PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES
Thursday, June 30, 2022, 8:00 a.m.
At Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette, Wyoming

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

BUDGET HEARING
President Gayle Nannemann called the budget hearing to order at 8:06 a.m. The budget was reviewed. There was an opportunity for public comment, and there was none. Gayle Nannemann adjourned the budget hearing at 8:20 a.m.

REGULAR MEETING
President Gayle Nannemann called the meeting to order at 8:20 a.m.

I. **Budget Adoption** – Susan Wilson moved to adopt the budget for 7/1/22 – 6/30/23 for $353,710.00 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Gayle Nannemann seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Minutes** – The minutes for the April 19, 2022, regular meeting were reviewed. Gayle Nannemann moved to approve the minutes as written. Susan Wilson seconded. Motion carried unanimously.

III. **Financial Report** – Gayle Nannemann moved to accept the Treasurer's Report, pay the bills as presented, and transfer $15,000 from the Money Market to Checking account. Susan Wilson seconded. Motion carried unanimously. The bank statements for April and May were reviewed and signed.

CHECKING ACCOUNT BALANCE FROM END OF LAST MEETING:			$676.73
04/30/22	Interest	$0.05	
05/31/22	Interest	$0.04	
BILLS PAID CURRENT MEETING:			
06/30/22	Ck# 1090 – Cathey Consulting		$630.00
	Inv. 6546 – April bookkeeping/admin./compliance $315.00		
	In. 6585 – May bookkeeping/admin./compliance $315.00		
	Ck# 1091 – DRM Invoice 7885 – Sweep streets		$4,320.00
	Ck# 1092 – Gillette News-Record Ad 00373822 – Budget hearing ad		$93.50
TOTAL			$5,043.50
Transfer from Money Market:		$15,000.00	
CHECKING ACCOUNT BALANCE AFTER BILLS:			**$10,633.32**

MONEY MARKET ACCOUNT BALANCE FROM END OF LAST MEETING:			$207,336.70
04/30/22	Interest	$34.03	
05/10/22	Deposit – Assessments	$691.09	
05/31/22	Interest	$35.31	
06/10/22	Deposit – Assessments	$2,497.10	
06/30/22	Deposit – Assessments	$477.74	
06/30/22	Ck# 26 – Prairieview Champion – Transfer to Checking:	$15,000.00	
MONEY MARKET ACCOUNT BALANCE START OF MEETING:			**$196,071.97**

USDA LOAN ACCOUNT BALANCE FROM END OF LAST MEETING:			$67,978.63
05/10/22	Deposit – Assessments	$1,034.82	
06/10/22	Deposit – Assessments	$4,827.71	
06/30/22	Deposit – Assessments	$1,298.89	
ENDING BALANCE			**$75,140.05**

Receivables Balance: $6,096.85 (Assessments)

IV. Roads Issues

a. Street Sweeping – The invoice was received for DRM's street sweeping. The County grant forms were completed to receive the $2,160 reimbursement for the street sweeping grant and to close out the grant since the project is complete.
b. Spring Maintenance – Hespen Excavating is working on cutting the shoulders of roads and clearing ends of culverts where allowed by existing infrastructure to facilitate drainage. Estimate $6,250.00. The work has started and will take maybe a few weeks.
c. An e-mail was received from Kevin Geis (Campbell County Road and Bridge) on May 3, 2022, that a road user in Champion Ventures called to indicate a stop sign was down at Gold Road and Coulter Lane intersection. Gayle Nannemann checked on it that day and put it back up. Gayle Nannemann will talk to Hespen Excavating about a more permanent fix as the post looks to have rotted. Two posts and brackets (one for Garman and Gold as well as Gold Road and Coulter) are needed. Hackathorn and Oil needs a new stop sign. Three new stop signs in total are needed. Helenanne Cathey will call and request these from the County.
d. An e-mail was received from Kevin Geis (Campbell County Road and Bridge) on June 29, 2022, stating that he received a phone call from someone reporting that there was a tree hanging over Hackathorn Lane about 100 yards south of the Gold Road intersection that is pretty low hanging and can be hit by trucks passing under it. Susan Wilson moved to hire someone to trim the trees back. Gayle Nannemann seconded. Motion carried unanimously. Gayle Nannemann will call a contractor to trim the trees back.

V. Unfinished Business

a. Public Records Notice – A notice was signed to be submitted to the County stating that the District's records are stored at the office of Cathey Consulting.
b. Official Depository – Susan Wilson moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Gayle Nannemann seconded. Motion carried unanimously.
c. Records Retention Schedule – There was discussion on adopting a records retention schedule to maintain documents as required by the State. Some documents are to be kept indefinitely, for example meeting minutes. Other documents can be disposed of after a certain amount of time, for example, bank statements and regular bills paid can be disposed of after seven years. Susan Wilson moved to approve the Records Retention Schedule as discussed. Gayle Nannemann seconded. Motion carried unanimously.
d. Director Election (November 8, 2022 – Nannemann, McKillop) – The following legal ad will run in the News-Records on July 19, 2022.

