

Broken Wheel Ranch ISD Special Meeting Agenda
April 21, 2017, 5pm
188 Chokecherry Drive, Alpine, WY 83128

1. Call to order
2. ISD Members Present
3. Approval of Mar. 12 Minutes
4. Amendment of Resolution 1 per requirements of the SLIB/SRF office.
 - a. Resolution 1-Amended 2nd
5. Discussion of cost of having Sunrise Engineering prepare a Pre Engineering Report (PER) as required for application for a Rural Development \$100,000 emergency grant for the well project.
 - a. Resolution 2017-4
6. Discussion on purchasing a laptop and accounting software for the ISD.
 - a. Resolution 2017-5
7. Discussion on naming contact persons for well project.
 - a. Resolution 2017-6
8. Discussion re: setting up schedule for monthly meetings through the end of the year.
9. Approval of Adjournment

MINTUES OF BROKEN WHEEL RANCH ISD MEETING

April 21, 2017

5pm, 188 Chokecherry Drive, Alpine, WY

Members Present: Nick Cummings, Robert Austin, and Dorrene BrownButterfield

Call to Order: Meeting was called to order by Nick Cummings at 5:30 pm.

Minutes: The minutes of the March 13, 2017, public meeting were reviewed, approved unanimously, and signed.

Resolutions:

Resolution No. 1-Amended (approved March 13, 2017) had to be amended again to meet the requirements the State Revolving Fund loan previously applied for.

Resolution No. 1-Amended 2nd was approved unanimously.

Resolution No. 4 approving \$6,700 for Sunrise Engineering to do a required Pre Engineering Report for the Rural Development Commission grant application was discussed.

Resolution No. 4 was approved unanimously.

Resolution No. 5 approving a budget of up to \$2,000 for purchase of a laptop computer and software as needed for doing the business of Broken Wheel Ranch Improvement and Service District was discussed.

Resolution No. 5 was approved unanimously.

Resolution No. 6 naming individual BWR ISD members as contacts for the well project in terms of construction and finance was discussed; BrownButterfield will be the main project contact and liaison; Austin will be the main financial contact; Cummings will be the alternate contact.

Other Matters: A tentative schedule was developed for meetings from now until the end of the well project. All dates are Thursdays, 6pm, at 188 Chokecherry Drive: June 8, July 6, Aug. 3, Sept. 7, Oct. 5.

Approval of Adjournment: All parties approved adjournment at 5:50pm.


Respectfully Submitted by Dorrene BrownButterfield, Secretary

Approval of Minutes:



Nick Cummings, President

18-May-17
Date



Robert Austin, Treasurer

15-MAY-2017
Date

Broken Wheel Ranch ISD Public Meeting
April 21, 2017, 5pm
188 Chokecherry Drive, Alpine, WY 83128

SIGN-IN SHEET

Name

Address

~~Dorene Brown Butterfield~~

188 Chokecherry, Alpine

BOB & ADA AUSTIN

348 HAWTHORN, ALPINE

Kevin Martin

47 E 4th Ave Affton, WY

~~Paul Butte~~

~~NC~~

212 Hawthorne Dr

Resolution No. 1 - Amended 2nd

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A PRE-APPLICATION FORM TO
THE STATE LOAN AND INVESTMENT BOARD FOR A LOAN THROUGH THE STATE
REVOLVING FUND ON BEHALF OF THE GOVERNING BODY FOR THE
BROKEN WHEEL RANCH ISD
FOR THE PURCHASE OF CONSTRUCTING A NEW WELL, STORAGE TANK, BOOSTER
PUMP & MISC ITEMS

WITNESSETH

WHEREAS, the Governing Body for the BROKEN WHEEL RANCH ISD
desires to participate in the State Revolving Fund program to assist in financing this project; and

WHEREAS, the Governing Body for the BROKEN WHEEL RANCH ISD
recognizes the need for the project; and

WHEREAS, the STATE REVOLVING FUND program requires that certain criteria be met, as
described in the State Loan and Investment Board's Rules and Regulations governing the
program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body for the BROKEN WHEEL RANCH ISD
plans to repay the requested STATE REVOLVING FUND LOAN from the following source(s):

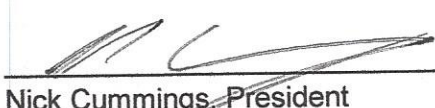
*Tax assessment via the Broken Wheel Ranch Improvement and Service District, beginning
in 2018, of \$419.97 per lot per year on 37 lots; and
Water user rates of \$20 per 10,000 gallons (\$.002 per gallon for every gallon over 10,000)
per month.*

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
BROKEN WHEEL RANCH ISD

that a loan application in the amount of \$386,437.00 be submitted to the State Loan and
Investment Board for consideration at the State Loan and Investment Board meeting to assist in
funding BROKEN WHEEL RANCH WATER PROJECT

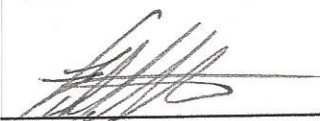
BE IT FUTHER RESOLVED, that Nick Cummings, President; Robert Austin, Treasurer;
Dorrene BrownButterfield, Secretary are hereby designated as the authorized
representatives of the BROKEN WHEEL RANCH ISD to act on behalf of the Governing Body
on all matters relating to this loan application.

