

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

Thursday, April 27, 2023, 8:00 a.m.

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

BOARD MEMBERS PRESENT: Gayle Nannemann, Russ Opp, Susan Wilson

OTHERS PRESENT: Helenanne Cathey

President Gayle Nannemann called the meeting to order at 8:08 a.m.

- I. Minutes** – The minutes for the January 26, 2023, regular meeting were reviewed. Russ Opp moved to approve the minutes as revised (the check for LGLP should be 1002 and not 1001). Susan Wilson seconded. Motion carried unanimously.
- II. Financial Report** – Susan Wilson moved to accept the Treasurer's Report and pay the bills as presented. Russ Opp seconded. Motion carried unanimously.

First Northern Bank CD / Reserves Account Balance From Last Minutes:	\$0.00
01/26/23 Deposit	\$100,000.00
(No statements received.)	
RESERVES BALANCE START OF MEETING:	\$100,000.00

First Northern Bank Money Market Checking Account Balance From Last Minutes:	\$273,096.32
01/23/23 Main Street Checks Charge	\$122.13
01/26/23 Transfer to Reserves CD	\$100,000.00
01/31/23 Interest	\$140.33
02/10/23 Deposit – Assessments	\$1,155.37
02/28/23 Interest	\$200.10
03/09/23 Deposit – Assessments	\$380.00
03/31/23 Interest	\$222.63
04/10/23 Deposit – Assessments	\$1,557.48
CHECKING BALANCE START OF MEETING:	\$176,630.10

BILLS PAID CURRENT MEETING:	
04/27/23 Ck# 1003 – Cathey Consulting	\$1,050.00
Inv. 6913 – Nov. bookkeeping/admin./compliance	\$350.00
Inv. 6955 – Dec. bookkeeping/admin./compliance	\$350.00
Inv. 7001 – Jan. bookkeeping/admin./compliance	\$350.00
Ck# 1004 – Local Gov't Liab. Pool – Directors & Officers & General Liability Insurance 7/1/23-6/30/24	\$500.00
TOTAL	\$1,550.00
CHECKING ACCOUNT BALANCE AFTER BILLS:	\$175,080.10

Receivables Balance: \$10,640.00 (Assessments)

- III. Roads Issues**
- Hespen Excavating will clean up ditches this spring. Russ Opp will call John Hespen.
 - There was discussion on a stop sign that was put up and the problems with people running into signs. Gayle Nannemann reported that he has additional stop signs and posts at their shop.
- IV. Unfinished Business**
- HDR Engineering bid for an analysis of the streets – Russ Opp will follow up with HDR Engineering about providing a cost estimate for an analysis of the streets. A special meeting may be scheduled to review and approve the analysis.
 - Street Sweeping – Bid amount \$4,320 / County approved a grant for half the cost \$2,160. Susan Wilson moved to approve the grant and authorize DRM to proceed with street sweeping. Russ Opp

- seconded. Motion carried unanimously. Helenanne Cathey will contact DRM to do the street sweeping after Hespen Excavating finishes cleaning up the ditches.
- c. Budget for 7/1/23 – 6/30/24 – The budget hearing will be Thursday, July 20, 2023, at 8:00 a.m. Russ Opp moved to approve the proposed budget and run the following legal ad in the News-Record on July 11, 2023. Susan Wilson seconded. Motion carried unanimously.

**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, July 20, 2023, at 8:00 a.m., for the purpose of considering the 7/1/23-6/30/24 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 \$800 / Operations/Major Expenses \$206,449 /
Transfer to Reserves and Reserves Balance \$141,400
Operating & Reserves Revenue / Carryover: \$354,049

The maintenance assessment is anticipated to remain the same as last year at \$760 per lot for the annual and long-term maintenance required to maintain more than 4 miles of paved streets.

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 27, 2023, meeting minutes.

V. New Business

- a. The Wyoming Association of Special Districts is an organization that advocates for special districts and provides a training program. The state is requiring all board members to go through a training program in the next year, and the association's training program should meet the state's requirements. Russ Opp moved to join the organization. Susan Wilson seconded. Motion carried unanimously. The cost to join the association is \$100.
- b. The Local Government Liability Pool renewal application was submitted online. Russ Opp moved to approve the renewal. Susan Wilson seconded. Motion carried unanimously.

VI. Adjourn

There being no further business to discuss, Gayle Nannemann adjourned the meeting at 8:53 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). Contact the District at 307-685-8235.

