

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

**Thursday, July 16, 2020, 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 8:09 a.m. The budget was reviewed. There are no changes from the preliminary budget other than some of the actual costs updated on this year's budget. There was an opportunity for public comment. Gayle Nannemann adjourned the budget hearing at 8:15 a.m.

REGULAR MEETING

President Gayle Nannemann called the regular meeting to order at 8:15 a.m.

- I. Budget** – Carol McKillop moved to adopt the budget for 7/1/20 – 6/30/21 for \$258,694 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Susan Wilson seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – The minutes for the March 5, 2020, regular meeting were reviewed. Susan Wilson moved to approve the minutes as written. Carol McKillop 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 for February, March, April, May, and June were reviewed and signed.

CHECKING ACCOUNT BALANCE FROM END OF LAST MEETING:			\$1,399.17
02/29/20	Interest	\$0.24	
Adjusted Balance Forward:			\$1,399.41
03/31/20	Interest	\$0.16	
04/30/20	Interest	\$0.11	
05/19/20	Deposit – from Money Market	\$10,000.00	
05/19/20	Ck# 1065 – Cathey Consulting		\$884.00
	Inv. 5389– Mailing to landowners	\$254.00	
	Inv. 5417 – Mar. bookkeeping/admin./compliance	\$315.00	
	Inv. 5455 – Apr. bookkeeping/admin./compliance	\$315.00	
05/19/20	Ck# 1066 – DRM		
	Inv. 5611 – Street Sweeping		\$3,600.00
05/31/20	Interest	\$0.34	
06/30/20	Interest	\$0.57	
07/16/20	Ck# 1067 – Cathey Consulting		\$630.00
	Inv. 5494 – May bookkeeping/admin./compliance	\$315.00	
	Inv. 5537 – June bookkeeping/admin./compliance	\$315.00	
	Ck# 1068 – C N A Surety		\$300.00
	68327559 / Bond on board	\$300.00	
	Ck# 1069 – Gillette News-Record		\$178.51
	Ad 360054 – Budget hearing ad	\$86.63	
	Ad 361567 – Director election ad	\$91.88	
CHECKING ACCOUNT BALANCE END OF MEETING:			\$5,808.08
MONEY MARKET ACCOUNT BALANCE FROM END OF LAST MEETING:			\$151,261.60
*02/10/20	Deposit – Assessments	\$1,656.61	
Adjusted Balance Forward:			\$152,918.21
02/29/20	Interest	\$62.74	
03/10/20	Deposit – Assessments	\$684.55	
03/31/20	Interest	\$60.42	

04/30/20	Interest	\$53.35	
05/11/20	Deposit – Assessments	\$619.35	
05/19/20	Ck# 24 – Transfer to Checking		\$10,000.00
05/31/20	Interest	\$44.78	
06/09/20	Deposit – Assessments	\$2,475.00	
06/10/20	Deposit – County Grant	\$1,800.00	
06/30/20	Deposit – Assessments	\$478.18	
06/30/20	Interest	\$42.36	
MONEY MARKET ACCOUNT BALANCE END OF MEETING:			\$149,238.94
USDA LOAN ACCOUNT BALANCE FROM END OF LAST MEETING:			\$61,070.85
*02/10/20	County deposited to District’s checking instead of USDA loan acct -\$1,656.61		
	This was an error – corrected with deposits over the next few months		
Adjusted Balance Forward:			\$59,414.24
03/10/20	Deposit – Assessments	\$1,198.92	
04/10/20	Deposit – Assessments	\$3,056.67	
04/10/20	Deposit – Assessments	\$1,600.96	
05/11/20	Deposit – Assessments	\$1,568.89	
06/09/20	Deposit – Assessments	\$4,495.12	
06/30/20	Deposit – Assessments	\$713.18	
ENDING BALANCE			\$72,047.98

Receivables Balance: \$7,125.46

IV. Roads Issues

- a. Street sweeping was done this spring. No issues have been reported other than a complaint about a semi that is parking on the side of the road – mostly off the road but some of the semi remains on the road, and it is creating a safety hazard as there are a number of businesses with heavy industrial equipment that travel the roads. The Sheriff's office should be contacted when this occurs so that they can address it.

