

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

**Tuesday, April 4, 2017, 8:00 a.m.
At DRM, 3920 Garman Road, Gillette, Wyoming**

BOARD MEMBERS: PRESENT: Gayle Nannemann, Carol McKillop, Susan Wilson (by telephone)
OTHERS PRESENT: Helenanne Cathey

President Gayle Nannemann called the meeting to order at 8:10 a.m.

- I. Minutes** – The minutes for the November 15, 2016, regular meeting were reviewed. Carol McKillop moved to approve the minutes as written. Susan Wilson 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 with Wilson and Nannemann voting aye. Carol McKillop seconded. Motion carried unanimously. The bank statements from November, December, January, and February were reviewed and signed.

CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING:			\$2,295.97
11/30/16	Interest	\$0.10	
12/01/16	Ck# 1012 – Cathey Consulting – books/admin.		\$300.00
12/31/16	Interest	\$0.08	
01/10/17	Ck# 1013 – Cathey Consulting – books/admin.		\$300.00
01/10/17	Ck# 1014 – HUB International – Insurance		\$680.00
01/10/17	Ck# 1015 – Liberty Mutual Insurance – Insurance		\$500.00
01/31/17	Interest	\$0.06	
02/01/17	Ck# 1016 – Cathey Consulting – books/admin.		\$300.00
02/28/17	Interest	\$0.01	
03/01/17	Ck# 20 – Transfer from Money Market	\$5,000.00	
03/01/17	Ck# 1017 – Cathey Consulting – books/admin.		\$300.00
CHECKING ACCOUNT BALANCE PRIOR TO MEETING:			\$4,916.22
BILLS PAID AT THIS MEETING:			
04/04/17	Ck# 1018 – Cathey Consulting – books/admin.		\$300.00
04/04/17	Ck# 1019 – DRM – Hydrovac		\$450.00
04/04/17	Ck# 1020 – Gillette News-Record – Street sweeping ad		\$66.00
CHECKING ACCOUNT BALANCE END OF MEETING:			\$4,100.22
MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING:			\$67,065.58
11/30/16	Interest	\$5.31	
12/14/16	Deposit – Assessments	\$9,000.00	
12/31/16	Interest	\$6.17	
01/10/17	Deposit – Assessments	\$3,830.22	
01/31/17	Interest	\$6.83	
02/09/17	Deposit – Assessments	\$1,125.00	
02/28/17	Interest	\$8.05	
03/01/17	Ck# 20 – Transfer to Checking		\$5,000.00
03/08/17	Deposit – Assessments	\$686.66	
MONEY MARKET ACCOUNT BALANCE END OF MEETING:			\$76,733.82
USDA LOAN ACCOUNT BALANCE FROM LAST MEETING:			\$27,981.19
12/14/16	Deposit – Assessments	\$14,969.81	
01/10/17	Deposit – Assessments	\$8,264.15	
02/09/17	Deposit – Assessments	\$2,330.59	
03/08/17	Deposit – Assessments	\$1,202.14	
ENDING BALANCE			\$54,747.88

Receivables Balance: \$28,390.85

III. Roads Issues

From 11/15/16 meeting:

- a. Sign down at Hackathorn and Gold – Gayle Nannemann will get the street sign back up.
- b. Culvert by Moose Lodge needs cleaned out – Mark at DRM reported that they did the locating. They will get the culvert cleaned out hopefully by the end of the week.
- c. It was suggested that someone look at the culverts to see which culverts need cleaned out and then go out for quotes. Gayle Nannemann moved to have someone from DRM put together a list of all of the culverts that need to be cleaned out and ditches that need regraded. Susan Wilson seconded. Motion carried with Wilson and Nannemann voting aye. Carol McKillop abstained. Helenanne Cathey will send the scope out to contractors for bids. The consensus was to get the work done with the low bid as soon as possible. Helenanne Cathey will e-mail the bids to the Board members for review before authorizing the low bidder to start.
- d. Nick Baxter (3020 Garman Rd) had reported issues with drainage. The ditch was washing out in front of the Toy Storage area. The water comes down the ditch and is washing an area out on his property. There was discussion on whether or not the culvert there is properly sized. Gayle Nannemann will follow up. This should be taken care of with the project approved earlier in the meeting.
- e. Culverts near Flogistics that need cleaned out – Work was completed by DRM.

