**PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT**
**REGULAR MEETING**
**MINUTES**
**Tuesday, March 19, 2019, 8:00 a.m.**
**At DRM, 2920 Garman Road, Gillette, Wyoming**

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

Vice President Carol McKillop called the meeting to order at 8:13 a.m.

**I.** **Minutes** – The minutes for the November 13, 2018, 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 November, December, January and February were reviewed and signed.

| | | | | |
|---|---|---|---|---|
| CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING: | | | | $3,425.79 |
| 11/30/18 | Interest | $0.47 | | |
| 12/12/18 | Transfer from Money Market | $20,000.00 | | |
| 12/12/18 | Ck# 1047 – Cathey Consulting – Inv. 4705 (Nov books/admin) | | $315.00 | |
| 12/12/18 | Ck# 1048 – DRM – Inv. 3081 – clean ditches & culverts | | $9,766.25 | |
| 12/31/18 | Ck# 1049 – HUB Int'l – Dir. & Officers Insurance | | $680.00 | |
| 12/31/18 | Interest | $1.28 | | |
| 01/21/19 | Ck# 1050 – Cathey Consulting – Inv. 4746 (Dec books/admin) | | $315.00 | |
| 01/21/19 | Ck# 1051 – Liberty Mutual – Insurance | | $650.00 | |
| 01/31/19 | Interest | $1.58 | | |
| 02/28/19 | Interest | $1.35 | | |
| Balance Prior to Meeting: | | | | $11,704.22 |
| BILLS PAID AT THIS MEETING: | | | | |
| 03/19/19 | Ck# 1052 – Cathey Consulting – 4790 books/admin Jan. $315.00 & Inv. 4831 books/admin Feb. $315.00 | | | $630.00 |
| TOTAL: | | | | $630.00 |
| **CHECKING ACCOUNT BALANCE END OF MEETING:** | | | | **$11,074.22** |
| MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING: | | | | $119,183.06 |
| 11/30/18 | Interest | $50.23 | | |
| 12/10/18 | Deposit – Assessments | $9,000.00 | | |
| 12/10/18 | Ck# 23 – Transfer to Checking | | $20,000.00 | |
| 12/31/18 | Interest | $54.78 | | |
| 01/11/19 | Deposit – Assessments | $4,958.99 | | |
| 01/31/19 | Interest | $59.31 | | |
| 02/07/19 | Deposit - Assessments | $2,274.92* | | |
| 02/07/19 | Deposit – Assessments | $1,350.00* | | |
| 02/28/19 | Interest | $57.87 | | |
| **MONEY MARKET ACCOUNT BALANCE END OF MEETING:** | | | | **$116,989.16** |

*02/07/19 Deposit for assessments in money market account was $3,624.92: $2,274.92 should have been deposited in the bond fund. County will correct this error by transferring to bond fund instead of checking over the coming months until this amount is met.

| | | | |
|---|---|---|---|
| USDA LOAN ACCOUNT BALANCE FROM LAST MEETING: | | | $32,067.45 |
| 12/10/18 | Deposit – Assessments | $14,305.60 | |
| 01/11/19 | Deposit – Assessments | $11,207.59 | |
| 02/08/19 | Deposit – Assessments | $0.00* | |
| | *See note above – 2/8/19 deposit should have been $2,274.92 | | |
| **ENDING BALANCE** | | | **$57,580.64** |

Receivables Balance: $65,676.55

## III. Roads Issues

a. **Culverts Cleaned and Ditches regraded –** DRM continues to work on the drainage and ditches.
b. **Street signs down –** Gayle Nannemann to put up the Gold Road street sign by Nannemann Brothers.

## IV. Unfinished Business

a. None

## V. New Business

a. Street sweeping / Grant – The cost will be the same this year. A grant application will be submitted as soon as possible and the work done this spring.
b. Budget for 7/1/19 – 6/30/20 – Carol McKillop moved to approve the preliminary budget as presented. Susan Wilson seconded. Motion carried unanimously. The budget is attached to these minutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING**
**PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT**

Prairieview Champion Improvement & Service District will hold a public hearing at DRM, Inc. (2920 Garman Road, Gillette, Wyoming) on Tuesday, July 16, 2019, at 8:00 a.m., for the purpose of considering the 7/1/19-6/30/20 budget. The budget will be adopted at the regular meeting immediately following the hearing. The proposed budget is as follows:

Expenses – Administrative $5,200 / Indirect $1,900 / Debt & Loan $61,361 / Operations/Reserves $165,201
Operating & Reserves Revenue / USDA Bond / Carryover: $233,662

The District does not anticipate any major expenses or capital projects for the year. The assessment formula for the pavement project remains the same and the maintenance assessment will remain at $450 per lot for the year.

Prairieview Champion Improvement and Service District meeting minutes are posted online at www.catheyconsulting.net. The proposed budget can be found online with the March 19, 2019, District meeting minutes.

"Prairieview Champion Improvement and Service District is an Equal Opportunity provider." To contact the District or for special accommodations for the hearing, call Helenanne Cathey at 307-685-8235.

