PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING & REGULAR MEETING
MINUTES
Thursday, July 20, 2023, 8:00 a.m.
At Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Gayle Nannemann, Russ Opp, Susan Wilson
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. There were no public comments. Russ Opp moved to adjourn the budget hearing. Susan Wilson seconded. Motion carried unanimously. The budget hearing adjourned at 8:17 a.m.

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

I. **Budget –** Russ Opp moved to adopt the budget for 7/1/23 – 6/30/24 for $254,049 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** – Russ Opp moved to approve the minutes for the April 27, 2023, regular meeting as presented. Gayle Nannemann seconded. Motion carried unanimously.

III. **Financial Report** – Susan Wilson moved to accept the Treasurer's Report and pay the bills as presented. Gayle Nannemann seconded. Motion carried unanimously.

First Northern Bank CD / Reserves Account Balance From Last Minutes:			**$100,000.00**
04/30/23	Interest	$912.32	
RESERVES BALANCE END OF MEETING:			**$100,912.32**
First Northern Bank Money Mkt Checking Account Balance From Last Minutes:			**$175,080.10**
04/27/23	Main Street Checks Charge Credited Back	$122.13	
Adjusted Balance Forward:			$175,202.23
04/30/23	Interest	$217.08	
05/08/23	Deposit – Assessments	$1,520.00	
05/31/23	Interest	$225.02	
06/12/23	Deposit – Assessments	$3,805.06	
06/30/23	Deposit – Assessments	$1,958.84	
06/30/23	Interest	$221.47	
CHECKING BALANCE START OF MEETING:			**$183,149.70**
BILLS PAID CURRENT MEETING:			
07/20/23	Ck# 1005 – Cathey Consulting		$1,050.00
	Inv. 7047 – April bookkeeping/admin./compliance $350.00		
	Inv. 7090 – May. bookkeeping/admin./compliance $350.00		
	Inv. 7135 – June bookkeeping/admin./compliance $350.00		
	Ck# 1006 – C N A Surety – Bond 68327559 8/24/23-8/24/24		$300.00
	Ck# 1007 – Gillette News-Record – Inv. 7654 – Budget Hearing Ad		$80.60
	Ck# 1008 – Wyoming Assoc. of Special Districts – Membership		$100.00
	Ck# 1009 – Contractors Supply – materials for repair in ditch on Ratcliff & Hackathorn		$95.41
TOTAL			$1,626.01
CHECKING BALANCE AFTER BILLS:			**$181,523.69**

Receivables Balance: $3,420.00 (2022 Assessments)

IV. Unfinished Business

a. There was discussion on Hespen Excavating cleaning up ditches. The original estimate from Hespen Excavating was reviewed. There was discussion on what should be done to clean up the ditches and clean the ends of culverts or clean out clogged culverts and uncover the valves that were covered up last year when Hespen Excavating completed their work. There was discussion on having the culverts cleaned out periodically. If culverts are getting clogged or roads are being degraded because of material washing off of landowners' properties then those landowners are responsible for cleaning up those ditches and culverts and making needed repairs. Susan Wilson moved to authorize Russ Opp to call out contractors to clean out culverts as needed. Gayle Nannemann seconded. Motion carried unanimously.
b. Street sweeping will be done after ditches and culverts are cleaned up.
c. Russ Opp contacted HDR Engineering regarding crack sealing. They just recommended whoever the District hires to do the crack sealing does it to City specifications. Russ Opp talked to Ed Collins at Design Construction. Simon also does this work. The east and west streets are the top priority. A meeting will be scheduled when bids have been received. A County grant application may be submitted when the bids have been received.
d. A section of road washed out on Gold Road. Some temporary actions were taken to remedy the problem. The area will be repaired, and L & H will pay for the repairs because the problem came from drainage from their property.
e. There was a wash out on Hackathorn and Ratcliff. Repairs were completed. Jims Water Service will be sending a bill. Susan Wilson moved to authorize paying the bill when it comes in. Gayle Nannemann seconded. Motion carried unanimously.

V. New Business

a. Official Depository – Gayle Nannemann moved to designate First Northern Bank as the official depository for 7/1/23 – 6/30/24. Susan Wilson seconded. Motion carried unanimously.
b. Public Records Notice – Two Board members signed the notice to submit to the County reporting that the District's records are stored at the office of Cathey Consulting.

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Russ Opp seconded. The meeting adjourned at 8:53 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). Contact the District at 307-685-8235.

