PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING / REGULAR MEETING MINUTES
Tuesday, July 12, 2016, 8:00 a.m.
At DRM, 3920 Garman Road, Gillette, Wyoming

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

BUDET HEARING
President Gayle Nannemann called the budget hearing to order at 8:05 a.m. The budget was reviewed. There was an opportunity for public comment. Susan Wilson moved to adjourn the budget hearing. Carol McKillop seconded. The budget hearing adjourned at 8:09 a.m.

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

I. **Minutes** – The minutes for the February 23, 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. Carol McKillop seconded. Motion carried unanimously. The bank statements from February, March, April, May and June were reviewed and signed.

CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING:				$4,301.42
02/29/16	Interest	$0.20		
03/08/16	Deluxe – Checks		$25.75	
03/09/16	Ck# 998 – Cathey Consulting – books/admin.		$300.00	
03/31/16	Interest	$0.18		
04/12/16	Ck# 999 – Cathey Consulting – books/admin.		$300.00	
04/30/16	Interest	$0.16		
05/09/16	Ck# 1000 – Cathey Consulting – books/admin.		$300.00	
05/31/16	Interest	$0.15		
06/01/16	Ck# 1001 – Cathey Consulting – books/admin.		$300.00	
06/30/16	Interest	$0.13		
CHECKING ACCOUNT BALANCE PRIOR TO MEETING:				**$3,076.49**
07/12/16	Ck# 1002 – Cathey Consulting – books/admin.		$300.00	
07/12/16	Ck# 1003 – C N A Surety – bond/board		$300.00	
07/12/16	Ck# 1004 – Gillette News-Record – budget ad		$72.19	
CHECKING ACCOUNT BALANCE END OF MEETING:				**$2,404.30**

MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING:			$52,456.53
02/29/16	Interest	$4.75	
03/09/16	Deposit – Assessments	$1,134.21	
03/31/16	Interest	$4.51	
03/31/16	Deposit – Assessments	$462.76	
04/30/16	Interest	$4.42	
05/10/16	Deposit – Assessments	$1,612.06	
05/31/16	Interest	$4.68	
06/13/16	Deposit – Assessments	$3,627.06	
06/30/16	Interest	$4.74	
MONEY MARKET ACCOUNT BALANCE END OF MEETING:			**$59,315.72**

USDA LOAN ACCOUNT BALANCE FROM LAST MEETING:			$55,931.31
03/09/16	Deposit – Assessments	$2,160.16	
03/31/16	Deposit – Assessments	$562.18	
05/10/16	Deposit – Assessments	$2,894.23	
06/13/16	Deposit – Assessments	$7,045.08	
ENDING BALANCE			**$68,592.96**

Receivables Balance: $4,692.51

III. Roads Issues

a. Sign down at Hackathorn and Gold – Gayle Nannemann will work on this.
b. Culvert by Moose Lodge needs cleaned out – Work completed by DRM. Mark advised that the ditch needs to be cleaned out and dug down a bit so it will drain properly. The consensus of Wilson and Nannemann was to have DRM take care of this when they can. (Gayle will follow up with Mark at DRM after this meeting.)
c. Street Sweeping – DRM to start street sweeping around July 18th.
d. Nick Baxter called (3020 Garman Rd) – They are having issues with drainage. The ditch is 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.
e. Culverts near Flogistics that need cleaned out – Work 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. There was discussion on this issue. The culverts need to be a minimum of 18" culverts.

After discussion, the consensus was to send a letter to all landowners letting them know that the County standards specify a minimum of 18" culverts. If a landowner has culverts that are not properly sized and it causes washouts or road issues, landowners may be responsible for the total cost of repair.

IV. Unfinished Business

a. Budget – Carol McKillop moved to adopt the budget for $227,738.87 for 7/1/16 – 6/30/17. Susan Wilson seconded. Motion carried unanimously. The budget is attached to these minutes.
b. Carol McKillop moved to adopt the resolution to assess per the assessment schedule as presented. Susan Wilson seconded. Motion carried unanimously.

V. New Business

a. Public Records Notice – Susan Wilson completed the form to submit to the County indicating that the District's records are stored at the office of Cathey Consulting.
b. Official Depository for 7/1/16 – 6/30/17 – Carol McKillop moved to designate First National Bank as the official depository for the District for 7/1/16 – 6/30/17. Susan Wilson seconded. Motion carried unanimously.
c. Director Election – November 8, 2016 – Wilson – 4 year term. The following legal ad will run July 18, 2016. Applications to be on the ballot are due between August 10 and August 30.

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

Public Notice is hereby given that on Tuesday, November 8, 2016, an election shall be held for the purpose of electing one Director to serve a four (4)-year term 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. There will be no polling place.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 10, 2016, and August 30, 2016. 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

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

d. USDA paperwork – The annual report for the USDA was reviewed and signed and will be submitted as required.