## VI. Adjourn

There being no further business to discuss, Carol McKillop moved to adjourn the meeting. Susan Wilson 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/BUDGET HEARING: Tuesday, July 16, 2019, 8:00 a.m. at DRM, 2920 Garman Road.**

______________________________________
Gayle Nannemann, President Date

______________________________________
Carol McKillop, Vice President Date

______________________________________
Susan Wilson, Secretary/Treasurer Date

| Budget - Prairieview Champion I & S District - 7/1/2019 - 6/30/2020 | | | | | | |
|---|---|---|---|---|---|---|
| **Budget Hearing: Tuesday, July 16, 2019, 8:00 a.m. at DRM / 3920 Garman Road, Gillette, WY 82716** | | | | | | |
| | **Actual** | **Budget** | **Actual** | **Budget** | | |
| | **7/1/17 - 6/30/18** | **7/1/18 - 6/30/19** | **7/1/18 - 6/30/19** | **7/1/19 - 6/30/20** | | |
| **Revenue** | | | | | | |
| Special Assessment - USDA Loan | 61,862 | 61,854 | 61,861 | 61,862 | | |
| Special Assessment Interest - USDA Loan | 170 | 400 | 279 | 400 | | |
| Maintenance Assessment ($450 X 76) | 34,200 | 34,200 | 34,200 | 34,200 | | |
| Maintenance Assessment Interest | 88 | 300 | 160 | 300 | | |
| Campbell County District Support Grant | 1,800 | 2,000 | 1,800 | 2,000 | | |
| Interest Income - Bank | 202 | 60 | 371 | 400 | | |
| **TOTAL REVENUE** | **98,322** | **98,814** | **98,671** | **99,162** | | |
| *CASH CARRYOVER* | *84,026* | *111,746* | *111,746* | *134,500* | *Cash Carryover* | |
| **TOTAL REVENUE PLUS CASH CARRYOVER** | **182,348** | **210,560** | **210,417** | **233,662** | TOTAL BUDGET | |
| | | | | | | |
| **Expenditures** | | | | | | |
| **Administrative** | | | | | | |
| Contract Admin./Bookkeeping (315 X 12) | 3,900 | 4,000 | 3,780 | 4,000 | | |
| Contract Legal | | | | | | |
| Office / Postage / Advertising / Other | 793 | 1,200 | 400 | 1,200 | | |
| *Miscellaneous* | . | | . | | *Cash Carryover* | |
| Travel | | | | | | |
| **TOTAL ADMINSTRATIVE** | **4,693** | **5,200** | **4,180** | **5,200** | | |
| | | | | | | |
| **Indirect** | | | | | | |
| Insurance - Directors & Officers / Bond | 980 | 1,100 | 980 | 1,100 | | |
| Insurance - Liability | 650 | 800 | 650 | 800 | | |
| *Insurance - Miscellaneous* | | | | | *Cash Carryover* | |
| **TOTAL INDIRECT COSTS** | **1,630** | **1,900** | **1,630** | **1,900** | | |
| | | | | | | |
| **INTEREST - TOTAL COSTS** | 14,918 | 12,361 | 12,675 | 12,361 | | |
| | | | | | | Loan Payments: |
| **DEBT - PRINCIPAL COSTS - USDA LOAN** | 46,000 | 49,000 | 49,000 | 49,000 | | $61,361 |
| | | | | | | |
| **Operations** | | | | | | |
| Engineering | | | | | | |
| Road Maintenance | | 26,353 | 9,766 | 26,701 | | |
| Culverts | | | | | | |
| Ditches | | | | | | |
| Street Sweeping | 3,600 | 4,000 | 3,600 | 4,000 | | |
| *Miscellaneous (Other)* | | | | | | |
| *Misc. (Cash Carryover)* | | *111,746* | | *134,500* | *Cash Carryover* | |
| **TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)** | **3,600** | **30,353** | **13,366** | **30,701** | | |
| **TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)** | 3,600 | 142,099 | 13,366 | 165,201 | | |
| **TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)** | **70,841** | **98,814** | **80,851** | **99,162** | | |
| **TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)** | **70,841** | **210,560** | **80,851** | **233,662** | **TOTAL BUDGET** | |
| | | | | | | |
| **Receivables Start of FY** | 4,319 | | 27,481 | | | |
| **Payables Balance Start of FY** | 300 | | 111,507 | | | |
| | **6/30/2017** | **6/30/2018** | **6/30/2018** | **6/30/19 (EST)** | | |
| **BEGINNING OF FISCAL YEAR BALANCES** | | | | | | |
| **GENERAL FUND - CHECKING** | 5,149 | 5,906 | 5,906 | 9,500 | ***CASH CARRYOVER*** | |
| **GENERAL FUND - MONEY MARKET** | 78,877 | 105,840 | 105,840 | 125,000 | ***CASH CARRYOVER*** | |
| **RESTRICTED FUNDS** | 71,398 | 70,590 | 70,590 | 70,000 | | |
| **TOTAL FUNDS BEGINNING OF YEAR** | **155,424** | **182,336** | **182,336** | **204,500** | | |
| **Receivables Balance End of FY** | 5,566 | | | | | |
| **Payables Balance End of FY** | 977 | | | | | |
| End of Year Bank Balance | 182,335 | | 116,130 | | | |
| | | | | | | |
| Net per year (Revenue minus Expenses) | 27,481 | 0 | 17,820 | 0 | | |
| Net (including cash carryover) | 111,507 | 0 | 129,566 | 0 | | |

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 6/30/19: $211,005.94*
*Final loan payment: October, 2022 (2019, 2020, 2021, 2022 = 4 years)*