

Tuesday, July 10, 2018, 8:00 a.m.
At DRM, 3920 Garman Road, Gillette, Wyoming

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

President Gayle Nannemann called the regular meeting to order at 8:00 a.m.

There was discussion on the roads. The Board requested an update from Don McKillop. With all of the rains, the edges of the roads are washing out, and if something isn't done soon, the dirt will start washing out from under the road. The majority of the roads need to have the dirt cut down along the edges of the asphalt. You don't want to just roll that into the ditches. You can roll it up onto the asphalt, most of it picked up and hauled off. There are some places that need some fill. The remaining dirt should be just swept off. The gravel at the intersection near DRM has come down from the edges of the pavement of Garman within the past few weeks. If we get much more heavy rain, it will eventually start washing underneath the asphalt. Gayle Nannemann moved to hire DRM to do this maintenance work and clean out culverts. Susan Wilson seconded. Motion carried with Gayle Nannemann and Susan Wilson voting aye. Carol McKillop left during the conversation and abstained from the vote.

Susan Wilson moved to leave the regular meeting and go into the Budget Hearing. Carol McKillop seconded. Motion carried unanimously.

BUDGET HEARING

Gayle Nannemann called the budget hearing to order at 8:12 a.m. The budget was reviewed. There was an opportunity for public comment. Seeing as there was no public comment, Gayle Nannemann adjourned the budget hearing at 8:14 a.m.

REGULAR MEETING

Gayle Nannemann called the regular meeting to order at 8:14 a.m.

- I. Minutes** – The minutes for the March 20, 2018, 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 March, April, and May were reviewed and signed.

CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING:		\$104.84
03/31/18	Interest	\$0.05
04/30/18	Interest	\$0.01
05/23/18	Deposit – Ck# 22 from Money Market	\$10,000.00
05/23/18	Ck# 1038 – Cathey Consulting – books/admin. – 2 mo.	\$600.00
05/23/18	Ck# 1039 – DRM – Street sweeping	\$3,600.00
05/31/18	Interest	\$0.23
06/29/18	Interest	\$0.63
Balance Prior to Meeting:		\$5,905.76
BILLS PAID AT THIS MEETING:		
07/09/18	Ck# 1040 – Cathey Consulting – Inv. 4445 books/admin May \$300.00 And Inv. 4490 books/admin June \$300.00	\$600.00
07/09/81	Ck# 1041 – C N A Surety – 68327559 Bond / Board	\$300.00
07/09/18	Ck# 1042 – Gillette News-Record – Ad 00340771 – budget hearing	\$76.58
TOTAL:		\$976.58

CHECKING ACCOUNT BALANCE END OF MEETING:			\$4,929.18
MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING:			\$108,756.60
03/31/18	Interest	\$21.20	
04/09/18	Deposit – Assessments	\$1,137.21	
04/30/18	Interest	\$23.34	
05/10/18	Deposit – Assessments	\$450.00	
05/23/18	Ck# 22 – Transfer to Checking		\$10,000.00
05/31/18	Interest	\$23.85	
06/11/18	Deposit – Assessments	\$3,375.00	
06/13/18	Deposit – County Grant	\$1,800.00	
06/29/18	Interest	\$24.78	
06/30/18	Deposit - Assessments	\$228.11	
MONEY MARKET ACCOUNT BALANCE END OF MEETING:			\$105,840.09
USDA LOAN ACCOUNT BALANCE FROM LAST MEETING:			\$59,942.26
04/09/18	Deposit – Assessments	\$2,720.54	
05/10/18	Deposit – Assessments	\$1,237.21	
06/11/18	Deposit – Assessments	\$6,238.09	
06/30/18	Deposit – Assessments	\$451.77	
ENDING BALANCE			\$70,589.87

Receivables Balance: \$5,566.12

III. Roads Issues

- a. Culverts Cleaned and Ditches and roads – DRM will work on the roads in the coming months as approved earlier in the meeting. Helenanne Cathey reported that overseeing this type of project and gathering bids with the County's grant form is something that she cannot do for the District. The District will need to hire an engineer or someone else to do that, which will drive up the cost of the project. It will also take longer to get the repairs done. With this in mind, and all of the rain causing some damage, the consensus is to go ahead with a contractor to take care of the maintenance issues (cutting down the sides/dirt and ditches, cleaning up culverts, etc.) Because the District utilizes the services of DRM, Carol McKillop abstained from the conversation.
- b. Signs update – The state put up the stop sign at Oil and Highway 59. Gayle Nannemann put up two other stop signs. Gayle Nannemann will put up the Gold Road street sign by Nannemann Brothers.

