

Tuesday, March 20, 2018, 8:00 a.m.
At DRM, 3920 Garman Road, Gillette, Wyoming

President Gayle Nannemann called the meeting to order at 8:14 a.m.

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.

3/20/18 Update: The As-builts were received and are marked up by DRM. DRM is developing spreadsheets by street to go out to bid.

IV. Unfinished Business

- a. None

V. New Business

- a. Street Sweeping – Susan Wilson moved to submit a County grant application and go ahead with street sweeping as weather permits. Gayle Nannemann seconded. Motion carried unanimously.
- b. Budget – The budget was reviewed. There was discussion on bringing an engineer in at some point to assist in maintaining the roads. The consensus was to talk to an engineer possibly at the November meeting for some preliminary discussions. Cathey Consulting is increasing rates by 5%. Susan Wilson moved to approve the preliminary budget as presented and discussed. Gayle Nannemann seconded. Motion carried unanimously. The preliminary budget is attached to these minutes.
- c. Susan Wilson reported that there are a couple of signs that need addressed. There is a stop sign at the L& H Building that is totally white. Someone spray painted it. Gayle Nannemann has a stop sign he will install. There is a stop sign missing on Oil Drive and Highway 59. Helenanne Cathey will call the Highway Department about that one. Gayle Nannemann will also put up the Gold Road street sign that was knocked over along the highway.

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Gayle Nannemann seconded. The meeting adjourned at 8:41 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, July 10, 2018, 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 - 7/1/18 - 6/30/19 - PRELIMINARY APPROVED 3/20/18					
Budget Hearing: Tuesday, July 10, 2018, 8:00 a.m. at DRM / 3920 Garman Road, Gillette, WY 82716					
		Actual	Budget	Actual (EST)	Budget
		7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19
Revenue					
	Special Assessment - USDA Loan	61,858	61,854	61,862	61,854
	Special Assessment Interest - USDA Loan	511	400	200	400
	Maintenance Assessment (\$450 X 76)	34,200	34,200	34,200	34,200
	Maintenance Assessment Interest	307	300	100	300
	Campbell County District Support Grant	3,600	1,800	1,800	2,000
	Interest Income - Bank	81	60	150	60
	TOTAL REVENUE	100,557	98,614	98,312	98,814
	CASH CARRYOVER	62,391	84,026	84,026	120,000
	TOTAL REVENUE PLUS CASH CARRYOVER	162,948	182,640	182,338	218,814
Expenditures					
Administrative					
	Contract Admin./Bookkeeping (315 X 12)	3,600	3,600	3,900	4,000
	Contract Legal				
	Office / Postage / Advertising / Other	374	1,000	716	1,200
	Miscellaneous				
	Travel				
	TOTAL ADMINSTRATIVE	3,974	4,600	4,616	5,200
Indirect					
	Insurance - Directors & Officers / Bond	980	1,100	980	1,100
	Insurance - Liability	500	800	650	800
	Insurance - Miscellaneous				
	TOTAL INDIRECT COSTS	1,480	1,900	1,630	1,900
	INTEREST - TOTAL COSTS	17,063	15,361	14,918	14,475
	DEBT - PRINCIPAL COSTS - USDA LOAN	44,000	46,000	46,000	49,000
Operations					
	Engineering				
	Road Maintenance		27,153		24,239
	Culverts	2,252			
	Ditches	450			
	Street Sweeping	7,200	3,600	3,600	4,000
	Miscellaneous (Other)				
	Misc. (Cash Carryover)		84,026		120,000
	TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	9,902	30,753	3,600	28,239
	TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	9,902	114,779	3,600	148,239
	TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	76,419	98,614	70,764	98,814
	TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	76,419	182,640	70,764	218,814
Receivables Start of FY					
Payables Balance Start of FY					
		7/1/2016	6/30/2017	6/30/2017	6/30/18 (EST)
BEGINNING OF FISCAL YEAR BALANCES					
	GENERAL FUND - CHECKING	3,076	5,149	5,149	5,000
	GENERAL FUND - MONEY MARKET	59,315	78,877	78,877	115,000
	RESTRICTED FUNDS	68,593	71,398	71,398	66,991
	TOTAL FUNDS BEGINNING OF YEAR	130,984	155,424	155,424	186,991
	Receivables Balance End of FY	4,319			
	Payables Balance End of FY	300			
	End of Year Bank Balance	155,423		186,991	
Net per year (Revenue minus Expenses)					
Net (including cash carryover)					

Cash Carryover
TOTAL BUDGET

Cash Carryover

Cash Carryover

Loan Payments:
\$62,765.60 +/-

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.