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Carol McKillop seconded. The meeting adjourned at 8:59 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: The next regular meeting will be Tuesday, November 15, 2016, 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 & SERVICE DISTRICT BUDGET - 7/1/16 - 6/30/17

Budget Hearing: Tuesday, July 12, 2016, 8:00 a.m. at DRM (3920 Garman Rd, Gillette)

PO Box 471 Gillette, WY 82717	Prior Year Actual 7/1/14 - 6/30/15	LAST YEAR'S BUDGET 7/1/15 - 6/30/16	Current FY Actual 7/1/15 - 6/30/16		PROPOSED BUDGET 7/1/16 - 6/30/17
Cash Carryover	$112,194.57	$111,193.27	$111,193.27		$130,985.17
Revenue	$120,699.98	$96,753.70	$99,462.69		$96,753.70
TOTAL	$232,894.55	$207,946.97	$210,655.96		$227,738.87
Expenses					
Administrative	$3,828.15	$3,984.00	$3,811.88		$17,082.52
Indirect	$1,783.00	$1,783.00	$1,783.00		$4,402.70
Operations	$83,553.90	$15,000.00	$38,277.26		$143,487.95
Interest Expense	$21,109.03	$19,765.70	$19,159.03		$18,765.70
Loan Principal Payment	$40,000.00	$43,000.00	$43,000.00		$44,000.00
To Reserves/Money Market Accts	$0.00	$13,221.00	$0.00		$0.00
Miscellaneous / Roll Over	$0.00	$111,193.27	$0.00		$0.00
TOTAL	$150,274.08	$207,946.97	$106,031.17		$227,738.87

APPROVALS:

Gayle Nannemann / President / Date

Susan Wilson / Secretary/Treasurer / Date

Budget Message

The District works to maintain approximately 5 miles of roads, most of them are paved roads done through a paving project completed in approximately June, 2003. A chipseal project was completed in December, 2012. The unpaved portion of Gold Road that connects to the Means, Carter & North Hannum ISD was upgraded in a project completed in May, 2015. 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.

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PO Box 471	Prior Year	LAST YEAR'S	Current FY		PROPOSED	
Gillette, WY 82717	Actual	BUDGET	Actual		BUDGET	
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16		7/1/16 - 6/30/17	
Cash on Hand Start of FY	**$112,194.57**	**$111,193.27**	**$111,193.27**		**$130,985.17**	Cash - Start of FY
Revenue						
Revenue						
4100 · Tax Rev						
4110 · Special Assessment						
4112 · Special Assessment	$61,844.46	$61,853.70	$61,853.62	0.08	$61,853.70	
4110 · Special Assessment - Other						
Total 4110 · Special Assessment	$61,844.46	$61,853.70	$61,853.62		$61,853.70	
4130 · Maintenance Assessments	$34,200.00	$34,200.00	$34,200.00	0.00	$34,200.00	$450 X 76
Total 4130 · Maintenance Assessments	$34,200.00	$34,200.00	$34,200.00	0.00	$34,200.00	
Total 4100 · Tax Rev	$96,044.46	$96,053.70	$96,053.62	0.08	$96,053.70	
4090 - Campbell County District Support Grant	$21,911.29		$2,559.98			
4090 - Campbell County District Support Grant (Str.Sw)	$1,800.00		$0.00			
4150 · Interest Income	$376.06	$300.00	$352.09	(52.09)	$300.00	
4160 · Interest Income (USDA Loan)	$568.17	$400.00	$497.00	(97.00)	$400.00	
Total Revenue	$120,699.98	$96,753.70	$99,462.69	(2,708.99)	$96,753.70	
Total Cash on Hand Start of FY Plus Total Revenue	**$232,894.55**	**$207,946.97**	**$210,655.96**		**$227,738.87**	
Expense						
6010 · Administration Expenses						
6015 - Accounting			$50.00	(50.00)		
6020 · Advertising	$118.19	$240.00	$136.13	103.87	$240.00	
6550 · Office Supplies		$19.00	$25.75	(6.75)	$19.00	
6610 · Postage and Delivery	$33.46	$45.00		45.00	$45.00	
6620 · Printing and Reproduction	$76.50	$80.00		80.00	$80.00	
6665 · Secretarial Services	$3,600.00	$3,600.00	$3,600.00	0.00	$3,600.00	300 X 12
Miscellaneous	$0.00			0.00	$13,098.52	*10% of cash rollover*
Total 6010 · Administration Expenses	$3,828.15	$3,984.00	$3,811.88	172.12	$17,082.52	
6530 · Miscellaneous (Grant balance written off in 2013-2014)						
6700 · Indirect Expenses						
6380 · Insurance						
6390 · Bonding - Members	$300.00	$300.00	$300.00	0.00	$300.00	
6395 · Directors and Officers Insuranc	$730.00	$730.00	$730.00	0.00	$730.00	
6410 · Liability Insurance	$753.00	$753.00	$753.00	0.00	$753.00	
Miscellaneous					$2,619.70	*2% of cash rollover*
Total 6380 · Insurance	$1,783.00	$1,783.00	$1,783.00	0.00	$4,402.70	
6440 · Interest Expense	$21,109.03	$19,765.70	$19,159.03	606.67	$18,765.70	$62,765.60 loan pmnt.
Total 6700 · Indirect Expenses + Interest	$22,892.03	$21,548.70	$20,942.03	606.67	$23,168.40	estimate
7000 · Operations Expenses						
6160 - Construction				0.00		
6655 - Engineering				0.00		

