

North Rangeland Improvement & Service District
Regular Meeting
MINUTES
Thursday, July 21, 2016, 5:30 p.m., Office of Cathey Consulting
400 S Gillette Ave., Suite 106, Gillette

BOARD MEMBERS PRESENT: Judy Lumbardy, Guy Olson
BOARD MEMBERS NOT PRESENT: Joe Waldner
OTHERS PRESENT: Helenanne Cathey

President Guy Olson called the meeting to order at 5:45 p.m.

- I. Minutes Approval** – Judy Lumbardy moved to approve the minutes for the June 16, 2016, regular meeting with a correction on the ending bank balance (\$23,525.08) and the June 29, 2016, special meeting minutes as written. Guy Olson seconded. Motion carried unanimously.
- II. Treasurer's Report** – The financial information was reviewed and is listed below. There was discussion on the Diamond M bill. The consensus was to wait on paying any more of Diamond M's bill until the Board members can talk to Joe Waldner. There was discussion on putting up a T-post or something to mark some culverts to keep people from running over culverts and to protect people from running off the road in those areas. Judy Lumbardy moved to accept the Treasurer's Report and pay the bills as discussed and listed below and hold off on Diamond M's. Guy Olson seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:	\$23,352.08
Corrected Bank Balance End of Last Meeting:	\$23,525.08
06/29/16 Ck# 1102 Diamond M Inc. – Inv. 1646 partial pmnt \$23,275	\$18,275.00
Balance in Checking Account Prior to Meeting:	\$5,250.08
Bills paid this meeting:	
Ck# 1103 Cathey Consulting Inv. 3446 – June bks/adm./post \$200.94	\$ 424.80
	Inv. 3428 – grant reimb. \$223.86
Ck# 1104 VOID	
Ck# 1105 Gillette News-Record Ad 00317581 – road project \$183.15	\$ 290.40
	Budget hearing ad - \$55.69
	Director election ad - \$51.56
TOTAL BILLS:	\$ 715.20
Bank Balance End of Meeting:	\$4,534.88
Receivables Balance: \$0.00	

- III. Unfinished Business**
- a. Road Project – Discussed under Treasurer's Report. No action will be taken until the next meeting. If something needs to be done prior to that time, a special meeting will be held.
- Diamond M Inc / seeding / final payment due August 16, 2016 (5% of contract = \$1,163.75).
 - State Grant: \$12,504.13 – final pay request submitted after June 29, 2016, special meeting.
 - County Grant: \$4,543.75 – pay request submitted after June 29, 2016, special meeting
- b. Budget –

BUDGET HEARING

Guy Olson moved to go into the budget hearing at 5:52 p.m. Judy Lumbardy seconded. Motion carried unanimously. The budget was reviewed. There was an opportunity for public comment. There was no public comment. Guy Olson moved to adjourn the budget hearing

and go back into the regular meeting. Judy Lombardy seconded. Motion carried unanimously. The budget hearing adjourned at 5:55 p.m.

REGULAR MEETING

The regular meeting came back into session at 5:55 p.m.

Judy Lombardy moved to adopt the budget for 7/1/16 – 6/30/17 for \$18,470.08. Guy Olson seconded. Motion carried unanimously. The budget is attached to these minutes.

- c. Assessments – Judy Lombardy moved to adopt the resolution to assess as approved in the budget (\$660 per lot). Guy Olson seconded. Motion carried unanimously.
- d. Director Election – November 8, 2016 (Olson, Waldner – 4 year terms). Applications to be on the ballot are due between August 10th and August 30th.

IV. New Business

- a. Public Records Notice – Judy Lombardy completed the Public Records Notice to send to the County indicating that the District’s records are stored at the office of Cathey Consulting.
- b. Official Depository – Judy Lombardy moved to designate First National Bank as the official depository for the District for 7/1/16 – 6/30/17. Guy Olson seconded. Motion carried unanimously.

NEXT MEETING: Thursday, August 18, 2016, 5:30 p.m. (Regular Meeting)

The District holds regular monthly meetings generally on the third Thursday of each month at 5:30 p.m. The next meeting date and time will be confirmed at each meeting and is subject to change depending on Board member schedules.

September 15, 2016 October 20, 2016 November 17, 2016 December 15, 2016

Meetings are at the office of Cathey Consulting, LLC, 400 South Gillette Avenue, Suite 106, Gillette.

Judy Lombardy moved to adjourn the meeting. Guy Olson seconded. The meeting adjourned at 5:57 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Guy Olson, President (307-660-9034)

Date

Joe Waldner, Vice President (307-299-8079)

Date

Judy Lombardy, Secretary/Treas. (307-680-9874)

