

**Spring Hill Ranch Improvement & Service District  
 Budget Hearing and Regular Meeting Minutes  
 Wednesday, July 16, 2025, 4:00 p.m.  
 at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette, Wyoming**

Board Members Present: Gary Carter, Jason Percifield, Bowman Stinson  
 Others Present: Helenanne Cathey

**BUDGET HEARING**

Bowman Stinson called the budget hearing to order at 4:00 p.m. The budget was reviewed. There was discussion on the monthly billing rate. The District is not building enough funds to provide long-term street maintenance. Upcoming costs include:

- \$33,000 for seal coating (needs to be done in 3 years so the cost will likely be higher than that).
- \$2,250 for crack filling this year (annual cost)

The consensus is to increase the monthly fee to \$100 a month starting in January.

A meeting will be held Wednesday, October 15, 2025, 4:00 p.m. at the office of Cathey Consulting.

There was an opportunity for public comment. There were no public comments. Bowman Stinson adjourned the budget hearing at 4:23 p.m.

**REGULAR MEETING**

Bowman Stinson called the meeting to order at 4:23 p.m.

- I. Budget** – Bowman Stinson moved to adopt the budget for 7/1/25 – 6/30/26 for \$42,592 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Gary Carter seconded. Motion carried by unanimous consent.
- II. Minutes** – Bowman Stinson moved to approve the March 12, 2025, regular meeting minutes as presented. Jason Percifield seconded. Motion carried by unanimous consent.
- III. 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 as well as the bill for crack sealing that should be done this month. Jason Percifield seconded. Motion carried by unanimous consent.

<b>Checking Account Balance End of Last Meeting:</b>	<b>\$20,206.73</b>
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03/13/25	Deposit	\$80.00
03/31/25	Interest	\$1.03
04/03/25	Deposit	\$960.00
04/09/25	Deposit	\$160.00
04/30/25	Deposit	\$300.00
04/30/25	Interest	\$0.88
05/31/25	Interest	\$0.89
06/10/25	Deposit - Assessments	\$2,931.00
06/11/25	Deposit	\$80.00
06/30/25	Interest	\$1.02
07/09/25	Deposit	\$480.00
07/10/25	Deposit	\$80.00

<b>Bank Balance Prior to Start of Meeting:</b>	<b>\$25,281.55</b>
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**Bills Paid At Meeting:**

Ck# 1161	Cathey Consulting	Inv. 8059 – Mar., 2025 Admin/Books	\$176.00	\$704.00
		Inv. 8106 – Apr., 2025 Admin/Books	\$176.00	

		Inv. 8153 – May, 2025 Admin/Books	\$176.00
		Inv. 8199 – June, 2025 Admin/Books	\$176.00
Ck# 1163	Local Gov't Liab. Pool	Inv. 15861 – General liability insurance & D&O insurance 7/1/25-6/30/26	\$600.00
Ck# 1164	Gillette News-Record	Inv. 39237 – Budget hearing ad	\$98.80
Total Bills Paid:			\$1,402.80
<b>Checking Account Balance End of Meeting:</b>			<b>\$23,878.75</b>
<b>Wyo-Star II Account Balance End of Last Meeting:</b>			<b>\$17,460.96</b>
02/28/25	Interest		\$108.56
05/31/25	Interest		\$184.82
<b>Wyo-Star II Account Balance End of Meeting:</b>			<b>\$17,754.34</b>

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: \$0.

#### IV. Unfinished Business

- a. There was discussion on the funds in the WyoStar II account. The Board may look at options other than WyoStar II. .
- b. Roads – Work approved at the March 29, 2023 meeting:
  - 1) Crushed concrete/asphalt for sides of road – No update.
    - 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
- c. Crack sealing to be done annually – 22' wide road / 2023 cost \$1,950.00 / 2024 cost \$2,340.00 – Cost estimate for this year is \$2,250.

#### V. New Business

- a. The Local Government Liability Pool renewal application was completed online as required. The Board reviewed and signed the application.
- b. Public Records Notice – The Public Records Notice was signed to submit to the County reporting that the District's records are stored at the office of Cathey Consulting.
- c. Bowman Stinson moved to designate First Interstate Bank, First Northern Bank, WyoStar and WyoStar II as the official depositories for the District for 7/1/25 – 6/30/26. Jason Percifield seconded. Motion carried unanimously.
- d. Director Election – May 5, 2026 (Carter, Stinson) – The following legal ad will run in the Gillette News-Record on January 6, 2026,

NOTICE OF DIRECTOR ELECTION  
SPRING HILL RANCH IMPROVEMENT & SERVICE DISTRICT  
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, May 5, 2026, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the Spring Hill Ranch Improvement & Service District. 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, May 5, 2026, 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 (PO Box 471, Gillette, WY 82717) or with Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette) between February 4, 2026, and February 24, 2026. The application is available from the office of Cathey Consulting (307-685-8235) or online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Jason Percifield, Secretary/Treasurer / Filing Officer  
Spring Hill Ranch Improvement & Service District

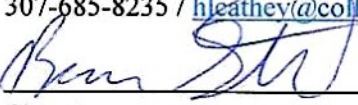
**Next Meeting:**

**Wednesday, October 15, 2025, 4:00 p.m.**

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

Gary Carter moved to adjourn. Bowman Stinson seconded. The meeting was adjourned at 4:36 p.m.

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



Signature

Bowman Stinson

Printed Name

10-15-25

Date



Signature

Jason Percifield

Printed Name

10-15-25

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)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	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	10,800
Grants - County				
Interest from bank & WyoStar II	257	180	252	180
<b>TOTAL REVENUE</b>	20,587	19,550	19,942	20,750
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	34,142	25,205	37,181	42,592
<b>Expenditures</b>				
Capital Expenditures				
Administrative	2,566	3,112	2,000	3,112
Operations	1,950	11,723	2,340	29,110
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	42,592
Receivables Start of FY	(1,270)			
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

\$100 per mo. starting 1/1/26

Receivables Balance End of FY	(910)			
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	400	
Transfers out of reserves				
Reserves end of year	17,400	17,760	17,800	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 Ave, Suite 106, Gillette.

RESERVES DISCUSSION - 11 lots paid on paving project versus 10 that are billed each month.  
 Project cost \$329,455 - October, 2021  
 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)  
 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.

Reserves designated 4/17/24.