PASSED, APPROVED AND ADOPTED THIS 21st day of APRIL, 2017



Nick Cummings, President

Attest:



Robert Austin, Treasurer

RESOLUTION NO. 2017-4

A RESOLUTION ENGAGING SUNRISE ENGINEERING TO COMPLETE A PRE ENGINEERING REPORT AS REQUIRED FOR APPLICATION BY BROKEN WHEEL RANCH IMPROVEMENT AND SPECIAL DISTRICT TO THE RURAL DEVELOPMENT COMMISSION FOR A \$100,000 GRANT FOR THE WELL PROJECT

WHEREAS, the Board of Directors of the Broken Wheel Ranch Improvement Service District, hereinafter the "Board of Directors", duly assembled on the 21st day of April, 2017, said meeting called for the purpose of discussing costs associated with application for a Rural Development Commission grant for the well project;

WHEREAS, the Board of Directors, after review of the requirements of the Rural Development Commission for a Pre Engineering Report (PER) as part of the application for a \$100,000 grant, hereby finds that:

1. There is a need to engage the services of Sunrise Engineering for development of said PER;

WHEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BROKEN WHEEL RANCH IMPROVEMENT SERVICE DISTRICT that:

- a. Sunrise Engineering Services will be engaged to complete the PER for an agreed-upon cost of \$6,700;
- b. Upon completion of the PER, application will be made to the Rural Development Commission for a \$100,000 grant for the well project.

BY: _____

Nick Cummings, President

ATTEST: _____

BY: _____

Robert Austin, Treasurer

RESOLUTION NO. 2017-5

**A RESOLUTION REGARDING PURCHASE OF A LAPTOP AND SOFTWARE FOR
THE BROKEN WHEEL RANCH SPECIAL DISTRICT**

WHEREAS, the Board of Directors of the Broken Wheel Ranch Improvement Service District, hereinafter the "Board of Directors", duly assembled on the 21st day of April, 2017, said meeting called partially for the purpose of discussing costs associated with purchase of a laptop and necessary software;

WHEREAS, the Board of Directors, after discussion of the need for hardware and software necessary for conducting the business of the Broken Wheel Ranch Improvement and Special District, hereby finds that:

1. There is a need to for a laptop computer and software that will allow for the conduction of the business of the Broken Wheel Ranch Improvement and Special District, especially as it relates to the accounting and billing functions of said District.

**WHEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
BROKEN WHEEL RANCH IMPROVEMENT SERVICE DISTRICT** that:

- a. A laptop computer will be purchased;
- b. Software as needed, including accounting software, will be purchased;
- c. Total cost of items not to exceed \$2,000.00.

BY: _____


Nick Cummings, President

ATTEST:

BY: _____


Robert Austin, Treasurer

RESOLUTION NO. 2017-6

**A RESOLUTION REGARDING NAMING OF CONTACT PERSONS FOR THE
BROKEN WHEEL RANCH SPECIAL DISTRICT WELL PROJECT**

WHEREAS, the Board of Directors of the Broken Wheel Ranch Improvement Service District, hereinafter the "Board of Directors", duly assembled on the 21st day of April, 2017, said meeting called partially for the purpose of discussing the naming of contact persons for the Broken Wheel Ranch Improvement and Service District well project.

WHEREAS, the Board of Directors, after discussion on the need for coordination of the well project between the Broken Wheel Improvement and Service District and all parties (both private and government) involved in the well project, Broken Wheel Ranch Improvement and Special District, hereby finds that:

1. Certain board members will be named as contact persons for all parties (both private and government) involved in the well project.

**WHEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
BROKEN WHEEL RANCH IMPROVEMENT SERVICE DISTRICT** that:

- a. Dorrene BrownButterfield will be the named main contact person for all entities involved with the well project; and
- b. Robert Austin will be the named financial contact person for all entities involved with the well project; and
- c. Nick Cummings will be named the alternate contact person, as needed.

BY: _____

Nick Cummings, President

ATTEST: _____

BY: _____

Robert Austin, Treasurer