

**PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES**

Tuesday, April 19, 2022, 8:00 a.m.

At Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Gayle Nannemann, Susan Wilson
BOARD MEMBERS APPROVED ABSENT: Carol McKillop
OTHERS PRESENT: Helenanne Cathey

President Gayle Nannemann called the meeting to order at 8:06 a.m.

- I. Minutes** – The minutes for the March 17, 2022, regular meeting were reviewed. Susan Wilson moved to approve the minutes as written. Gayle Nannemann seconded. Motion carried unanimously.
- II. Financial Report** – Susan Wilson moved to accept the Treasurer’s Report and pay the bills as presented. Gayle Nannemann seconded. Motion carried unanimously. The bank statements for March were reviewed and signed.

CHECKING ACCOUNT BALANCE FROM END OF LAST MEETING:	\$991.65
03/31/22 Interest	\$0.08
BILLS PAID CURRENT MEETING:	
04/12/22 Ck# 1089 – Cathey Consulting	\$315.00
Inv. 6507 – Mar., bookkeeping/admin./compliance	\$315.00
CHECKING ACCOUNT BALANCE END OF MEETING:	\$676.73
MONEY MARKET ACCOUNT BALANCE FROM END OF LAST MEETING:	\$205,924.64
03/31/22 Interest	\$34.98
04/11/22 Deposit – Assessments	\$1,377.08
MONEY MARKET ACCOUNT BALANCE END OF MEETING:	\$207,336.70
USDA LOAN ACCOUNT BALANCE FROM END OF LAST MEETING:	\$65,679.67
04/11/22 Deposit – Assessments	\$2,298.96
USDA LOAN ACCOUNT BALANCE END OF MEETING:	\$67,978.63

Receivables Balance: \$16,726.30

III. Roads Issues

- a. Street Sweeping – A County Grant was approved for \$2,160 which is 50% of the cost for street sweeping (DRM quote \$4,320). Gayle Nannemann moved to authorize DRM to do the street sweeping around the beginning of May. Susan Wilson seconded. Motion carried unanimously.
- b. Spring Maintenance – Gayle Nannemann moved to hire Hespen Excavating for cutting the shoulders of roads and clearing ends of culverts where allowed by existing infrastructure to facilitate drainage. Susan Wilson seconded. The bid is for \$6,250, but it could be higher depending on if material has to be hauled off. Motion carried unanimously. Gayle Nannemann will contact Hespen Excavating to let them know the bid was accepted, and ask them to coordinate with DRM and the street sweeping.

IV. Unfinished Business

- a. Budget for 7/1/22 – 6/30/23 – The budget was reviewed and updated. There are 76 parcels in the District, but three of those parcels contain 2 lots. The County’s website was used to look at the properties, and the consensus was that the District will assess per lot, so those parcels will receive the assessment for 2 lots. After meeting with Clark Melinkovich from the County last month, a maintenance plan was drafted to allow for a street overlay every 10 years and for the ongoing crack sealing, chip sealing, and maintenance to try to ensure the streets last. There are approximately 4 miles of paved roads in the District and a small section of Gold Road that is gravel. Gayle Nannemann moved to increase Cathey Consulting’s monthly rate to \$350 a month. Susan Wilson seconded.

Motion carried unanimously. Gayle Nannemann moved to approve the proposed budget as discussed. Susan Wilson seconded. Motion carried unanimously. The proposed budget is attached to these minutes. The following legal ad will run at least a week prior to the budget hearing.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT**

Prairieview Champion Improvement & Service District will hold a public hearing at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette, Wyoming) on Thursday, June 30, 2022, at 8:00 a.m., for the purpose of considering the 7/1/22-6/30/23 budget. The budget will be adopted at the regular meeting immediately following the hearing. The proposed budget is as follows:

Expenses – Administrative \$5,400 / Indirect \$1,900 / Debt/Loan \$54,606 / Operations/Reserves \$291,804
Operating & Reserves Revenue / Carryover: \$353,710

The USDA Loan will be paid off in October and there is no loan assessment this fiscal year. The maintenance assessment will increase to \$760 per lot for the annual and long-term maintenance required to maintain more than 4 miles of paved streets. Most landowners will see a decrease in overall assessment this fiscal year.

Prairieview Champion Improvement and Service District meeting minutes are posted online at www.catheyconsulting.net. The proposed budget can be found online with the April 19, 2022, District meeting minutes.

“Prairieview Champion Improvement and Service District is an Equal Opportunity provider.” To contact the District or for special accommodations for the hearing, call Helenanne Cathey at 307-685-8235.

Basic Cost Analysis from which maintenance assessment is based:

Budgetary Item Description	Est. Cost	# of years	Budget / Reserve Yearly
Road Overlay - 1 road every 10 years	\$80,000.00	10	\$8,000.00
Crack Filling	2,500	2	\$1,250.00
Street Sweeping	4,500	1	\$4,500.00
Chip Seal	167,000	5	\$33,400.00
Roads and ditches and culverts annual cleanup	2,500	1	\$2,500.00
Other Road Expenses	2,000	1	\$2,000.00
Admin and Indirect	5,500	1	\$5,500.00
TOTAL			\$57,150.00
Number of parcels assessed	79		\$723.42
		plus 5%	\$759.59

V. New Business

a.