Date

North Rangeland Improvement & Service District Budget - 7/1/16 - 6/30/17										
Budget Hearing Date/Time: Thursday, July 21, 2016, 5:30 p.m. at Cathey Consulting - 400 South Gillette Avenue, Suite 106, Gillette.										
					7/1/14 - 6/30/15 ACTUAL	7/1/15 - 6/30/16 BUDGET	7/1/15 - 6/30/16 ACTUAL	7/1/16 - 6/30/17 BUDGET	Notes	
Cash Carryover					12,863.37	18,775.46	18,775.46	5,250.08		
Revenue					11,220.00	39,978.26	28,267.88	13,220.00		
TOTAL					24,083.37	58,753.72	47,043.34	18,470.08		
Expenses										
	Administrative				2,576.93	2,675.00	2,579.07	2,675.00		
	Indirect				105.00	105.00	105.00	105.00		
	Operations				3,824.39	47,508.26	26,036.38	10,440.00		
	Net Revenue/Capital Improvements							0.00		
	Miscellaneous / Roll Over				0.00	8,465.46	0.00	5,250.08		
	TOTAL				6,506.32	58,753.72	28,720.45	18,470.08		
Approval:						BUDGET MESSAGE: The North Rangeland Improvement and Service District will continue to manage the roads for the District.				
		Guy Olson, President								
		Judy Lumbardy, Secretary/Treasurer								

ACCRUAL Basis

			7/1/14 - 6/30/15 ACTUAL	7/1/15 - 6/30/16 BUDGET	7/1/15 - 6/30/16 ACTUAL	7/1/16 - 6/30/17 BUDGET	Notes
Beginning Funds Balance / Cash on Hand			\$12,863.37	18,775.46	\$18,775.46	5,250.08	Cash on Hand Start of FY
	Revenue						
		Assessments	11,220.00	11,220.00	11,220.00	11,220.00	\$55 per mo. X
		Assessments - July - October					17 lots
		Assessments - Nov. - March					(\$660 X 17)
		Interest - Assessments					
		Government Grants					
		SLIB Grant	0.00	12,504.13	12,504.13		
		Campbell County Distr. Support		3,750.00	1,275.00	2,000.00	Non-Drainage (25%)
		Campbell County Distr. Support	0.00	12,504.13	3,268.75		Drainage (50%)
		Total Government Grants	0.00	28,758.26	17,047.88	2,000.00	
		Total Revenue	11,220.00	39,978.26	28,267.88	13,220.00	
Total Revenue Plush Cash on Hand			24,083.37	58,753.72	47,043.34	18,470.08	
	Expense						
		Administrative Expenses					
		Advertising	118.19	225.00	46.50	225.00	
		Bookkeeping / Administrative	2,400.00	2,400.00	2,400.00	2,400.00	\$200 / mo.
		District Set Up					
		Legal Fees					
		Office Supplies			65.50		
		Postage, Mailing Service	42.74	50.00	44.57	50.00	
		Printing and Copying	16.00		22.50		
		Travel					
		Total Administrative Expenses	2,576.93	2,675.00	2,579.07	2,675.00	
		Indirect Expenses					
		Insurance					
		Bond / Board	105.00	105.00	105.00	105.00	
		Insurance - Liab. / D & O					
		Total Indirect Expenses	105.00	105.00	105.00	105.00	

ACCRUAL Basis

			7/1/14 - 6/30/15 ACTUAL	7/1/15 - 6/30/16 BUDGET	7/1/15 - 6/30/16 ACTUAL	7/1/16 - 6/30/17 BUDGET	Notes
		Operations Expenses					
		Engineering / Surveying	1,670.60				
		Mowing			250.00	250.00	
		Road Maintenance	2,153.79	6,000.00		690.00	
		Road Maintenance (Grant Eligible)				8,000.00	
		Road Project 2015-2016 - completed YTD			25,786.38		
		Road Project 2015-2016 - TO BE COMPLETED					
		Road Upgrades - Drainage		25,008.26			
		Road Upgrades - Rock / Non-drainage		15,000.00			
		Contingency					
		Snow Plow / Roads		1,500.00		1,500.00	
		Depreciation / Capital Savings Fund					
		Additional Road Project					
		Total Operations Expenses	3,824.39	47,508.26	26,036.38	10,440.00	
		Total Expense	6,506.32	50,288.26	28,720.45	13,220.00	
		Net / Capital Improvements / To Roll Over	4,713.68	-10,310.00	-452.57	0.00	
		Miscellaneous Expenses As Needed		8,465.46		5,250.08	Cash on Hand Start of FY
		Total Expenses / Capital Improvements / Miscellaneous		58,753.72		18,470.08	minus expenses over
		Grand Total Revenue plus Cash Minus All Expenses (s/b 0)		0.00		0.00	current yr. revenue
			6/30/2013	06/30/14	06/30/15	06/30/16	
		Bank Balance	\$8,395.15	12,863.37	18,775.46	5,250.08	
		Road Project Total Cost (2009-2013)	\$56,631.18				
		Road Project Total Cost (2015-2016)	\$25,786.38				
		TOTAL	\$82,417.56				
		Depreciate / 20 years / Per yr. depreciation	\$4,120.88				
		COUNTY GRANT STATUS:					
		8/9/16 – will be eligible for another \$14,278					
		17 lots X \$1,500 per lot in any 5 year period = \$25,500 eligibility					
		Also eligible for 50% of project costs for drainage (not subject to the \$1,500 per lot maximum)					
		\$50,000 maximum County Grant in any fiscal year.					
		33% reimbursement for roads that connect to another subdivision or District (\$1,500 max applies)					