

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

**Thursday, July 20, 2017, 8:00 a.m.
At DRM, 3920 Garman Road, Gillette, Wyoming**

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

BUDGET HEARING

President Gayle Nannemann called the budget hearing to order at 8:07 a.m. The budget was reviewed. There was an opportunity for public comment. Gayle Nannemann adjourned the budget hearing at 8:22 a.m.

REGULAR MEETING

President Gayle Nannemann called the regular meeting to order at 8:22 a.m.

- I. Minutes** – The minutes for the April 4, 2017, 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, May and June were reviewed and signed.

CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING:		\$4,100.22
03/31/17	Interest	\$0.29

ADJUSTED BALANCE FORWARD:		\$4,100.51
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04/30/17	Interest	\$0.25	
05/16/17	Ck# 1021 – Cathey Consulting – books/admin.		\$300.00
05/16/17	Ck# 1022 – DRM – Road/ditch work		\$2,252.00
05/31/17	Interest	\$0.24	
06/05/17	Ck# 21 – Transfer from Money Market	\$7,500.00	
06/05/17	Ck# 1023 – Cathey Consulting – books/admin.		\$300.00
06/05/17	Ck# 1024 – DRM – Street sweeping		\$3,600.00
06/30/17	Interest	\$0.31	

CHECKING ACCOUNT BALANCE PRIOR TO MEETING:		\$5,149.31
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BILLS PAID AT THIS MEETING:

07/20/17	Ck# 1025 – Cathey Consulting – books/admin.	\$300.00
07/20/17	Ck# 1026 – C N A Surety – bond	\$300.00
07/20/17	Ck# 1027 – Gillette News-Record – Budget hearing ad	\$72.19

CHECKING ACCOUNT BALANCE END OF MEETING:		\$4,477.12
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MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING:		\$76,733.82
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03/31/17	Interest	\$8.47	
04/07/17	Deposit – Assessments	\$1,841.07	
04/30/17	Interest	\$8.36	
05/08/17	Deposit – Assessments	\$225.00	
05/31/17	Interest	\$8.70	
06/05/17	Ck# 21 – Transfer to Checking		\$7,500.00
06/12/17	Deposit – Assessments	\$5,899.04	
06/30/17	Deposit – Assessments	\$1,644.27	
06/30/17	Interest	\$8.32	
07/20/17	Deposit – County Grant	\$1,800.00	

MONEY MARKET ACCOUNT BALANCE END OF MEETING:		\$80,677.05
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USDA LOAN ACCOUNT BALANCE FROM LAST MEETING:		\$54,747.88
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04/07/17	Deposit – Assessments	\$2,958.47
05/08/17	Deposit – Assessments	\$390.65

06/12/17	Deposit – Assessments	\$10,690.40	
06/30/17	Deposit – Assessments	\$2,610.77	
ENDING BALANCE			\$71,398.17

Receivables Balance: \$2,519.00

III. Roads Issues

From previous meeting:

- a. Sign down at Hackathorn and Gold – Gayle Nannemann will get the road sign back up.
- b. Culvert by Moose Lodge needs cleaned out – This project should be done and will be removed from the agenda.
- c. Culverts Cleaned and Ditches regraded: At the April meeting: Gayle Nannemann moved to have someone from DRM put together a list of all of the culverts that need to be cleaned out and ditches that need regraded. Susan Wilson seconded. Motion carried with Wilson and Nannemann voting aye. Carol McKillop abstained. Helenanne Cathey will send the scope out to contractors for bids. The consensus was to get the work done with the low bid as soon as possible. Helenanne Cathey will e-mail the bids to the Board members for review before authorizing the low bidder to start.

IV. Unfinished Business

- a. Street Sweeping – approved at April meeting. Grant for \$1,800 (Project cost \$3,600) – The project was completed and all of the paperwork submitted to the County. The \$1,800 was received from the County and deposited into the District's account. This closes out the project and grant.
- b. Budget – Carol McKillop moved to adopt the budget of \$182,640. Gayle Nannemann seconded. Motion carried unanimously. The budget is attached to these minutes.

