

North Rangeland Improvement & Service District
Regular Meeting
MINUTES
Thursday, June 16, 2022, 5:30 p.m., Office of Cathey Consulting
400 S Gillette Ave., Suite 106, Gillette

BOARD MEMBERS PRESENT: Guy Olson, Joe Waldner
BOARD MEMBERS NOT PRESENT: Jed Davies
OTHERS PRESENT: Helenanne Cathey

Guy Olson called the meeting to order at 5:37 p.m.

- I. Minutes Approval** – Joe Waldner moved to approve the minutes for the May 19, 2022, regular meeting as presented. Guy Olson seconded. Motion carried unanimously.
- II. Treasurer's Report** – The financial information was reviewed. Joe Waldner moved to accept the Treasurer's Report and pay the bills as presented and as listed below. Guy Olson seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:	\$38,233.67
06/10/22 Deposit – Assessments	\$1,680.00
Bank Balance Prior to Meeting:	\$39,913.67
Ck# 1211 Cathey Consulting	Inv. 6581 – May books/admin/postage
Total Bills:	\$210.00
Bank Balance after Bill Payments:	\$39,703.67
Receivables Balance:	\$0

III. Unfinished Business

- a. Budget for 7/1/22 – 6/30/23 – The proposed budget was approved at the April meeting. The final budget will be reviewed and adopted at the July 21, 2022, budget hearing and regular meeting.
- b. Director Election – November 8, 2022 (Davies – 4 year term) – Anyone interested in running for the Board and having their name on the ballot must submit an application between August 10th and August 30th. The application is available at www.catheyconsulting.net – or at the office of Cathey Consulting.

IV. New Business

- a. Records Retention Schedule – Helenanne Cathey explained a Records Retention Schedule that has been developed in conjunction with another District and an attorney. There are some records that are permanent (like meeting minutes), but a number of records can be destroyed after 7 years or 10 years. Joe Waldner moved to accept the Records Retention Schedule as written and discussed. Guy Olson seconded. Motion carried unanimously. Helenanne Cathey will begin implementing the schedule as time allows.
- b. The consensus is that the roads are good. There is a spot off North Heptner that is pretty flat and doesn't drain well that could be addressed this fall.

NEXT MEETING: Thursday, July 21, 2022, 5:30 p.m. (Budget Hearing and Regular Meeting)

2022 MEETINGS:

Thurs., July 21, 2022, 5:30 p.m. Thurs., Aug. 18, 2022, 5:30 p.m. Thurs., Sep. 15, 2022, 5:30 p.m.

Thurs., Oct. 20, 2022, 5:30 p.m. Thurs., Nov. 17, 2022, 5:30 p.m. Thurs., Dec. 15, 2022, 5:30 p.m.

The District holds regular monthly meetings generally on the third Thursday of each month at 5:30 p.m. at the office of Cathey Consulting, LLC, 400 South Gillette Avenue, Suite 106, Gillette. The next meeting date and time will be confirmed at each meeting and is subject to change depending on Board member schedules.

Guy Olson moved to adjourn the meeting. Joe Waldner seconded. The meeting adjourned at 5:43 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

Jed Davies, Secretary/Treasurer (307-689-0569)

Date