

Bear Paw Service District Board of Directors

Regular Meeting

March 10th, 2018

Directors Present: David Marion, Tricia Swiger, John Steensma, Patricia Roberts, Ann Atkinson and Al Snaider via online video.

Directors Absent: Ron Taylor

Others Attending: See Attached List (Attachment #1)

Call to Order: David Marion called the meeting to order at 9:01 a.m. and led the Pledge of Allegiance.

Minutes for Approval: A motion was made by Tricia Swiger to accept minutes from the previous meeting. Motion was seconded by Ann Atkinson. Motion was unanimously passed.

Finance Report: Tricia Swiger stated that Bear Paw Service District Audit was completed and passed. The expected property taxes are 90% collected. Our budget is a “living” document, it must be balanced by law but can be adjusted as things change. (Example: Pool was hit by lighting/Insurance claim paid for repair minus deductible.

Mrs. Swiger stated that Amendments to the Budget require a vote by the BPSD board and the vote must be recorded in the meeting minutes. (The vote may be taken via e-mail but there must be a quorum vote.)

A Budget Amendment was presented by Mrs. Swiger. The purpose of the Amendment was to: Redistribute funds to accommodate that new ADP payroll system, re-designate category funds to meet changing needs, and to eliminate the over inflated “Carry Over” income balanced by an undesignated expenditure fund. (Unanticipated Expense). Creating in its place a “prior fund balance” income fund balance by specific expenditures. A motion was made by Mrs. Swiger to approve the purposed budget amendment. The motion was seconded by Patricia Roberts. The motion was unanimously passed.

(Working Budget: Attachment #2 and Budget Amendments: Attachment #3)

Mike Maul asked the Board if they could by law change funding in a category. Tricia Swiger explained that “yes” it can be but must be voted on by the board to do so.

The board thanked Dennis & Emily for being instrumental in helping with everything.

Managers Report: Dennis Strand presented the Managers Report (Attachment #4)

Mike Maul asked if there was any consideration on planting new trees as we lose more every year due to attrition. Mr. Strand stated he will consult with Ron Taylor (Firewise) about replacing trees.

Mr. Strand purposed 3 projects for consideration to be completed before year end.

Tricia Swiger informs the directors that the board can vote during this meeting to use “Prior year funding” in order to go ahead with these projects. After discussion, a motion was made by Mrs. Swiger to add an additional \$8,000.00 from the “prior year funds” to complete the 3 projects purposed by Mr. Strand.

Patricia Roberts proposes that the amount be raised to \$10,000.00 to give some room for error.

Tricia Swiger restated the motion to purpose no more than \$10,000.00 from “prior year funds” be used to complete the 3 projects. The motion was 2nd by Patricia Roberts. Motion was unanimously passed.

New Business: Tricia Swiger informed the board that Bear Paw Service District will be receiving property tax information for the 2018-2019 budget soon so that we can begin to set our budget. She states that currently the framework of all necessary expenditures are being created and will be shared with all board members when complete. She states that anyone with project proposals should submit them to Dennis Strand prior to the budget meeting.

David Marion adds that we need a process by which to submit suggestions/proposals for projects and initiates the idea of a Workshop to create the process. The board agrees to meet April 14th, 2018 for the Workshop.

Tricia Swiger brought it to the boards attention that a “Retention of Files” Policy is needed. She stated that we cannot destroy any documents or old records without state approval, unless a specific “Retention of Files” Policy Timeline is approved by the state. She requests that someone look into the state requirements and design

a plan the board can vote on and submit to the state. This policy must be approved by the state, then we can begin to regain order in our old files.

Wayne Roberts requests removal of a stop sign at the current 4 way stop at the Cottages/Road to Marina. There was discussion on this topic, but nothing was determined.

Adjournment: Tricia Swiger made a motion to adjourn with second by Al Snaider. The motion was unanimously passed. Meeting was adjourned at 10:10 a.m.

Secretary

Date