NEXT REGULAR MEETING AND BUDGET HEARING: Thursday, July 20, 2023, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

Gayle Nannemann, President Date

Russ Opp, Vice President Date

Susan Wilson, Secretary/Treasurer Date

Budget - Prairieview Champion I & S District - 7/1/2023 - 6/30/2024				
Budget Hearing: Thursday, July 20, 2023, 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
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24
Revenue				
Special Assessment - USDA Loan	61,869	0	0	0
Special Assessment Interest - USDA Loan	463	0	258	0
Maintenance Assessment (\$760 X 79) (76 parcels + 3 w/ 2 lots)	34,200	60,040	60,040	60,040
Maintenance Assessment Interest	274	100	192	100
Campbell County District Support Grant	2,160	2,500	2,160	2,500
Interest Income - Bank (Money Mkt = 1.47%)	389	250	2,088	2,640
Interest Income - Bank (CD = 3.7%)	389	250	1,500	3,700
Accounts Receivable End of Prior Year		8,258		0
TOTAL REVENUE	99,744	71,398	66,238	68,980
CASH CARRYOVER	184,534	282,268	206,739	185,069
TOTAL REVENUE PLUS CASH CARRYOVER	284,278	353,666	272,977	254,049
Expenditures				
Administrative				
Contract Admin./Bookkeeping (\$350 per mo.)	3,780	4,200	3,780	4,200
Contract Legal				
Office / Election / Postage / Advertising / Other	93	1,200	550	1,200
Travel				
TOTAL ADMINSTRATIVE	3,873	5,400	4,330	5,400
Indirect				
Insurance - Directors & Officers / Bond / Liability	980	1,100	1,050	800
Insurance - Liability	650	800	0	0
TOTAL INDIRECT COSTS	1,630	1,900	1,050	800
INTEREST - TOTAL COSTS	5,265	2,600	2,535	0
DEBT - PRINCIPAL COSTS - USDA LOAN	56,000	52,006	52,006	0
Operations				
Engineering				
Road Maintenance	0	5,750	6,750	16,880
Culverts / Ditches / Other Drainage				
Street Sweeping	4,320	4,500	4,320	4,500
Accounts Payable End of Prior FY		315		0
Major Expenses / Misc. (Cash Carryover)		240,154		185,069
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	4,320	10,250	11,070	21,380
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	4,320	250,404	11,070	206,449
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	71,088	72,156	70,991	27,580
DEPOSIT IN RESERVES		41,400	100,000	41,400
TO BE SPENT FROM RESERVES		0		0
TOTAL EXPENDITURES PLUS DEPOSITS TO RESERVES	71,088	353,710	170,991	254,049
Receivables Start of FY	7,232		8,258	
Payables Balance Start of FY	4,949		315	
	6/30/2021	6/30/2022 (EST)	6/30/2022	6/30/2023 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUND - CHECKING	10,089	5,000	10,633	
GENERAL FUND - MONEY MARKET	174,445	277,268	196,106	185,069
RESTRICTED FUNDS	74,738	78,940	75,140	0
RESERVES				100,000
TOTAL FUNDS BEGINNING OF YEAR	259,272	361,208	281,879	285,069
Receivables Balance End of FY	8,258			
Payables Balance End of FY	315			
End of Year Bank Balance	282,268		285,069	
Net per year (Revenue minus Expenses)	28,656	-42,158	-104,753	0
Net (including cash carryover)	213,190	-44	101,986	0

Cash Carryover
TOTAL BUDGET

paid Oct., 2022

\$100,000 designated reserves
1/26/23

TOTAL BUDGET

Budget Message: The District manages the approximately 4.2 miles of roads in the Districts, most of which were paved in 2003 for a cost of approximately \$1.5 million. The last chipseal was in 2012 and was approximately \$168,000. The loan that helped pay for the original road project was paid off in October, 2022. Prior to that time, little to no reserves were built. The District has started a Reserves fund and budgets \$41,400 to be transferred to reserves this year for the long term maintenance of the roads. An analysis of the roads will determine how much crack sealing is needed and when to plan for a chipseal. The operations budget contains enough money should these or other repairs (wash out for example) be needed on the paved streets within the District.

Board Member Signature

Board Member Signature

Directors: Gayle Nannemann (Pres.) & Russ Opp (Vice Pres.) terms end Nov., 2026 / 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.

Roads paved 2003 / Final loan payment: October, 2022 - last assessment was 2021

Streets	Feet (Cty. Mapping)	Round up / 100
Oil Drive	1,979	2,000
Gold Road	2,573	2,600
Hays Drive	2,665	2,700
Ratcliff Dr.	2,808	2,900
Garman	3,984	4,000
Coulter	3,917	4,000
Hackathorn	3,928	4,000
Total	21,854	22,200
Feet in a mile = 5,280		
# of miles	4.1	4.2