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PO Box 471	**Prior Year**	**LAST YEAR'S**	**Current FY**		**PROPOSED**		
Gillette, WY 82717	**Actual**	**BUDGET**	**Actual**		**BUDGET**		
	7/1/14 - 6/30/15	**7/1/15 - 6/30/16**	**7/1/15 - 6/30/16**		**7/1/16 - 6/30/17**		
6715 - Road Maintenance		$15,000.00	$8,403.40	6,596.60	$28,221.00		
6715.01 - Gold Road Improvements 2014 / maint.	$53,233.72		$5,119.95	(5,119.95)			
6715.1 - Culverts				0.00			
6716 - Ditches				0.00			
6715.02 - Street Sweeping	$3,600.00			0.00			
6715 - Road Maint. (CHIP SEALING)							
Miscellaneous / Capital Projects / Reserves				0.00	$115,266.95	*88% of cash rollover*	
Total 7000 · Operations Expenses	$56,833.72	$15,000.00	$13,523.35	1,476.65	$143,487.95		
Total Expense	$83,553.90	$40,532.70	$38,277.26	2,255.44	$183,738.87		
Current Year Revenue-Exp (Net Before Loan Principle)	$37,146.08	$56,221.00	$61,185.43	(4,964.43)	$44,000.00		
Loan Principle Payment (interest is above)	$40,000.00	$43,000.00	$43,000.00	0.00	$44,000.00		
Major Repairs / Miscellaneous Expenses / Roll over	($2,853.92)	$13,221.00	$18,185.43	(4,964.43)	$0.00		
Miscellaneous Expenses As Needed		$111,193.27				Cash Start of FY	
Total Current Year Expenses / Capital Reserves / Miscellaneous		$194,725.97			$227,738.87		
Net (Major Repairs / Capital Improvements / Depreciation)		**$13,221.00**			**$0.00**		
TOTAL BUDGET EXPENSES / ROLLOVER		**$207,946.97**			**$227,738.87**		
Loan Payment: $61,659 / 2010 payment was $61,080.28							
Loan Original Principal $775,000 / 4.875% interest / 20 years / 2003 was first payment / 2022 last payment				**Loan Prin. Balance End of June, 2016: $350,005.94**			
76 Properties Assessed							
Fund Balances:	**6/30/2012**	**6/30/2013**	**6/30/2014**	**6/30/2015**	**6/30/2016**		
Money Market Account Balance	$122,618.10	$17,269.28	$43,069.42	$40,004.92	$59,315.72		
Checking Account	$2,810.71	$4,363.13	$4,134.03	$3,701.76	$3,076.49		
Total of Funds On Hand	**$125,428.81**	**$21,632.41**	**$47,203.45**	**$43,706.68**	**$62,392.21**		
USDA Loan Fund	$60,694.34	$61,659.10	$64,991.12	$67,486.59	$68,592.96		
TOTAL OF ALL FUNDS:	**$186,123.15**	**$83,291.51**	**$112,194.57**	**$111,193.27**	**$130,985.17**		

Depreciation Expense

Highways - $1,491,512.51 / 50 years - project completion date 6/2003 - 1st depr. 6/30/2004:	**$29,830.25**
Chipseal - $167,666.49 / 8 years - project completion during fy 7/1/12 - 6/30/13 - 1st depr. 6/30/2013 (included in main project depr.):	**$20,958.31**
Gold Road - $54,014.04 / 20 years - project completion during 7/1/14 - 6/30/15 - 1st yr. depreciation 6/30/16:	**$2,700.70**
	$53,489.26

Not reported on Balance Sheet / Included for Budget Consideration		Per Lot Calculation Fully Funded Depr. (76 lots):	$703.81
	Maintenance Assessment History:		
	2004-2005 Maint. Assessm.	$295.00	
	2007-2008 Maint. Assessm.	$395.00	
	2013-2014 Maint. Assessm.	$450.00	

Depreciation							**Accum. Depr. as of:**	**# yrs. as of**
# of Yrs to Depr.	**Project**	**Project Amt.**	**Completion**	**1st Depr. Date**	**1st Depr. Amt.**	**Annual Depr.**	**6/30/2017**	**6/30/2017**
50 yrs	**Highways Paving / 10 yrs old 6/30/13**	**$1,491,512.51**	Jun-03	6/30/2004	$29,830.25	$29,830.25	$417,623.50	14
8 yrs	**Chipseal / .5 yrs. Old 6/30/13**	**$167,666.49**	Dec-12	6/30/2013	$10,479.16	$20,958.31	$94,312.40	4
20 yrs.	**Gold Road (unpaved) 0 yrs old 6/30/15**	**$54,014.04**	May-15	6/30/2016	$2,700.70	$2,700.70	$5,401.40	2
				1st yr. is 1/2 yr. depr (Chipseal project)			$517,337.30	
				Each yr after will be full 1 year				