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn. Gayle Nannemann seconded. The meeting adjourned at 9:20 a.m.

Reminder: The minutes and information about the District are available online at www.catheyconsulting.net – click on Prairieview Champion. Cathey Consulting is the bookkeeper for the District. The District’s records are stored at the office of Cathey Consulting located at 400 South Gillette Avenue, Suite 106 (K² Technologies Building – use the entrance on 4th Street).

NEXT REGULAR MEETING / BUDGET HEARING: Thursday, June 30, 2022, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.
(March, July, November and as needed)

Gayle Nannemann, President Date

Carol McKillop, Vice President Date

Susan Wilson, Secretary/Treasurer Date

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To contact the District, call Cathey Consulting at 307-685-8235.

Budget - Prairieview Champion I & S District - 7/1/2022 - 6/30/2023					
Budget Hearing: Thursday, June 30, 2022, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette, WY 82716					
	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23	
Revenue					
Special Assessment - USDA Loan	61,873	61,862	61,873	0	
Special Assessment Interest - USDA Loan	422	400	400	0	
Maintenance Assessment (\$760 X 79 (76 + 3 w/ 2 lots)	34,200	34,200	34,200	60,040	
Maintenance Assessment Interest	217	300	200	100	
Campbell County District Support Grant	1,800	2,000	2,000	2,500	
Interest Income - Bank	343	1,000	250	250	
Accounts Receivable End of Prior Year		7,232		0	
TOTAL REVENUE	98,855	106,994	98,923	62,890	
CASH CARRYOVER	156,155	178,537	184,534	290,820	Cash Carryover with USDA \$
TOTAL REVENUE PLUS CASH CARRYOVER	255,010	285,531	283,457	353,710	TOTAL BUDGET
Expenditures					
Administrative					
Contract Admin./Bookkeeping (\$350 per mo.)	3,780	4,000	3,780	4,200	
Contract Legal					
Office / Postage / Advertising / Other	466	1,200	250	1,200	
Travel					
TOTAL ADMINSTRATIVE	4,246	5,200	4,030	5,400	
Indirect					
Insurance - Directors & Officers / Bond	980	1,100	980	1,100	
Insurance - Liability	650	800	650	800	
TOTAL INDIRECT COSTS	1,630	1,900	1,630	1,900	
INTEREST - TOTAL COSTS	7,849	5,361	3,998	2,600	
DEBT - PRINCIPAL COSTS - USDA LOAN	53,000	56,000	56,000	52,006	Loan Payments: Will pay off Oct., 2022
Operations					
Engineering					
Road Maintenance	1,674	34,532	0	5,750	
Culverts / Ditches / Other Drainage					
Street Sweeping	3,600	4,000	4,000	4,500	
Accounts Payable End of Prior FY		4,949		0	
Misc. (Cash Carryover)		178,537		240,154	
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	5,274	38,532	4,000	10,250	
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	5,274	217,069	4,000	250,404	
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	71,999	106,993	69,658	72,156	
DEPOSIT IN RESERVES				41,400	
TO BE SPENT FROM RESERVES				0	
TOTAL EXPENDITURES PLUS DEPOSITS TO RESERVES	71,999	285,530	69,658	353,710	TOTAL BUDGET
Receivables Start of FY	7,125		7,232		
Payables Balance Start of FY	630		4,949		
	6/30/2020	6/30/2021 (EST)	6/30/2021	6/30/2022 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - CHECKING	6,917	5,000	10,089	5,000	
GENERAL FUND - MONEY MARKET	149,238	173,537	174,445	206,880	
RESTRICTED FUNDS	72,048	76,589	74,738	78,940	
TOTAL FUNDS BEGINNING OF YEAR	228,203	255,126	259,272	290,820	
Receivables Balance End of FY	7,232				
Payables Balance End of FY	4,949				
End of Year Bank Balance	259,271		290,820		
Net per year (Revenue minus Expenses)	26,856	1	29,265		USDA Fund - loan pd off
Net (including cash carryover)	183,011	1	213,799	0	

Budget Message: The District manages the roads. The USDA loan will be paid off in October, 2022. The District will begin funding reserves by increasing the annual assessment for the long-term preservation of the streets. No major expenditures are anticipated this fiscal year, however, the operations budget contains enough money should a major repair be required on the paved streets within the District. One washout can cost thousands of dollars to repair. As a result of the loan being paid off, there will no longer be any restricted funds. Any remaining funds in that account will be transferred to reserves.

Board Member Signature _____	Board Member Signature _____
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Directors: Gayle Nannemann (Pres.) & Carol McKillop (Vice Pres.) terms end Nov., 2022 / Susan Wilson (Sec./Treas.) term ends Nov., 2024
 The District holds a regular meeting approximately once each quarter. The next meeting date is scheduled at each meeting.
 Meetings are held and records are stored at 400 S Gillette Ae, Suite 106, Gillette.