IV. Unfinished Business

- a. Budget / Assessments – Gayle Nannemann moved to adopt the budget for 7/1/18 – 6/30/19 for \$210,560 and adopt the resolution to assess and submit assessments to the County. Carol McKillop seconded. Motion carried unanimously. The budget is attached to these minutes.

V. New Business

- a. Public Records Notice – Gayle Nannemann completed the public records notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting.
- b. Official Depository – Susan Wilson moved to designate First National Bank as the official depository for 7/1/18- 6/30/19. Carol McKillop seconded. Motion carried unanimously.
- c. Director election (November 6, 2018 – McKillop, Nannemann) –The following legal ad will run in the Gillette News-Record on July 11, 2018:

NOTICE OF DIRECTOR ELECTION PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 6, 2018, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the Prairieview Champion Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 6, 2018, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 8, 2018, and August 28, 2018. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net – click on Election Documents.

Susan Wilson, Secretary/Treasurer / Filing Officer
Prairieview Champion Improvement & Service District

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

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Gayle Nannemann seconded. The meeting adjourned at 8:40 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 FOR THE DISTRICT: Tuesday, November 13, 2018, 8:00 a.m. at DRM, 2920 Garman Road.

Gayle Nannemann, President	Date
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Carol McKillop, Vice President	Date
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Susan Wilson, Secretary/Treasurer	Date
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Budget - Prairieview Champion I & S District - 7/1/18 - 6/30/19				
Budget Hearing: Tuesday, July 10, 2018, 8:00 a.m. at DRM / 3920 Garman Road, Gillette, WY 82716				
	Actual	Budget	Actual	Budget
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19
Revenue				
Special Assessment - USDA Loan	61,858	61,854	61,862	61,854
Special Assessment Interest - USDA Loan	511	400	170	400
Maintenance Assessment (\$450 X 76)	34,200	34,200	34,200	34,200
Maintenance Assessment Interest	307	300	88	300
Campbell County District Support Grant	3,600	1,800	1,800	2,000
Interest Income - Bank	81	60	202	60
TOTAL REVENUE	100,557	98,614	98,322	98,814
CASH CARRYOVER	62,391	84,026	84,026	111,746
TOTAL REVENUE PLUS CASH CARRYOVER	162,948	182,640	182,348	210,560
Expenditures				
Administrative				
Contract Admin./Bookkeeping (315 X 12)	3,600	3,600	3,900	4,000
Contract Legal				
Office / Postage / Advertising / Other	374	1,000	793	1,200
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	3,974	4,600	4,693	5,200
Indirect				
Insurance - Directors & Officers / Bond	980	1,100	980	1,100
Insurance - Liability	500	800	650	800
Insurance - Miscellaneous				
TOTAL INDIRECT COSTS	1,480	1,900	1,630	1,900
INTEREST - TOTAL COSTS	17,063	15,361	14,918	12,361
DEBT - PRINCIPAL COSTS - USDA LOAN	44,000	46,000	46,000	49,000
Operations				
Engineering				
Road Maintenance		27,153		26,353
Culverts	2,252			
Ditches	450			
Street Sweeping	7,200	3,600	3,600	4,000
Miscellaneous (Other)				
Misc. (Cash Carryover)		84,026		111,746
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	9,902	30,753	3,600	30,353
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	9,902	114,779	3,600	142,099
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	76,419	98,614	70,841	98,814
TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	76,419	182,640	70,841	210,560
Receivables Start of FY	4,692		4,319	
Payables Balance Start of FY	372		300	
	7/1/2016	6/30/2017	6/30/2017	6/30/2018
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUND - CHECKING	3,076	5,149	5,149	5,906
GENERAL FUND - MONEY MARKET	59,315	78,877	78,877	105,840
RESTRICTED FUNDS	68,593	71,398	71,398	70,590
TOTAL FUNDS BEGINNING OF YEAR	130,984	155,424	155,424	182,336
Receivables Balance End of FY	4,319		5,566	
Payables Balance End of FY	300		977	
End of Year Bank Balance	155,423		182,335	
Net per year (Revenue minus Expenses)	24,138	0	27,481	0
Net (including cash carryover)	86,529	0	111,507	0

Cash Carryover
TOTAL BUDGET

Cash Carryover

Cash Carryover

Loan Payments:
\$61,361

Cash Carryover

TOTAL BUDGET

CASH CARRYOVER
CASH CARRYOVER

Budget Message: The District manages the roads. 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, The District does not have any reserves at this time.

Board Member Signature

Board Member Signature

Directors: Gayle Nannemann (Pres.) & Carol McKillop (Vice Pres.) terms end Nov., 2018 / Susan Wilson (Sec./Treas.) term ends Nov., 2020
The District holds a regular meeting approximately once each quarter. The next meeting date is scheduled at each meeting.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

Annual Depreciation Entries = \$53,489.26