

**PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES**

Thursday, March 17, 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, Clark Melinkovich

President Gayle Nannemann called the meeting to order at 8:03 a.m.

- I. Budget** – Clark Melinkovich drove the District's roads and came to the meeting to provide recommendations and some insight on what to do for the roads in the short term and long term. He advised that the roads are in really good shape. Asphalt is a flexible pavement. It has some strength of its own but it gets its strength from the subsoil below it, and that's why it's so important to make sure that the sub material be kept dry. That is why crack filling and chip sealing are really important. Crack filling should be done every few years. He recommends filling the cracks this year and estimates about \$5,400 to do the crack filling this first year. There are about 3 miles of roads. Budget a few thousand dollars every two years after that for crack filling. The roads are chip sealed, which is good. The other thing to do is to get the water off the road – so sweep the streets and knock the weeds down and scrape down any sand on the sides of the roads. The road and the sides of the roads need to allow water to flow off the road and into the ditch. If dirt and sand pile up on the sides of the roads it can keep water on the road or at the side of the road instead of allowing it to flow off the road and into the ditch which then will start seeping under the road which will cause the asphalt to crack and break up.

A concern was raised regarding the area by Co-Op. It looks like the road could start eroding. The Board will look at this are.

The ditches need to be kept mowed and draining water. If the ditch starts filling in and water starts sitting in that shallow ditch, the water can start wicking into the surface under the road. The number one thing with asphalt is to keep water out of the road and out from under the road.

Crack filling - \$2,000 to \$3,000 every 2 years (after this first year which will probably be about \$5,400 (For the County grant get a price per linear foot for a project that's going to be about 3,500 feet). Sweep out and route any cracks that need routed. Potential contacts: Ed Collins 307-682-5861 – Design Construction / Doug Cox (Western Fencing) 307-682-1976 / Eddie Mendoza 307-622-7344 – There may be other companies that do this work. These were just a few names that are known to do this type of work.

Seal Coat – can be slippery or Chip Seal – a little better option – provides more traction for trucks and equipment (Clark reported they do seal coat on parking lots every 3 to 4 years – but chip seal doesn't have to be quite so often. The District did a chip sealing in If you can see if the road starts looking porous (looks like a sponge where water is getting in – that's when you want to chip seal).

Overlay – The other major item that needs to be budgeted for is an overlay. That's a longer term maintenance item. Gold Road would be about \$80,000. In the next five to eight years you may need it, but if you can keep it chip sealed and dry, you might not need to. Just keep your eyes on it and watch and see.

There is some patching to do – there are a few blow outs on the sides on Garman, and alligator cracks. A concrete patch might be a good thing to do there. Sometimes when they bring the paver out it tears up the road – be careful doing patching because it can tear up the road.

Helenanne Cathey will contact WYDOT about the road corroding in the right-of-way by Highway 59. Clark recommended calling the Maintenance Supervisor with WYDOT and explain that an approach to a

subdivision in the highway right-of-way is corroding away a bit – on Oil (mainly) and Gold – are they going to patch that or is that something the subdivision needs to address?

Gayle Nannemann reported that when the project was done they had them do the thickest, heaviest asphalt that could be done because heavy truck traffic is pretty regular.

Simon and Croell both have hot plants in town (asphalt). Call and say that we have a road and we need a price for patching. How much and when can it be done?

Clark Melinkovich is happy to look at the roads and help the Board reach out to contractors for price estimates. He can show what to look for with cracks and other issues. There are engineering firms in town that will do road analysis if you need to, but the Board members can walk the roads and see what needs to be done.

The consensus is to walk the roads and get quotes and submit a County grant application submitted for some of the work Clark Melinkovich suggested.

This year: Street Sweeping, edges carved off where the weeds are, crack filling, patches / every year cleaning ditches and culverts.

Future budgeting: Overlay (every 10 years) and Chip Sealing (every 3 years) and Patching occasionally

Summary for budgeting:

Crack filling about \$5,500 the first time and budget \$2,500 every two to three years after that

Chip sealing – last time it was \$167,666 – every 3 to 5 years

Sweeping – annually (\$4,320 in 2022)

Clean up weeds and sweep off edge every year

Overlay – about \$80,000 for one road – maybe one road every 5 to 10 years as needed

Add in Inflation factor

25% is assuming coming from the grant

Board members and Clark will look at the roads. Clark will help the Board understand how to consult with contractors to gather price estimates for this year's road work. Board members will try to get estimates, and the Board will meet again in April for budgeting and planning purposes.

