

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

**Tuesday, December 5, 2017, 8:00 a.m.  
At DRM, 3920 Garman Road, Gillette, Wyoming**

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

President Gayle Nannemann called the meeting to order at 8:27 a.m.

- I. Minutes** – The minutes for the July 20, 2017, budget hearing and 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. Carol McKillop seconded. Motion carried unanimously. The bank statements from July, August, September and October were reviewed and signed.

|                                                         |                                                      |                    |
|---------------------------------------------------------|------------------------------------------------------|--------------------|
| CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING:     |                                                      | \$4,477.12         |
| 07/31/17                                                | Interest                                             | \$0.43             |
| 08/01/17                                                | Ck# 1028 – Cathey Consulting – books/admin.          | \$300.00           |
| 08/31/17                                                | Interest                                             | \$0.36             |
| 09/21/17                                                | Ck# 1029 – Cathey Consulting – books/admin.          | \$300.00           |
| 09/30/17                                                | Interest                                             | \$0.34             |
| 10/17/17                                                | Ck# 1030 – Cathey Consulting – books/admin.          | \$300.00           |
| 10/31/17                                                | Interest                                             | \$0.32             |
| BILLS PAID AT THIS MEETING:                             |                                                      |                    |
| 12/05/17                                                | Ck# 1031 – 9S Consulting – Self-audit                | \$500.00           |
| 12/05/17                                                | Ck# 1032 – Cathey Consulting – 2 months books/adm.   | \$600.00           |
| 12/05/17                                                | Ck# 1033 – HUB International – Dir & Officers insur. | \$680.00           |
| <b>CHECKING ACCOUNT BALANCE END OF MEETING:</b>         |                                                      | <b>\$1,798.57</b>  |
| MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING: |                                                      | \$80,677.05        |
| 07/31/17                                                | Interest                                             | \$10.14            |
| 08/10/17                                                | Deposit – Assessments                                | \$968.80           |
| 08/31/17                                                | Interest                                             | \$10.38            |
| 09/30/17                                                | Interest                                             | \$10.07            |
| 10/09/17                                                | Deposit – Assessments                                | \$5,400.00         |
| 10/31/17                                                | Interest                                             | \$10.89            |
| 11/15/17                                                | Deposit – Assessments                                | \$6,525.00         |
| <b>MONEY MARKET ACCOUNT BALANCE END OF MEETING:</b>     |                                                      | <b>\$93,612.33</b> |
| USDA LOAN ACCOUNT BALANCE FROM LAST MEETING:            |                                                      | \$71,398.17        |
| 08/10/17                                                | Deposit – Assessments                                | \$1,742.45         |
| 10/09/17                                                | Deposit – Assessments                                | \$9,699.76         |
| 10/09/17                                                | USDA Annual Loan Payment                             | \$60,917.78        |
| 10/31/17                                                | Deposit – Assessments                                | \$9,518.95         |
| <b>ENDING BALANCE</b>                                   |                                                      | <b>\$31,441.55</b> |

Receivables Balance: \$64,918.03

**III. Roads Issues**

From previous meeting:

- a. Sign down at Hackathorn and Gold – Gayle Nannemann has put the sign up.
- b. Culverts Cleaned and Ditches regraded:

At the April meeting: 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 e-mail Don McKillop at DRM to explain the scope of work that the District

is looking for, and when the scope is received, it will be e-mailed to contractors for bids. A grant application will be submitted to the County when bids are received.

**IV. Unfinished Business**

- a. None

**V. New Business**

- a. The Local Government Annual Report Summary and Internal Control Evaluation worksheet were completed and signed and will be submitted to the state along with the self-audit completed by Crystal Ninas and proof of cash completed by Helenanne Cathey.
- b. The forms were completed and signed and will be returned to HUB International Limited for liability insurance for public officials.
- c. Election of Officers - Carol McKillop moved to keep the same slate of officers: Gayle Nannemann, President / Carol McKillop, Vice President / Susan Wilson, Secretary/Treasurer. Susan Wilson seconded. Motion carried unanimously.

**VI. Adjourn**

There being no further business to discuss, Carol McKillop moved to adjourn the meeting. Gayle Nannemann seconded. The meeting adjourned at 8:38 a.m.

Reminder: The minutes and information about the District are available online at [www.catheyconsulting.net](http://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 (K<sup>2</sup> Technologies Building – use the entrance on 4<sup>th</sup> Street).

**NEXT REGULAR MEETING FOR THE DISTRICT: Tuesday, March 20, 2018, 8:00 a.m. at DRM, 2920 Garman Road.**

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Gayle Nannemann, President                      Date

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Carol McKillop, Vice President                      Date

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Susan Wilson, Secretary/Treasurer                      Date

“Prairieview Champion Improvement and Service District is an Equal Opportunity provider.”  
To contact the District, call Cathey Consulting at 307-685-8235.