

North Rangeland Improvement & Service District
Regular Meeting
MINUTES
Thursday, May 18, 2017, 5:30 p.m., Office of Cathey Consulting
400 S Gillette Ave., Suite 106, Gillette
Revised 5/24/17

BOARD MEMBERS PRESENT: Judy Lumbardy, Guy Olson, Joe Waldner
OTHERS PRESENT: Helenanne Cathey

President Guy Olson called the meeting to order at 5:34 p.m.

- I. **Minutes Approval** – Joe Waldner moved to approve the minutes for the March 16, 2017, regular meeting as presented. Judy Lumbardy seconded. Motion carried unanimously. There was no meeting in April.
- II. **Treasurer's Report** – The financial information was reviewed and is listed below. Joe Waldner moved to accept the Treasurer's Report and pay the bills as presented and listed below. Judy Lumbardy seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:	\$19,715.38
Ck# 1120 – Cathey Consulting Invoice 3829 March Admin./Books/Postage	\$201.47
05/08/17 Deposit – Assessments \$3,630.00	
Balance in Checking Account Prior to Meeting:	\$23,143.91
Bills paid this meeting:	
Ck# 1121 Cathey Consulting Inv. 3874 – April bks/adm./postage	\$200.00
TOTAL BILLS:	\$200.00
Bank Balance End of Meeting:	\$22,943.91
Receivables Balance: \$1,980.00	

III. Unfinished Business

- a. Roads –
 - i. A post was put back up, and the Children at Play sign was put up. This will be removed from the agenda.
 - ii. Road project for 2017 – The County has a new form that is required to submit a grant application. The County won't consider grant applications again until July.

There was discussion on the roads and concerns. A suggestion was made to utilize the District funds to get some rock on the road where it is needed the most and then blade the roads and maybe blade on a monthly (or regular) basis. For future years, the roads could be divided into maybe 3 sections and each year add rock to one of those three sections so that every three years rock is being added to each section of road.

There was discussion on getting bids for 300 tons of rock and for blading and get the work done as soon as possible. The area by 20 Dovetail will be addressed – cutting a foot more out of the ditch. Joe Waldner moved to blade and bring in rock and cut the ditch as needed and as discussed, spending up to \$10,000. Judy Lumbardy seconded. There was discussion. It shouldn't cost that much money. Motion carried unanimously.

- b. Budget
 - i. A letter was reviewed from the Department of Audit regarding changes to special district budget laws.
 - ii. Joe Waldner moved to approve the preliminary budget of \$26,708 and run the following legal ad in the News-Record at least one week prior to the July 20th hearing.

Guy Olson seconded. Motion carried unanimously. The budget is attached to these minutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
NORTH RANGELAND IMPROVEMENT & SERVICE DISTRICT**

North Rangeland Improvement and Service District will hold a public hearing to review the 7/1/17 – 6/30/18 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 20, 2017, at 5:30 p.m. The budget is summarized below:

Expenses: Administrative \$2,675 / Indirect \$105.00 / Operations &
Miscellaneous \$23,928
Revenue and Rollover: \$26,708

Assessment amounts will remain at last year's rate of \$660.00 per parcel. A complete copy of the budget is available online at www.catheyconsulting.net – North Rangeland Minutes for May 18, 2017.

To contact the District or for special accommodations for the hearing, call Helenanne Cathey at 307-685-8235.

IV. New Business

- a. The County Department of Public Works sent a letter explaining the new form required for any new road project grant application.
- b. Judy Lumbardy moved to revise the by-laws to change the budget hearing date (no later than the third Thursday in July instead of no later than five days after the third Thursday in July) to comply with state statute changes. Joe Waldner seconded. Motion carried unanimously.

NEXT MEETING: Thursday, June 15, 2017, 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.

July 20, 2017
October 19, 2017

August 17, 2017
November 16, 2017

September 21, 2017
December 21, 2017

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

Joe Waldner moved to adjourn the meeting. Judy Lumbardy seconded. The meeting adjourned at 6:03 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 Lumbardy, Secretary/Treas. (307-680-9874)

Date

Budget - North Rangeland I & S District - 7/1/17 - 6/30/18 - DRAFT

Budget Hearing July 20, 2017, 5:30 p.m. at office of Cathey Consulting / PO Box 283, Rozet, WY 82727

	Actual 7/1/15 - 6/30/16	Budget 7/1/16 - 6/30/17	Actual (Estim.) 7/1/16 - 6/30/17	Budget 7/1/17 - 6/30/18
Revenue				
Assessments (17 X \$660 = \$55/mo)	11,220	11,220	11,220	11,220
Assessments - Interest				
Grants - County	4,544	2,000		1,488
Grants - State	12,504			
Interest				
Other Fees (Late, Coll., Tap, etc.)				
TOTAL REVENUE	28,268	13,220	11,220	12,708
CASH CARRYOVER	18,775	5,250	5,250	14,000
TOTAL REVENUE PLUS CASH CARRYOVER	47,043	18,470	16,470	26,708
Expenditures				
Administrative				
Contract Admin./Bookkeeping (200 X 12)	2,400	2,400	2,400	2,400
Contract Legal				
Office / Postage / Advertising / Other	179	275	275	275
Travel				
TOTAL ADMINSTRATIVE	2,579	2,675	2,675	2,675
Indirect				
Insurance - Liab., Bonding	105	105	105	105
Insurance - Property				
TOTAL INDIRECT COSTS	105	105	105	105
Operations				
Misc (Cash Carryover less reserves)		5,250		14,000
Mowing	250	250	300	300
Roads - Misc. Work		690	10,183	2,178
Roads - Grant Eligible	25,786	8,000		5,950
Snow Plow Roads		1,500	345	1,500
TOTAL OPERATIONS COSTS	26,036	15,690	10,828	23,928
TOTAL EXPENDITURES	28,720	18,470	13,608	26,708
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	28,720	18,470	13,608	26,708
Receivables Start of FY	0	17,047		
Payables Balance Start of FY	1,248	5,223		
	7/1/2015	7/1/2016	7/1/2016	7/1/17 (Est.)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	18,775	5,250	5,250	14,000
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	18,775	5,250	5,250	14,000
Receivables Balance End of FY	17,047			
Payables Balance End of FY	5,223			
End of Year Bank Balance	5,250		14,686	
Net per year (Revenue minus Expens.)	-453	0	-2,388	0
Net (including cash carryover)	18,322	0	2,862	0

Budget Message: The District manages the roads. The assessment will stay the same this next fiscal year. No major capital improvements are expected other than adding more rock to the roads. The District does not have any reserves. The District maintains enough funds in the account to deal with road maintenance and emergency road repairs if needed.

Board Member Signature _____

Board Member Signature _____

Directors: Judy Lumbardy (Sec./Treas.) term ends Nov., 2018 / Guy Olson (Pres.) & Joe Waldner (Vice Pres.) terms end Nov., 2020

Meetings are the third Thursday of each month at 5:30 p.m. at 400 S Gillette Ave., Suite 106, Gillette.

Records are stored at 400 S Gillette Ae, Suite 106, Gillette.