To protect the big investment made by the District (about \$1.5 million), we have to do maintenance. We are budgeting for chip sealing and keeping the sides of the roads clear and culverts clear to ensure water runs off the road and does not have a chance to seep in under the road and cause the road to degrade.

II. Minutes – The minutes for the November 4, 2021, regular meeting were reviewed. Susan Wilson moved to approve the minutes as written. 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. The bank statements for October, November, December, January, and February were reviewed and signed.

CHECKING ACCOUNT BALANCE FROM END OF LAST MEETING:	\$3,580.76
10/31/21 Interest	\$0.25
Adjusted Balance Forward:	\$3,581.01
11/30/21 Interest	\$0.21
12/31/21 Interest	\$0.21
01/05/22 Ck# 1085 – Cathey Consulting	\$630.00
Inv. 6320 – Nov., bookkeeping/admin./compliance	\$315.00
Inv. 6362 – Dec., bookkeeping/admin./compliance	\$315.00

	Ck# 1086 – HUB International	\$680.00
	Inv. 2547004 – Directors & Officers 1/12/22 – 1/12/23	
	Ck# 1087 – Liberty Mutual Insurance	\$650.00
	Policy BLA57609491 – General Liability Insurance	
01/31/22	Interest	\$0.13
02/28/22	Interest	\$0.09
BILLS PAID CURRENT MEETING:		
03/17/22	Ck# 1088 – Cathey Consulting	\$630.00
	Inv. 6408 – Jan., bookkeeping/admin./compliance	\$315.00
	Inv. 6463 – Feb., bookkeeping/admin./compliance	\$315.00
CHECKING ACCOUNT BALANCE AFTER BILLS:		\$991.65
MONEY MARKET ACCOUNT BALANCE FROM END OF LAST MEETING:		\$178,547.24
10/11/21	Deposit on this date was \$495.82 and not \$508.39	
	Adjustment for bookkeeping error:	-\$12.57
10/31/21	Interest	\$30.29
Adjusted Balance Forward:		\$178,564.96
11/10/21	Deposit – Assessments	\$8,100.00
11/30/21	Interest	\$30.38
12/13/21	Deposit – Assessments	\$10,352.01
12/31/21	Interest	\$33.02
01/10/22	Deposit – Assessments	\$7,653.33
01/31/22	Interest	\$34.40
02/10/22	Deposit – Assessments	\$1,125.00
02/28/22	Interest	\$31.54
MONEY MARKET ACCOUNT BALANCE START OF MEETING:		\$205,924.64
USDA LOAN ACCOUNT BALANCE FROM END OF LAST MEETING:		\$17,145.92
10/11/21	Deposit on this date was \$631.65 and not \$619.08	
	Adjustment for bookkeeping error:	+\$12.57
Adjusted Balance Forward:		\$17,158.49
11/10/21	Deposit – Assessments	\$14,145.48
12/13/21	Deposit – Assessments	\$17,912.49
01/10/22	Deposit – Assessments	\$14,157.26
02/10/22	Deposit – Assessments	\$2,305.95
ENDING BALANCE		\$65,679.67

Receivables Balance: \$20,335.62

IV. Roads Issues

- a. Spring street sweeping / any other spring maintenance – Gayle Nannemann moved to submit the County grant application for street sweeping and authorize DRM to do the street sweeping after the grant is approved. Susan Wilson seconded. Motion carried unanimously. Board members will meet with Clark Melinkovich and walk the roads to determine how to get pricing and what to ask for in getting prices for crack sealing and patching. Gayle Nannemann will contact John Hespen about clearing the sides of the roads of grass and shaping the ground so that water will run off the road and into the ditch, away from the road, and also about cleaning culverts.

V. Unfinished Business

- a. None

VI. New Business

- a. Budget for 7/1/22 – 6/30/23 – The budget was discussed. The loan assessment will fall off

VII. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn. Gayle Nannemann seconded. The meeting adjourned at 9:32 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: Tuesday, April 12, 2022, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.
(March, July, November and as needed)

_____ Gayle Nannemann, President	_____ Date
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_____ Carol McKillop, Vice President	_____ Date
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_____ Susan Wilson, Secretary/Treasurer	_____ Date
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“Prairieview Champion Improvement and Service District is an Equal Opportunity provider.”
To contact the District, call Cathey Consulting at 307-685-8235.