

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

**Tuesday, July 16, 2019, 8:00 a.m.
At DRM, 2920 Garman Road, Gillette, Wyoming**

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

BUDGET HEARING

President Gayle Nannemann called the budget hearing to order at 8:02 a.m. The budget was reviewed. There are four more loan payments left. The final payment is scheduled for October, 2022. There was an opportunity for public comment. There were no public comments. Gayle Nannemann adjourned the budget hearing at 8:17 a.m.

REGULAR MEETING

President Gayle Nannemann called the regular meeting to order at 8:17 a.m.

- I. Budget** – Susan Wilson moved to adopt the budget of \$232,138 for 7/1/19 – 6/30/20 and resolution to assess, and submit assessments to the County as approved in the budget. Carol McKillop seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – The minutes for the March 19, 2019, regular meeting were reviewed. Carol McKillop moved to approve the minutes as written. Susan Wilson seconded. Motion carried unanimously.
- III. Financial Report** – Carol McKillop moved to accept the Treasurer's Report and pay the bills as presented. Susan Wilson seconded. Motion carried unanimously. The bank statements from March, April, May and June were reviewed and signed.

CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING:		\$11,074.22
03/31/19	Interest	\$1.46
04/30/19	Interest	\$1.37
05/31/19	Interest	\$1.41
06/03/19	Ck# 1053 – Cathey Consulting – Inv. 4872 (Mar. books/admin) \$315.00	\$945.00
	1. Inv. 4921 (Apr. books/admin.) \$315.00	
	2. Inv. 4969 (May books/admin.) \$315.00	
06/03/19	Ck# 1054 – DRM – Inv. 3987 (Street Sweeping)	\$3,600.00
06/30/19	Interest	\$1.08
BALANCE PRIOR TO MEETING:		\$6,534.54
BILLS PAID AT THIS MEETING:		
07/16/19	Ck# 1055 – Cathey Consulting – 5016 books/admin June	\$315.00
07/16/19	Ck# 1056 – C N A Surety – Bond on Board	\$300.00
07/16/19	Ck# 1057 – Gillette News-Record – Ad 00350695 – Budget hearing	\$78.30
TOTAL:		\$693.30
CHECKING ACCOUNT BALANCE END OF MEETING:		\$5,841.24
MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING:		\$116,989.16
03/31/19	Interest	\$64.60
04/11/19	Deposit – Assessments	\$13.54
04/30/19	Interest	\$62.56
05/10/19	Deposit – Assessments	\$1,356.59
05/31/19	Interest	\$65.26
06/11/19	Deposit – Assessments	\$1,350.00
06/12/19	Deposit – Assessments	\$910.64
06/30/19	Interest	\$63.92
07/16/19	Deposit – County Grant	\$1,800.00
MONEY MARKET ACCOUNT BALANCE END OF MEETING:		\$122,676.27
USDA LOAN ACCOUNT BALANCE FROM LAST MEETING:		\$57,580.64
04/11/19	Deposit – Assessments	\$2,541.35

04/11/19	Deposit – Assessments	\$1,125.00	
05/10/19	Deposit – Assessments	\$5,402.17	
06/11/19	Deposit – Assessments	\$2,921.53	
06/19/19	Deposit – Assessments	\$1,632.31	
ENDING BALANCE			\$71,203.00
Receivables Balance:		\$5,518.54	

IV. Roads Issues

- a. **Culverts Cleaned and Ditches regraded** – DRM completed work on drainage and ditches. Susan Wilson moved to hire DRM to fix the hole on Oil Drive, putting a load of rock in the hole as a temporary fix and doing a permanent fix as time allows. Gayle Nannemann seconded. Motion carried with Susan Wilson and Gayle Nannemann voting aye. Carol McKillop abstained.
- b. **Street signs down** – Gayle Nannemann put up the Gold Road street sign by Nannemann Brothers.

V. Unfinished Business

- a. Street Sweeping / County Grant – The street sweeping was done and grant closed out. The rains have washed a lot of gravel back onto the streets.

VI. New Business

- a. A newsletter was received and reviewed from the Wyoming Association of Special Districts. This is a group formed to help watch out for special districts in Wyoming and to develop training programs for special districts.
- b. Carol McKillop moved to designate First National Bank as the official depository for 7/1/19 – 6/30/20. Susan Wilson seconded. Motion carried unanimously.
- c. Carol McKillop moved to designate Helenanne Cathey as the District's Public Records Person. Susan Wilson seconded. Motion carried unanimously.

VII. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Carol McKillop seconded. The meeting adjourned at 8:42 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: Wednesday, November 6, 2019, 8:00 a.m. at DRM, 2920 Garman Road.

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 - 7/1/2019 - 6/30/2020 - FINAL				
Budget Hearing: Tuesday, July 16, 2019, 8:00 a.m. at DRM / 3920 Garman Road, Gillette, WY 82716				
	Actual	Budget	Actual	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
Revenue				
Special Assessment - USDA Loan	61,862	61,854	61,861	61,862
Special Assessment Interest - USDA Loan	170	400	345	400
Maintenance Assessment (\$450 X 76)	34,200	34,200	34,200	34,200
Maintenance Assessment Interest	88	300	250	300
Campbell County District Support Grant	1,800	2,000	1,800	2,000
Interest Income - Bank	202	60	633	400
Accounts Receivable End of Prior Year				5,566
TOTAL REVENUE	98,322	98,814	99,089	104,728
CASH CARRYOVER	84,026	111,746	111,746	127,410
TOTAL REVENUE PLUS CASH CARRYOVER	182,348	210,560	210,835	232,138
Expenditures				
Administrative				
Contract Admin./Bookkeeping (315 X 12)	3,900	4,000	3,780	4,000
Contract Legal				
Office / Postage / Advertising / Other	793	1,200	245	1,200
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	4,693	5,200	4,025	5,200
Indirect				
Insurance - Directors & Officers / Bond	980	1,100	980	1,100
Insurance - Liability	650	800	650	800
Insurance - Miscellaneous				
TOTAL INDIRECT COSTS	1,630	1,900	1,630	1,900
INTEREST - TOTAL COSTS	14,918	12,361	12,675	12,361
DEBT - PRINCIPAL COSTS - USDA LOAN	46,000	49,000	49,000	49,000
Operations				
Engineering				
Road Maintenance		26,353	9,766	32,267
Culverts				
Ditches				
Street Sweeping	3,600	4,000	3,600	4,000
Miscellaneous (Other)				
Accounts Payable End of Prior FY				315
Misc. (Cash Carryover)		111,746		127,410
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	3,600	30,353	13,366	36,267
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	3,600	142,099	13,366	163,677
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	70,841	98,814	80,696	104,728
TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	70,841	210,560	80,696	232,138
Receivables Start of FY	4,319		5,566	
Payables Balance Start of FY	300		977	
	6/30/2017	6/30/2018	6/30/2018	6/30/2019
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUND - CHECKING	5,149	5,906	5,906	6,534
GENERAL FUND - MONEY MARKET	78,877	105,840	105,840	120,876
RESTRICTED FUNDS	71,398	70,590	70,590	71,203
TOTAL FUNDS BEGINNING OF YEAR	155,424	182,336	182,336	198,613
Receivables Balance End of FY	5,566		7,318	
Payables Balance End of FY	977		315	
End of Year Bank Balance	182,335		198,315	
Net per year (Revenue minus Expenses)	27,481	0	18,393	0
Net (including cash carryover)	111,507	0	130,139	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., 2022 / 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

Loan Balance 6/30/19: \$211,005.94

Final loan payment: October, 2022 (2019, 2020, 2021, 2022 = 4 years)