

MARYS RIVER ESTATES ROAD DISTRICT MEETING MINUTES - APPROVED

November 4, 2010, Philomath Library Community Meeting Room

7:36pm Meeting called to order by Mike Miller

Present: Mike Miller (MM), Robyn Lillehei (RAL) (= 2 Commissioners), Brian Bach, Mark Svendsen, Yvette Spitz, Rick Veronen, Linda Waymire (Residents)

Review and adoption of October 7, 2010 Meeting minutes: Minutes approved. (MM motioned, RAL seconded)

Discussion of current financials. Brian Bach and Mike Miller reviewed the Quicken reports – See **Appendix A.** “R” in second from right column means reconciled (against bank statements). Balance = \$14,114.96. Could spend down to \$2,000.00 now by using \$4,000 of the Contingency Fund planning on fact that tax receipts are due to arrive in next few weeks. No bills received yet from Benton County for crack sealing and stripe painting.

Signed Check #508 to Secretary of State for \$40.00 to pay for State Audit form

State audit form Linda W. submitted Audit Report she and RAL prepared. Mike Miller signed. Discussion ensued re: Registered Agent. Decided to submit form with Bardon Maginnis as Registered Agent, despite his resignation as our bookkeeper, since he is still “on file” as Agent for our RD. See **Appendix B.** After discussion, we agreed to change the Registered Agent for upcoming year to Robyn Lillehei; Mike M. will submit form with notarized signature to effect his change in coming weeks.

Old Business: Worker’s Comp policy – Anna Johnson from Wilson Heirgood, our insurance agent, called RAL to question our effective termination date after receipt of letter signed by MM notifying that we have dropped Workers Comp coverage. We agreed that our decision to terminate coverage was a motion made and recorded at the August 7th meeting, so that is our end date.

New RD Commissioner update – no takers.

Project list Agreed to postpone discussion until a continuation on meeting date November 18th at 7:30pm, Philomath Library.

8:45 Meeting adjourned.

