consensus of the Board is to move the money out of WyoStar II into a fund that is more readily accessed but still earns interest. Gary Carter will research options. The consensus is to move the money if a better option is found prior to the next meeting.

Accounts Receivable – One account owes for more than one month. All other accounts are current or paid ahead. Assessments due by the end of the fiscal year: \$2,931.00.

**III. Unfinished Business**

- a. Roads – Work approved at the March 29, 2023 meeting:
  - 1) Crushed concrete/asphalt for sides of road – There was discussion on this project.
    - a. 300 tons for \$18 per ton = \$5,400

- b. Trucking \$100 per hour X 19 hours = \$1,900
- c. \$50 per hour DRM truck with conveyor 8 hours a day X 3 days = \$1,200
- b. Crack sealing to be done annually – 22’ wide road / 2023 cost \$1,950.00 / 2024 cost \$2,340.00
- c. Budget for 7/1/25 – 6/30/26 – Budget hearing on Wednesday, July 16, 2025, 4:00 p.m. The consensus is to not do a transfer to reserves in this fiscal year and to budget everything in Operations in the next fiscal year, and if the money isn’t spent on operations as budgeted, some funds can be transferred to reserves at the end of the next fiscal year. Bowman Stinson moved to approve the proposed budget as discussed. Gary Carter seconded. Motion carried by unanimous consent. The proposed budget is attached to these minutes. The following legal ad will run in the Gillette News-Record on July 3, 2025.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
SPRING HILL RANCH IMPROVEMENT & SERVICE DISTRICT**

A public hearing will be held at 400 South Gillette Avenue, Suite 106, Gillette (Office of Cathey Consulting – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on, Wednesday, July 16, 2025, at 4:00 p.m. for the purpose of reviewing the 7/1/25 – 6/30/26 budget, followed by the regular meeting to adopt the budget and conduct regular business. Budget summary:

Revenue plus Cash Carryover: \$41,392  
Expenses: Administrative: \$3,112 / Indirect Costs: \$600 / Loan Payment \$9,770  
Operations: \$27,910  
Reserves \$17,800

The monthly fee may be increased if chip sealing or a seal coat is recommended in the next fiscal year or two. Residents are encouraged to attend the meeting in July for this discussion. Lots will continue to be assessed for the loan payment. A copy of the proposed budget is available from the office of Cathey Consulting or at [www.catheyconsulting.net](http://www.catheyconsulting.net).

**IV. New Business**  
a. None

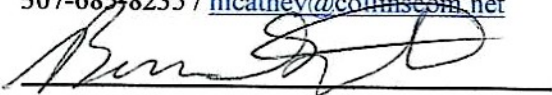
**Next Meeting:**

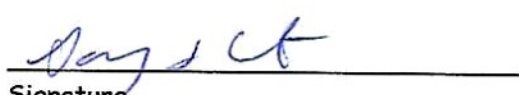
**Wednesday, July 16, 2025, 4:00 p.m. (Budget Hearing and Regular Meeting)**

**Meetings are held at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.**

Bowman Stinson adjourned the meeting at 4:43 p.m.

Respectfully Submitted,  
Helenanne Cathey, Bookkeeper/Assistant to the Board  
307-685-8235 / [hlcathey@collinscom.net](mailto:hlcathey@collinscom.net)

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Bowman Stinson  
Printed Name

Gary La Carter  
Printed Name

7-16-25  
Date

7-16-2025  
Date

Bowman Stinson, President / Gary Carter, Vice President / Jason Percifield, Secretary/Treasurer

**Budget - Spring Hill Ranch ISD - 7/1/25 - 6/30/26**

**Budget Hearing: Wednesday, July 16, 2025, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717**

	Actual (F32) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25	Actual (EST) 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26
<b>CASH CARRYOVER (General Fund / Not Reserves)</b>	13,555	5,655	17,239	21,842
<b>Revenue</b>				
Assessments (\$1,954 X 5 lots)	9,770	9,770	9,770	9,770
Assessments - Interest				
Customer and other Billing (10 lots X \$80)	10,560	9,600	9,920	9,600
Grants - County				
Interest from bank & WyoStar II	257	180	252	180
<b>TOTAL REVENUE</b>	20,587	19,550	19,942	19,550
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	34,142	25,205	37,181	41,392
<b>Expenditures</b>				
Capital Expenditures				
Administrative	2,566	3,112	2,000	3,112
Operations	1,950	11,723	2,340	27,910
Indirect	600	600	600	600
Debt Principal	7,191	7,701	7,250	7,701
Interest	2,578	2,069	2,500	2,069
<b>TOTAL EXPENDITURES</b>	14,885	25,205	14,690	41,392
Receivables Start of FY	(1,870)			
Payables Balance Start of FY	1,460			
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	13,555	5,655	17,239	21,842
RESERVES BALANCE (4/17/24 designated)	16,904	17,400	17,151	17,800
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	30,459	23,055	34,390	39,642
Receivables Balance End of FY	(940)			
Payables Balance End of FY	620			
End of Year Bank Balance	34,391		39,642	

Net per year (Revenue minus Expenses)	19,257	0	22,491	0
Reserves start of year	17,152	17,400	17,400	17,800
Deposits plus interest on reserves (Done 4/17/24)	248	360		
Transfers out of reserves				
Reserves end of year	17,400	17,760	17,400	17,800

**Budget Message:** The District maintains the Spring Hill Ranch Road and is setting aside Reserves for long term maintenance of the paved road after the crack sealing and crushed concrete/asphalt is added to the sides of the road.

**X**  
\_\_\_\_\_  
Board Member Signature

**X**  
\_\_\_\_\_  
Board Member Signature

Directors: Gary Carter (Vice Pres.) & Bowman Stinson (Pres.) (May, 2026) / Jason Percifield (Secr./Treas.) (May, 2028)  
 Regular meetings are held several times a year. Meeting dates are included in meeting minutes and e-mailed to those on the e-mail list and posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net)  
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

RESERVES DISCUSSION - 11 lots paid on paving project versus 10 that are billed each month.  
 Project cost \$329,455 –  
 30 years / straight line depreciation would be \$10,981.83 per year / 11 lots = \$998.35 per lot  
 Street sweeping?  
 Overlay possibly at the end of 30 years instead of replacing it  
 Maintenance - annual, 2 years, 5 years, 10 years, etc.  
 Seal coat (vs. chip seal) in 5 to 10 years (\$20,000 estimated cost)

**Reserves designated 4/17/24.**

Spring Hill Ranch Rd - 6,640 feet (1.26 miles) X 22' wide

Loan Assessment \$2,072 \$1,954 per year for 10 yrs. – first assessment 2021 / last assessment 2030  
 Loan payment due in June of each year \$9,769.85.