

**PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES**

Thursday, July 1, 2021, 8:00 a.m.

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

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

BUDGET HEARING

President Gayle Nannemann called the budget hearing to order at 8:00 a.m. The budget was reviewed. There was an opportunity for public comment. Gayle Nannemann adjourned the budget hearing at 8:01 a.m.

REGULAR MEETING

President Gayle Nannemann called the meeting to order at 8:01 a.m.

- I. Adoption of Budget** – Susan Wilson moved to adopt the budget for 7/1/21 – 6/30/22 for \$289,743 and adopt the resolution to assess and submit assessments to the County as presented. Gayle Nannemann seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – The minutes for the March 25, 2021, regular meeting were reviewed. Susan Wilson moved to approve the minutes as written. Gayle Nannemann seconded. Motion carried unanimously.
- III. Financial Report** – Gayle Nannemann moved to accept the Treasurer's Report and pay the bills as presented. Susan Wilson seconded. Motion carried unanimously. The bank statements for March, April, and May were reviewed and signed.

CHECKING ACCOUNT BALANCE FROM END OF LAST MEETING: \$10,087.18

03/31/21	Interest	\$0.17
04/30/21	Interest	\$0.58
05/31/21	Interest	\$0.60
06/30/21	Interest	No statement yet.

BILLS PAID CURRENT MEETING:

07/01/21	Ck#1079 – Cathey Consulting	\$1,260.00
	Inv. 5948 – Mar., bookkeeping/admin./compliance	\$315.00
	Inv. 5997 – Apr. bookkeeping/admin./compliance	\$315.00
	Inv. 6042 – May bookkeeping/admin./compliance	\$315.00
	Inv. 6086 – June bookkeeping/admin./compliance	\$315.00
	Ck#1080 – C N A Surety – bond / board 8/24/21 – 8/24/22	\$300.00
	Ck# 1081 – DRM – Inv. 6778 – street sweeping	\$3,600.00
	Ck# 1082 – Gillette News Record – Ad 00366960 – budget hearing	\$89.25
	TOTAL BILLS PAID AT THIS MEETING:	\$5,249.25

CHECKING ACCOUNT BALANCE AFTER BILLS: \$4,839.28

MONEY MARKET ACCOUNT BALANCE FROM END OF LAST MEETING: \$168,659.34

03/31/21	Interest	\$29.97
04/12/21	Deposit – Assessments	\$225.00
04/30/21	Interest	\$27.76
05/10/21	Deposit – Assessments	\$2,718.97
05/31/21	Interest	\$29.03
06/14/21	Deposit – Assessments	\$2,250.00
06/30/21	Deposit – Assessments	\$476.74
06/30/21	Interest	No statement yet.

MONEY MARKET ACCOUNT BALANCE START OF MEETING: \$174,416.81

USDA LOAN ACCOUNT BALANCE FROM END OF LAST MEETING: \$63,613.03

04/12/21	Deposit – Assessments	\$523.59	
05/10/21	Deposit – Assessments	\$5,383.98	
06/14/21	Deposit – Assessments	\$4,489.78	
06/30/21	Deposit – Assessments	\$727.28	
ENDING BALANCE			\$74,737.66
Receivables Balance:		\$7,231.96 (includes County Grant receivable)	

IV. Roads Issues

- a. Street Sweeping – Street sweeping was completed. The grant paperwork was completed and submitted to the County.

V. Unfinished Business

- a. None

VI. New Business

- a. Official Depository – Susan Wilson moved to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Gayle Nannemann seconded. Motion carried unanimously.
- a. Public Records Notice – Two board members signed the notice to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting at 400 S Gillette Avenue, Suite 106, Gillette.

VII. Adjourn

There being no further business to discuss, Gayle Nannemann adjourned the meeting at 8:08 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: Thursday, November 4, 2021, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.
(March, July and November)

Gayle Nannemann, President Date

Carol McKillop, Vice President Date

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.