V. Unfinished Business

- a. None

VI. New Business

- a. Official Depository – Carol McKillop moved to designate First National Bank as the official depository for 7/1/20 – 6/30/21. Gayle Nannemann seconded. Motion carried unanimously.
- b. 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.
- c. Director Election (Nov. 3, 2020 – Wilson – 4 year term) – The following legal ad ran in the News-Record on July 14, 2020. Applications to be on the ballot are due between August 5th and August 25th.

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

Public Notice is hereby given that on Tuesday, November 3, 2020, 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. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 3, 2020, 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 5, 2020, and August 25, 2020. 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.

VII. Adjourn

There being no further business to discuss, Gayle Nannemann moved to adjourn the meeting. Carol McKillop seconded. The meeting adjourned at 8:32 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 5, 2020, 8:00 a.m. at DRM, 2920 Garman Road.

Gayle Nannemann, President Date

Carol McKillop, Vice President Date

Susan Wilson, Secretary/Treasurer Date

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Budget - Prairieview Champion I & S District - 7/1/2020 - 6/30/2021				
Budget Hearing: Thursday, July 16, 2020, 8:00 a.m. at DRM / 3920 Garman Road, Gillette, WY 82716				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
Revenue				
Special Assessment - USDA Loan	61,861	61,862	61,868	61,862
Special Assessment Interest - USDA Loan	345	400	420	400
Maintenance Assessment (\$450 X 76)	34,200	34,200	34,200	34,200
Maintenance Assessment Interest	250	300	250	300
Campbell County District Support Grant	1,800	2,000	1,800	2,000
Interest Income - Bank	633	400	768	1,000
Accounts Receivable End of Prior Year		5,566		7,318
TOTAL REVENUE	99,089	104,728	99,306	107,080
CASH CARRYOVER	111,746	127,410	127,410	151,614
TOTAL REVENUE PLUS CASH CARRYOVER	210,835	232,138	226,716	258,694
Expenditures				
Administrative				
Contract Admin./Bookkeeping (315 X 12)	3,780	4,000	4,034	4,000
Contract Legal				
Office / Postage / Advertising / Other	246	1,200	81	1,200
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	4,026	5,200	4,115	5,200
Indirect				
Insurance - Directors & Officers / Bond	680	1,100	980	1,100
Insurance - Liability	650	800	650	800
Insurance - Miscellaneous				
TOTAL INDIRECT COSTS	1,330	1,900	1,630	1,900
INTEREST - TOTAL COSTS	12,675	12,361	10,286	8,361
DEBT - PRINCIPAL COSTS - USDA LOAN	49,000	49,000	50,000	53,000
Operations				
Engineering				
Road Maintenance	9,766	32,267	593	34,619
Culverts				
Ditches				
Street Sweeping	3,600	4,000	3,600	4,000
Miscellaneous (Other)				
Accounts Payable End of Prior FY		315		630
Misc. (Cash Carryover)		127,410		151,614
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	13,366	36,267	4,193	38,619
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	13,366	163,677	4,193	190,233
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	80,397	104,728	70,224	107,080
TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	80,397	232,138	70,224	258,694
Receivables Start of FY	5,566		7,318	
Payables Balance Start of FY	977		315	
	6/30/2018	6/30/2019	6/30/2019	6/30/2020 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUND - CHECKING	5,906	6,534	6,534	5,000
GENERAL FUND - MONEY MARKET	105,840	120,876	120,876	146,614
RESTRICTED FUNDS	70,589	71,203	71,203	76,589
TOTAL FUNDS BEGINNING OF YEAR	182,335	198,613	198,613	228,203
Receivables Balance End of FY	7,318		7,125	
Payables Balance End of FY	315		630	
End of Year Bank Balance	198,613		228,203	
Net per year (Revenue minus Expenses)	18,692	0	29,082	0
Net (including cash carryover)	130,438	0	156,492	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 6/30/20: \$161,005.94

Final loan payment: October, 2022 - last assessment should be 2021 so 2 years left (2020 & 2021)

3/3/20 \$15,519.98 due for assessments + \$61,070.85 current USDA Loan fund balance + \$61,860 (2020) + \$61,860 (2021) = \$200,310.83

Principal balance = \$161,005.94