

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

Thursday, December 7, 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 8:19 a.m.

I. Minutes – Russ Opp moved to approve the minutes for the September 28, 2023, regular meeting as presented. Gayle Nannemann seconded. Motion carried unanimously.

II. Financial Report – Russ Opp moved to pay the bills as presented. Susan Wilson seconded. There was discussion on the bills. Russ Opp explained that Jim's Water Service dug out the ditch and vacced out the north end of the culvert until they got flow through it. They were working near the Moose on a project for Means Water & Sewer District and a culvert needed cleaned out so Russ Opp had them clean it out. Motion carried unanimously.

First Northern Bank CD / Reserves Account Balance From Last Minutes:	\$101,843.20
10/31/23 Interest	\$949.79
RESERVES BALANCE END OF MEETING:	\$102,792.99

First Northern Bank Money Mkt Checking Account Balance From Last Minutes:	\$184,305.14
09/30/23 Interest	\$227.89
10/31/23 Interest	\$182.00
11/10/23 Deposit – Assessments	\$19,380.00
CHECKING BALANCE START OF MEETING:	\$204,095.03

BILLS PAID CURRENT MEETING:	
12/07/23 Ck# 1012 – Cathey Consulting	\$1,050.00
Inv. 7262 – Sept. bookkeeping/admin./compliance	\$350.00
Inv. 7313 – Oct. bookkeeping/admin./compliance	\$350.00
Inv. 7354 – Nov. bookkeeping/admin./compliance	\$350.00
Ck# 1013 – Jim's Water Service – 10/23/23 Use backhoe to clean	\$460.00
Ends of culvert / hydravac as far as It could reach	
TOTAL	\$1,510.00
CHECKING BALANCE AFTER BILLS:	\$202,585.03
Receivables Balance: \$40,660.00 (2023 Assessments)	

III. Unfinished Business

- a. Susan Wilson talked to John Hespen from Hespen Excavating after the last meeting regarding cleaning up ditches. He said that he did the job as he was instructed. There was a great deal of discussion on the issue. Russ Opp moved to remove this item from Unfinished Business. Susan Wilson seconded. Motion carried unanimously.
- b. Street sweeping will be done after ditches and culverts are cleaned up next spring. The grant was approved 3/21/23 to assist with the costs of street sweeping and it expires 3/21/24. Since street sweeping won't be done by then, a letter was signed to submit to the County requesting a 6-month extension.
- c. Street maintenance / crack sealing / County grant application
 - a. Project estimate \$46,800 with grant of \$11,700
 - b. A printout of some work from Design Construction was reviewed. An invoice hasn't been received yet.
- d. Spring / fall maintenance plan – Russ Opp talked to Jim's Water Service and they are interested in doing a spring or fall maintenance plan to clean up the ends of culverts / ditches and clear culverts to maintain proper drainage to protect the streets. They should be able to vac out the culverts rather than

jetting them if the ends are cleaned out and then vac out as much as possible. That should clear the culverts. Russ Opp will talk to Randy Elliott to see if he would drive the District and develop a list of culverts that need to be cleaned out.

- e. L & H hasn't fixed the road and cleaned up the ditch by their property. Russ Opp reported that he talked to them and asked them to finish cleaning things up. L & H said they would take care of it.

IV. New Business

- a. Annual Election of Officers – Susan Wilson moved to keep the same slate of officers for the year. Russ Opp seconded. Motion carried unanimously. Officers are Gayle Nannemann, President / Russ Opp, Vice President / Susan Wilson, Secretary/Treasurer.

V. Adjourn

There being no further business to discuss, Russ Opp moved to adjourn the meeting. Susan Wilson seconded. The meeting was adjourned at 9:17 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: Thursday, March 7, 2024, 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