Budget - Prairieview Champion I & S District - 7/1/2021 - 6/30/2022					
Budget Hearing: Thursday, July 1, 2021, 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	
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22	
Revenue					
Special Assessment - USDA Loan	61,868	61,862	61,873	61,862	
Special Assessment Interest - USDA Loan	420	400	400	400	
Maintenance Assessment (\$450 X 76)	34,200	34,200	34,200	34,200	
Maintenance Assessment Interest	250	300	200	300	
Campbell County District Support Grant	1,800	2,000	2,000	2,000	
Interest Income - Bank	768	1,000	250	1,000	
Accounts Receivable End of Prior Year		7,318		7,231	
TOTAL REVENUE	99,306	107,080	98,923	106,993	
CASH CARRYOVER	127,410	151,614	156,155	182,750	Cash Carryover
TOTAL REVENUE PLUS CASH CARRYOVER	226,716	258,694	255,078	289,743	TOTAL BUDGET
Expenditures					
Administrative					
Contract Admin./Bookkeeping (315 X 12)	4,034	4,000	3,780	4,000	
Contract Legal					
Office / Postage / Advertising / Other	81	1,200	466	1,200	
Miscellaneous					Cash Carryover
Travel					
TOTAL ADMINSTRATIVE	4,115	5,200	4,246	5,200	
Indirect					
Insurance - Directors & Officers / Bond	980	1,100	980	1,100	
Insurance - Liability	650	800	650	800	
Insurance - Miscellaneous					Cash Carryover
TOTAL INDIRECT COSTS	1,630	1,900	1,630	1,900	
INTEREST - TOTAL COSTS	10,286	8,361	7,849	5,361	
DEBT - PRINCIPAL COSTS - USDA LOAN	50,000	53,000	53,000	56,000	Loan Payments: \$61,361
Operations					
Engineering					
Road Maintenance	594	34,619	1,675	34,532	
Culverts					
Ditches					
Street Sweeping	3,600	4,000	3,600	4,000	
Miscellaneous (Other)					
Accounts Payable End of Prior FY		630		4,949	
Misc. (Cash Carryover)		151,614		182,750	Cash Carryover
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	4,194	38,619	5,275	38,532	
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	4,194	190,233	5,275	221,282	
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	70,225	107,080	72,000	106,993	
TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	70,225	258,694	72,000	289,743	TOTAL BUDGET
Receivables Start of FY	7,318		7,125		
Payables Balance Start of FY	315		630		
	6/30/2019	6/30/2020 (EST)	6/30/2020	6/30/2021 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - CHECKING	6,534	5,000	6,917	5,000	CASH CARRYOVER
GENERAL FUND - MONEY MARKET	120,876	146,614	149,238	177,750	CASH CARRYOVER
RESTRICTED FUNDS	71,203	76,589	72,048	76,589	
TOTAL FUNDS BEGINNING OF YEAR	198,613	228,203	228,203	259,339	
Receivables Balance End of FY	7,125		7,231		
Payables Balance End of FY	630		4,949		
End of Year Bank Balance	228,202		259,339		
Net per year (Revenue minus Expenses)	29,081	0	26,923	0	
Net (including cash carryover)	156,491	0	183,078	0	

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's loan payment is assessed through and held by Campbell County for the annual loan payment to the USDA. These are the only reserves / restricted funds.

Board Member Signature

Board Member Signature

Directors: Gayle Nannemann (Pres.) & Carol McKillop (Vice Pres.) terms end Nov., 2022 / 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.

Records are stored at 400 S Gillette Ae, Suite 106, Gillette. / Meetings are normally at DRM 2920 Garman Rd - however this location may change this fiscal year.

Annual Depreciation Entries = \$53,489.26

Loan Balance 6/30/21: \$108,005.94

Final loan payment: October, 2022 - last assessment should be 2021 so 1 year left (2021)