These culverts may not be properly sized. This is the property owner's responsibility. If there is a gully washer rainstorm, inadequately sized culverts may cause washouts on the road. The landowner will be responsible for any damage. The culverts need to be a minimum of 18" culverts. A newsletter was mailed after the August meeting. There was discussion on the culvert and a concern that 18" isn't big enough. Northern Drive has affected the drainage. Any landowners that may have problems due to drainage from Northern Drive need to go to the County. This item will be removed from the agenda.
- f. Russ Opp asked that the woven wire be put back up on the north side of his property. He said that when the contractor completed the project they put up a barbed wire fence. Mr. Opp kept the old woven wire fence that had been there.

After the November meeting, Gayle Nannemann talked to Bruce Engineering. Bruce Engineering sent over a copy of the letter of instructions to the contractor for the project that was done in late summer / fall of 2010 (letter dated June 17, 2010). The instructions state that the contractor was to install a barbed wire fence on the property line, utilize west end pipe brace, install one new brace on east end. Contractor may salvage wire in good condition from existing fence for use. The letter clearly states the instructions, and DRM followed those instructions. A copy of the letter will be given to Mr. Opp. No further action is required on this item. It will be removed from the action list. A letter dated June 17, 2010, is attached to these minutes.

IV. Unfinished Business

- a. None

V. New Business

- a. Review Department of Public Works letter regarding a new procedure and form for the District Support Grant – a third party inspection is required and a board member must complete an Affidavit Concerning Verification and Acceptance of Project. Carol McKillop moved to have Gayle Nannemann find someone to do the third party inspection. Susan Wilson seconded. Motion carried unanimously.
- b. Street Sweeping – Susan Wilson moved to approve the grant application to submit to the County for street sweeping (Cost of \$3,600 and Grant Application for \$1,800). Gayle Nannemann seconded. Motion carried with Susan Wilson and Gayle Nannemann voting aye. Carol McKillop abstained. NOTE: The District Support Grant requires 2 bids, but only 1 bid was received. As far as we know, DRM is the only company with the street sweeper that can do the wet sweeping and pick up the rock off of the streets.
- c. Budget – The preliminary budget was reviewed. The following ad was reviewed to run in the Gillette News-Record at least one 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 DRM, Inc. (2920 Garman Road, Gillette, Wyoming) on Thursday, July 20, 2017, at 8:00 a.m., for the purpose of considering the 7/1/17-6/30/18 budget. The budget will be adopted at the regular meeting immediately following the hearing. The Prairieview Champion Improvement & Service District proposed budget is as follows:

Expenses – Administrative \$4,600 / Indirect \$1,900 / Debt & Loan \$61,361 / Operations/Reserves \$108,953

Operating & Reserves Revenue / USDA Bond / Carryover: \$176,814

The District does not anticipate any major expenses or capital projects for the year. The assessment formula for the pavement project remains the same and the maintenance assessment will remain at \$450 per lot for the 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 4, 2017, 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.

Gayle Nannemann moved to approve the preliminary budget of \$176,814. Carol McKillop seconded. Motion carried unanimously. The budget is attached to these minutes.

VI. Adjourn

There being no further business to discuss, Carol McKillop moved to adjourn the meeting. Susan Wilson seconded. The meeting adjourned at 8:34 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 (AND BUDGET HEARING) FOR THE DISTRICT: Thursday, July 20, 2017, 8:00 a.m. at DRM, 2920 Garman Road.