Respectfully submitted, Robyn Lillehei, Secretary

Appendix A 1

Register Report Jul-Nov 1 2010 - All Dates:2

5/25/2010 through 11/4/2010

11/4/2010 Page 1

Date	Account N	Description	Memo	Category	Cl	Amount
BALANCE 5/24/2010						0.00
6/28/2010	LGIP	Opening Balance		[LGIP]	R	10,483.43
6/30/2010	LGIP	Deposit From Tax Receipts	Tax Receipts	Taxes Received	R	231.97
7/31/2010	LGIP	LGIP	Interest	Office & Professional	R	5.00
7/31/2010	LGIP	LGIP	Monthly Maintenance Fee	Office & Professional	R	-10.00
8/6/2010	LGIP	Deposit From Tax Receipts	Tax Receipts	Taxes Received	R	166.49
8/23/2010	LGIP	Deposit From Tax Receipts	Tax Receipts	Taxes Received	R	23.16
8/31/2010	LGIP	LGIP	Interest	Office & Professional	R	5.08
8/31/2010	LGIP	LGIP	Monthly Maintenance fee	Office & Professional	R	-10.00
8/31/2010	LGIP	LGIP	Balance adjust (?)	Office & Professional	R	-0.70
9/10/2010	LGIP	Deposit From Tax Receipts	Tax Receipts	Taxes Received	R	254.42
9/30/2010	LGIP	LGIP	Interest earned	Office & Professional	R	5.00
9/30/2010	LGIP	LGIP	Monthly maintence fee	Office & Professional	R	-10.00
9/30/2010	LGIP	LGIP	balance adjust	Office & Professional	R	-0.35
10/31/2010	LGIP	LGIP	interest earning	Office & Professional	R	5.21
10/31/2010	LGIP	LGIP	Tax Receipts	Taxes Received	R	177.56
10/31/2010	LGIP	LGIP	balance adjust	Office & Professional	R	-0.35
10/31/2010	LGIP	LGIP	monthly maintenance fee	Office & Professional	R	-10.00
5/25/2010	Public Fund...	Opening Balance		[Public Funds 2247...	R	3,000.00
5/26/2010	Public Fund...	Chk Orders Harland CLARKE/258...	CHK ORDERS HARLAND CLARKE/2580278260 05/26/10 ID #-	Office & Professional	R	-102.13
6/7/2010	Public Fund...	Lgip Ach Oregon St TREAS/9400...	LGIP ACH OREGON ST TREAS/9400917099 06/07/10 ID #964...	Taxes Received	R	6,000.00
6/8/2010	Public Fund...	Deposit	DEPOSIT	Other Inc	R	1,976.93
6/8/2010	Public Fund...	50Check #501	Ed's grader service	Mowing & Tree Cut...	R	-1,762.50
6/10/2010	Public Fund...	50Check #502	BCPW dust control	Dust Control	R	-5,892.76
6/10/2010	Public Fund...	50Check #503	USPS	Office & Professional	R	-40.00
6/30/2010	Public Fund...	Total Service Charge	TOTAL SERVICE CHARGE	Office & Professional	R	-7.48
7/9/2010	Public Fund...	50Check #504	NIC LLC	Mowing & Tree Cut...	R	-250.00
7/31/2010	Public Fund...	Total Service Charge	TOTAL SERVICE CHARGE	Office & Professional	R	-7.12
8/23/2010	Public Fund...	Reversal Of Service CHARGE/	REVERSAL OF SERVICE CHARGE/	Office & Professional	R	7.48
8/23/2010	Public Fund...	Reversal Of Service CHARGE/	REVERSAL OF SERVICE CHARGE/	Office & Professional	R	7.12
9/10/2010	Public Fund...	50Check #505	Consumers Power	Signs & Lights	R	-30.50
10/19/2010	Public Fund...	50Check #507	Consumers Power	Signs & Lights	R	-100.00
5/25/2010 - 11/4/2010						14,114.96
BALANCE 11/4/2010						14,114.96
TOTAL INFLOWS						22,348.85

Appendix A pg2

Register Report Jul-Nov 1 2010 - All Dates:2

5/25/2010 through 11/4/2010

11/4/2010 Page 2

Date	Account N	Description	Memo	Category	Cl	Amount
TOTAL OUTFLOWS						-8,233.89
NET TOTAL						14,114.96

11/4/2010

Current Spending vs Total Budget
7/1/2010 through 6/30/2011 Using MRE RD 2010-2011 Budget

Page 1

Category Description	7/1/2010 Actual	- Budget	6/30/2011 Difference
INCOME			
Interest Inc	0.00	600.00	-600.00
Taxes Received	621.63	62,000.00	-61,378.37
TOTAL INCOME	621.63	62,600.00	-61,978.37
EXPENSES			
Capital Expenditures	0.00	40,900.00	40,900.00
Contingency	0.00	6,000.00	6,000.00
Ditch maintenance	0.00	800.00	800.00
Dust Control	0.00	5,000.00	5,000.00
Fire evacuation fund	0.00	0.00	0.00
Grade Gravel	0.00	3,000.00	3,000.00
Insurance	0.00	2,000.00	2,000.00
Misc.	0.00	0.00	0.00
Mowing & Tree Cutting	250.00	3,500.00	3,250.00
Office & Professional	13.63	2,500.00	2,486.37
Other	0.00	5,000.00	5,000.00
Patch Pavement	0.00	8,500.00	8,500.00
Signs & Lights	130.50	400.00	269.50
TOTAL EXPENSES	394.13	77,600.00	77,205.87
OVERALL TOTAL	227.50	-15,000.00	15,227.50