V. New Business

- a. Assessments – Susan Wilson moved to adopt the resolution to assess and to submit assessments to the County as approved in the budget. Gayle Nannemann seconded. Motion carried unanimously.
- b. Public Records Notice – Gayle Nannemann signed the notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.
- c. Official Depository – Susan Wilson moved to designate First National Bank as the official depository for 7/1/17 – 6/30/18. Carol McKillop seconded. Motion carried unanimously.
- c. An informational letter was reviewed from the Department of Audit regarding changes to special district budget laws.
- d. An informational letter was reviewed from County Public Works regarding changes to the County Grant program. A special form is required for grant applications for road projects.
- e. A request for public records was received from American Transparency. A response will be sent that the District's records are stored at the office of Cathey Consulting at 400 S Gillette Avenue, Suite 106, Gillette.
- f. A letter was received regarding the possible formation of a special district association in the state of Wyoming. No action was required at this time.
- g. The annual year end paperwork for the USDA was signed and will be mailed 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 8:51 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, October 17, 2017, 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 - 7/1/17 - 6/30/18					
Budget Hearing Thursday, July 20, 2017, 8:00 a.m. at DRM / 3920 Garman Road, Gillette, WY 82716					
		Actual	Budget	Actual	Budget
		7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
Revenue					
	Special Assessment - USDA Loan	61,854	61,854	61,858	61,854
	Special Assessment Interest - USDA Loan	497	400	511	400
	Maintenance Assessment (\$450 X 76)	34,200	34,200	34,200	34,200
	Maintenance Assessment Interest	352	300	307	300
	Campbell County District Support Grant	2,560		3,600	1,800
	Interest Income - Bank			81	60
	TOTAL REVENUE	99,463	96,754	100,557	98,614
	CASH CARRYOVER	43,706	62,391	62,391	84,026
	TOTAL REVENUE PLUS CASH CARRYOVER	143,169	159,145	162,948	182,640
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping (3000 X 12)	3,600	3,600	3,600	3,600
	Contract Legal				
	Office / Postage / Advertising / Other	211	384	374	1,000
	Miscellaneous		13,098		
	Travel				
	TOTAL ADMINSTRATIVE	3,811	17,082	3,974	4,600
	Indirect				
	Insurance - Directors & Officers / Bond	1,030	1,030	980	1,100
	Insurance - Liability	753	753	500	800
	Insurance - Miscellaneous		2,620		
	TOTAL INDIRECT COSTS	1,783	4,403	1,480	1,900
	INTEREST - TOTAL COSTS	19,159	18,765	17,063	15,361
	DEBT - PRINCIPAL COSTS - USDA LOAN	43,000	44,000	44,000	46,000
	Operations				
	Construction				
	Engineering	8,403			
	Road Maintenance	5,120	28,221		27,153
	Gold Road Improvements 2014/maint.				
	Culverts			2,252	
	Ditches			450	
	Street Sweeping			7,200	3,600
	Road maintenance (Chip Sealing)				
	Miscellaneous (Other)		115,267		
	Misc. (Cash Carryover)				84,026
	TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	13,523	28,221	9,902	30,753
	TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	13,523	143,488	9,902	114,779
	TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	81,276	112,471	76,419	98,614
	TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	81,276	227,738	76,419	182,640
	Receivables Start of FY	8,307		4,692	
	Payables Balance Start of FY	2,380		372	
		7/1/2015	7/1/2016	7/1/2016	6/30/2017
BEGINNING OF FISCAL YEAR BALANCES					
	GENERAL FUND - CHECKING	3,701	3,076	3,076	5,149
	GENERAL FUND - MONEY MARKET	40,005	59,315	59,315	78,877
	RESTRICTED FUNDS	67,486	68,593	68,593	71,398
	TOTAL FUNDS BEGINNING OF YEAR	111,192	130,984	130,984	155,424
	Receivables Balance End of FY	4,692		4,319	
	Payables Balance End of FY	372		300	
	End of Year Bank Balance	130,986		155,423	
	Net per year (Revenue minus Expenses)	18,187	-15,717	24,138	0
	Net (including cash carryover)	61,893	-68,593	86,529	0

Cash Carryover
TOTAL BUDGET

Cash Carryover

Cash Carryover

Loan Payments:
\$62,765.60 +/-

Cash Carryover
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.