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 - 7/1/17 - 6/30/18 - DRAFT					
Budget Hearing Thursday, July 20, 2017, 8:00 a.m. at DRM / 3920 Garman Road, Gillette, WY 82716					
	Actual	Budget	Actual (Estim.)	Budget	
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18	
Revenue					
Special Assessment - USDA Loan	61,854	61,854	61,858	61,854	
Special Assessment Interest - USDA Loan	497	400	400	400	
Maintenance Assessment (\$450 X 76)	34,200	34,200	34,200	34,200	
Maintenance Assessment Interest	352	300	300	300	
Campbell County District Support Grant	2,560		3,600	1,800	
Interest Income - Bank			60	60	
TOTAL REVENUE	99,463	96,754	100,418	98,614	
CASH CARRYOVER	43,706	62,391	62,391	78,200	Cash Carryover
TOTAL REVENUE PLUS CASH CARRYOVER	143,169	159,145	162,809	176,814	TOTAL BUDGET
Expenditures					
Administrative					
Contract Admin./Bookkeeping (3000 X 12)	3,600	3,600	3,600	3,600	
Contract Legal					
Office / Postage / Advertising / Other	211	384	700	1,000	
Miscellaneous		13,098			Cash Carryover
Travel					
TOTAL ADMINSTRATIVE	3,811	17,082	4,300	4,600	
Indirect					
Insurance - Directors & Officers / Bond	1,030	1,030	980	1,100	
Insurance - Liability	753	753	500	800	
Insurance - Miscellaneous		2,620			Cash Carryover
TOTAL INDIRECT COSTS	1,783	4,403	1,480	1,900	
INTEREST - TOTAL COSTS	19,159	18,765	17,063	15,361	
DEBT - PRINCIPAL COSTS - USDA LOAN	43,000	44,000	44,000	46,000	Loan Payments: \$62,765.60 +/-
Operations					
Construction					
Engineering	8,403				
Road Maintenance	5,120	28,221		27,153	
Gold Road Improvements 2014/maint.					
Culverts					
Ditches			450		
Street Sweeping			7,200	3,600	
Road maintenance (Chip Sealing)					
Miscellaneous (Other)		115,267			Cash Carryover
Misc. (Cash Carryover)				78,200	Cash Carryover
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	13,523	28,221	7,650	30,753	
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	13,523	143,488	7,650	108,953	
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	81,276	112,471	74,493	98,614	
TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	81,276	227,738	74,493	176,814	TOTAL BUDGET
RESTRICTED FUNDS - USDA					
Deposits into Restricted Funds	62,351	62,254	62,258	62,254	
Payments from Restricted Fund	62,159	62,765	61,063	61,361	
NET	192	-511	1,195	893	
	7/1/2015	7/1/2016	7/1/2016	6/30/17 (Est.)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - CHECKING	3,701	3,076	3,076	3,200	CASH CARRYOVER
GENERAL FUND - MONEY MARKET	40,005	59,315	59,315	75,000	CASH CARRYOVER
RESTRICTED FUNDS	67,486	68,593	68,593	69,788	
TOTAL FUNDS BEGINNING OF YEAR	111,192	130,984	130,984	147,988	

Net per year (Revenue minus Expenses)	18,187	-15,717	25,925	0
Net (including cash carryover)	61,893	-68,593	88,316	0

Budget Message: The District manages the roads. No major expenditures are anticipated this fiscal year.

Board Member Signature _____

Board Member Signature _____

June 17, 2010

RE: Prairieview & Champion Ventures Drainage Ditch Bid

Dear Contractor

Prairieview & Champion Ventures I&SD wishes to receive lump sum bids for drainage work. The work is located in a 20' east-west easement on the south side of the Servall property, just north of Russ's Repair buildings between Hackathorn and Hwy 14-16. The vee ditch will be 2' deep by 710 feet long. Stakes and utility locate flags should be in place by June 17th. Please inspect the site.

The attached sketch represents the ditch; approximate utility locations, the fence and tree will need to be removed. At this time we do not expect to remove or relocate the power pole. We plan on working around or over the existing utilities. If any utility services require lowering, standard hourly rates are expected. A few local businesses have inquired about use of the dirt from this project for fill. The contractor has the choice of disposal methods. Estimated quantities are as follows

- Remove 710' of wire fence
- Remove & Dispose 20' Russian Olive Tree
- Remove 350 cy of dirt & topsoil from site & fine grade
- Seed & Mulch 30'x 725' (0.50 ac) area
- Install 725' x 7.5' wide erosion control mat (US Erosion Control # 2S-PN8) w/3.5 staples / sy
- Cross gas service
- Cross electrical service

- Separate out optional cost: Install approx 725' of 3 strand wire barbed wire fence on the property line, utilize west end pipe brace, install one new brace on east end. Contractor may salvage wire in good condition from existing fence for use.

Please email or fax a quote by next Wednesday. Please call me if you have any questions, thank you.

Sincerely,

Steven M. Bruce, P.E.

Attached: Sketch.

11-21-16 e-mailed to Bd
gave copy to Russ