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

Public Notice is hereby given that on Tuesday, November 8, 2022, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms 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 8, 2022, 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 10, 2022, and August 30, 2022. 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.

e. October is the final loan payment. A letter was signed which will be sent to the County requesting the County return any remaining funds to Prairieview Champion when USDA has confirmed the final payment.
f. Gayle Nannemann moved to authorize bill payments between meetings as needed. Susan Wilson seconded. Motion carried unanimously.

VI. New Business

a.

VII. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn. Gayle Nannemann seconded. The meeting adjourned at 8:47 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 (K^2 Technologies Building – use the entrance on 4th Street).

NEXT REGULAR MEETING: Thursday, November 10, 2022, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

(March, July, November and as needed)

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Gayle Nannemann, President Date

_____

Carol McKillop, Vice President Date

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Susan Wilson, Secretary/Treasurer Date

Budget - Prairieview Champion I & S District - 7/1/2022 - 6/30/2023					
Budget Hearing: Thursday, June 30, 2022, 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	
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23	
Revenue					
Special Assessment - USDA Loan	61,873	61,862	61,873	0	
Special Assessment Interest - USDA Loan	422	400	400	0	
Maintenance Assessment ($760 X 79 (76 + 3 w/ 2 lots)	34,200	34,200	34,200	60,040	
Maintenance Assessment Interest	217	300	200	100	
Campbell County District Support Grant	1,800	2,000	2,000	2,500	
Interest Income - Bank	343	1,000	250	250	
Accounts Receivable End of Prior Year		*7,232*		*0*	
TOTAL REVENUE	**98,855**	**106,994**	**98,923**	**62,890**	
CASH CARRYOVER	*156,155*	*178,537*	*184,534*	*290,820*	*Cash Carryover with USDA $*
TOTAL REVENUE PLUS CASH CARRYOVER	**255,010**	**285,531**	**283,457**	**353,710**	TOTAL BUDGET
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($350 per mo.)	3,780	4,000	3,780	4,200	
Contract Legal					
Office / Postage / Advertising / Other	466	1,200	250	1,200	
Travel					
TOTAL ADMINSTRATIVE	**4,246**	**5,200**	**4,030**	**5,400**	
Indirect					
Insurance - Directors & Officers / Bond	980	1,100	980	1,100	
Insurance - Liability	650	800	650	800	
TOTAL INDIRECT COSTS	**1,630**	**1,900**	**1,630**	**1,900**	
INTEREST - TOTAL COSTS	7,849	5,361	3,998	2,600	
					Loan Payments:
DEBT - PRINCIPAL COSTS - USDA LOAN	53,000	56,000	56,000	52,006	Will pay off Oct., 2022
Operations					
Engineering					
Road Maintenance	1,674	34,532	0	5,750	
Culverts / Ditches / Other Drainage					
Street Sweeping	3,600	4,000	4,000	4,500	
Accounts Payable End of Prior FY		*4,949*		*0*	
Misc. (Cash Carryover)		*178,537*		*240,154*	
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	**5,274**	**38,532**	**4,000**	**10,250**	
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	5,274	217,069	4,000	250,404	
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	**71,999**	**106,993**	**69,658**	**72,156**	
DEPOSIT IN RESERVES				**41,400**	
TO BE SPENT FROM RESERVES				**0**	
TOTAL EXPENDITURES PLUS DEPOSITS TO RESERVES	**71,999**	**285,530**	**69,658**	**353,710**	**TOTAL BUDGET**
Receivables Start of FY	7,125		7,232		
Payables Balance Start of FY	630		4,949		
	6/30/2020	**6/30/2021 (EST)**	**6/30/2021**	**6/30/2022 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - CHECKING	6,917	5,000	10,089	5,000	
GENERAL FUND - MONEY MARKET	149,238	173,537	174,445	206,880	
RESTRICTED FUNDS	72,048	76,589	74,738	78,940	
TOTAL FUNDS BEGINNING OF YEAR	**228,203**	**255,126**	**259,272**	**290,820**	
Receivables Balance End of FY	7,232				
Payables Balance End of FY	4,949				
End of Year Bank Balance	259,271		290,820		
Net per year (Revenue minus Expenses)	26,856	1	29,265		*USDA Fund - loan pd off*
Net (including cash carryover)	183,011	1	213,799	0	

Budget Message: The District manages the roads. The USDA loan will be paid off in October, 2022. The District will begin funding reserves by increasing the annual assessment for the long-term preservation of the streets. 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, As a result of the loan being paid off, there will no longer be any restricted funds. Any remaining funds in that account will be transferred to reserves.

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., 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.