NEXT REGULAR MEETING: A meeting will be scheduled when bids have been received for crack sealing – at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

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Gayle Nannemann, President Date

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Russ Opp, Vice President Date

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Susan Wilson, Secretary/Treasurer Date

Budget - Prairieview Champion I & S District - 7/1/2023 - 6/30/2024					
Budget Hearing: Thursday, July 20, 2023, 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**	
	7/1/21 - 6/30/22	**7/1/22 - 6/30/23**	**7/1/22 - 6/30/23**	**7/1/23 - 6/30/24**	
Revenue					
Special Assessment - USDA Loan	61,869	0	0	0	
Special Assessment Interest - USDA Loan	463	0	258	0	
Maintenance Assessment ($760 X 79) (76 parcels + 3 w/ 2 lots)	34,200	60,040	60,040	60,040	
Maintenance Assessment Interest	274	100	192	100	
Campbell County District Support Grant	2,160	2,500	2,160	2,500	
Interest Income - Bank (Money Mkt = 1.47%)	389	250	2,088	2,640	
Interest Income - Bank (CD = 3.7%)	389	250	1,500	3,700	
Accounts Receivable End of Prior Year		*8,258*		*0*	
TOTAL REVENUE	**99,744**	**71,398**	**66,238**	**68,980**	
CASH CARRYOVER	*184,534*	*282,268*	*206,739*	*185,069*	*Cash Carryover*
TOTAL REVENUE PLUS CASH CARRYOVER	**284,278**	**353,666**	**272,977**	**254,049**	TOTAL BUDGET
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($350 per mo.)	3,780	4,200	3,780	4,200	
Contract Legal					
Office / Election / Postage / Advertising / Other	93	1,200	550	1,200	
Travel					
TOTAL ADMINSTRATIVE	**3,873**	**5,400**	**4,330**	**5,400**	
Indirect					
Insurance - Directors & Officers / Bond / Liability	980	1,100	1,050	800	
Insurance - Liability	650	800	0	0	
TOTAL INDIRECT COSTS	**1,630**	**1,900**	**1,050**	**800**	
INTEREST - TOTAL COSTS	5,265	2,600	2,535	0	
DEBT - PRINCIPAL COSTS - USDA LOAN	56,000	52,006	52,006	0	paid Oct., 2022
Operations					
Engineering					
Road Maintenance	0	5,750	6,750	16,880	
Culverts / Ditches / Other Drainage					
Street Sweeping	4,320	4,500	4,320	4,500	
Accounts Payable End of Prior FY		*315*		*0*	
Major Expenses / Misc. (Cash Carryover)		*240,154*		*185,069*	
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	**4,320**	**10,250**	**11,070**	**21,380**	
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	4,320	250,404	11,070	206,449	
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	**71,088**	**72,156**	**70,991**	**27,580**	
DEPOSIT IN RESERVES		**41,400**	**100,000**	**41,400**	*$100,000 designated reserves*
TO BE SPENT FROM RESERVES		**0**		**0**	*1/26/23*
TOTAL EXPENDITURES PLUS DEPOSITS TO RESERVES	**71,088**	**353,710**	**170,991**	**254,049**	**TOTAL BUDGET**
Receivables Start of FY	7,232		8,258		
Payables Balance Start of FY	4,949		315		
	6/30/2021	**6/30/2022 (EST)**	**6/30/2022**	**6/30/2023 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - CHECKING	10,089	5,000	10,633		
GENERAL FUND - MONEY MARKET	174,445	277,268	196,106	185,069	
RESTRICTED FUNDS	74,738	78,940	75,140	0	
RESERVES				100,000	
TOTAL FUNDS BEGINNING OF YEAR	**259,272**	**361,208**	**281,879**	**285,069**	
Receivables Balance End of FY	8,258				
Payables Balance End of FY	315				
End of Year Bank Balance	282,268		285,069		
				Reserves end of next FY	
Net per year (Revenue minus Expenses)	28,656	-42,158	-104,753	0	***141,400***
Net (including cash carryover)	213,190	-44	101,986	0	

Budget Message: The District manages the approximately 4.2 miles of roads in the Districts, most of which were paved in 2003 for a cost of approximately $1.5 million. The last chipseal was in 2012 and was approximately $168,000. The loan that helped pay for the original road project was paid off in October, 2022. Prior to that time, little to no reserves were built. The District has started a Reserves fund and budgets $41,400 to be transferred to reserves this year for the long term maintenance of the roads. An analysis of the roads will determine how much crack sealing is needed and when to plan for a chipseal. The operations budget contains enough money should these or other repairs (wash out for example) be needed on the paved streets within the District.

Board Member Signature

Board Member Signature

Directors: Gayle Nannemann (Pres.) & Russ Opp (Vice Pres.) terms end Nov., 2026 / 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.
Meetings are held and records are stored at 400 S Gillette Ae, Suite 106, Gillette.

Roads paved 2003 / Final loan payment: October, 2022 - last assessment was 2021

Streets	*Feet (Cty. Mapping)*	*Round up / 100*
Oil Drive	1,979	2,000
Gold Road	2,573	2,600
Hays Drive	2,665	2,700
Ratcliff Dr.	2,808	2,900
Garman	3,984	4,000
Coulter	3,917	4,000
Hackathorn	3,928	4,000
Total	**21,854**	**22,200**
Feet in a mile = 5,280		
# of miles	**4.1**	**4.2**