Appendix B

**Report to Secretary of State
Required Information**

Fiscal Year Reported: First Day 7/1/2009 **, Last Day** 6/30/2010

1. Mary's River Estates Road District
Name of government (use the official legal name)
2. PO Box 644 Philomath Benton 97370
Mailing Address (Street or PO Box) City County Zip Code
3. **REGISTERED AGENT (ORS 198.340)**
- Brandon Maginnis PO Box 821, Philomath, OR 97370-0821
Name Title Mailing Address (same as district's official office) Zip Code

4. **OFFICERS**
- | | | |
|-------------------------------|-------------------------------------|----------------------------------------------------------|
| <u>Andrew Evans</u>
Name | <u>Pres. to 12/31/2009</u>
Title | <u>22178 Columbine Dr. Philomath OR 97370</u>
Address |
| <u>Mike Miller</u>
Name | <u>Pres. to 12/31/2010</u>
Title | <u>34258 Iris Circle Philomath OR 97370</u>
Address |
| <u>Robyn Lillehei</u>
Name | <u>Secretary</u>
Title | <u>PO Box 445 Philomath OR 97370</u>
Address |
| <u>John Borowski</u>
Name | <u>Treasurer</u>
Title | <u>PO Box 483 Philomath OR 97370</u>
Address |

Fidelity or Faithful Performance Bond (ORS 297.435 (2)(c))

5. Travelers Casualty and Surety Company of America
Name of Company
6. Commissioners \$100,000
Name of Person Covered Amount (should equal or exceed total money received)
7. Please list the balances, per your accounting records, as of the last day of the year reported:
- | | |
|----------------------------------------------------------------------------|---------------------|
| a) Cash (banks, credit unions, county/state investment pools, etc.) | \$ <u>13,662.97</u> |
| b) Other Assets (land, buildings, equipment, vehicles, etc.) | \$ <u>0</u> |
| c) Accounts payable (e.g. rents, payroll, utilities) | \$ <u>0</u> |
| d) Long-Term Debt (bonds, loans, leases, or other outstanding debt) | \$ <u>0</u> |

I hereby certify that the above information and the budgeted and actual transaction totals noted on the following page(s) are true and correct to the best of my knowledge and belief.

8. [Signature]
Signature of elected official
9. 641-929-5378 PRESIDENT
Telephone No. Title

2

Appendix B:

Name of Government: Mary's River Estates Road District _____
 Fiscal Year Reported: First Day 7/1/2009, Last Day 6/30/2010

Budgeted and Actual Transactions

	General Fund		Fund		Fund		Total Actuals
	Budget	Actual	Budget	Actual	Budget	Actual	
A. Revenues/Receipts							
▪ Property taxes	56,000	57,801					
▪ Charges for services							
▪ Assessments							
▪ Grants (state and federal)							
▪ Long-Term Debt Proceeds							
▪ Other (Interest earned)	1,200	422					
TOTAL (A)	<u>57,200</u>	<u>58,223</u>					
B. Payments/Disbursements							
▪ Personal Services							
▪ Material and Services	32,700	30,784					
▪ Capital Outlay	78,500	76,755					
▪ Debt Service							
▪ Contingencies	6,000						
▪ Other Payments							
TOTAL (B)	<u>117,200</u>	<u>107,539</u>					
C. Transfers Between Funds							

Enter Total Payments/Disbursements (Part B above) \$ 107,539

If Total Payments/Disbursement (B) exceed \$150,000, the municipality must have an audit or review for this fiscal year (ORS 297.435).

FILING INSTRUCTIONS

This report is due within 90 days from the end of your fiscal year reported. Please submit the completed report and required filing fee to the following address:

Secretary of State
 Oregon Audits Division
 255 Capitol Street, NE, 5th Floor
 Salem, Oregon 97310

FILING FEE (ORS 297.485)

Expenditures (Item B)		Filing Fee
Over	Not Over	
\$ 0	\$ 50,000	\$ 20
\$ 50,000	\$ 150,000	\$ 40