PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Thursday, March 25, 2021, 8:00 a.m.
At DRM, 2920 Garman Road, Gillette, Wyoming

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

President Gayle Nannemann called the meeting to order at 8:13 a.m.

I. Minutes – The minutes for the November 5, 2020, regular meeting were reviewed. Susan Wilson moved to approve the minutes as written. Carol McKillop seconded. Motion carried unanimously.

II. Financial Report – Susan Wilson moved to accept the Treasurer's Report and pay the bills as presented and transfer $10,000 from the money market to the checking account. Gayle Nannemann seconded. Motion carried with Susan Wilson and Gayle Nannemann voting aye. Carol McKillop abstained. The bank statements for October, November, December, January and February were reviewed and signed.

CHECKING ACCOUNT BALANCE FROM END OF LAST MEETING:				$4,350.72
10/31/20	Interest	$0.31		
Adjusted Balance Forward:				$4,351.03
11/30/20	Interest	$0.26		
12/01/20	Ck# 1073 – Cathey Consulting		$315.00	
	Inv. 5772 – Nov., bookkeeping/admin./compliance $315.00			
	Ck# 1074 – HUB International		$680.00	
	Insurance Renewal $680.00			
	Ck# 1075 – Liberty Mutual Insurance		$650.00	
	Bond / Board $650.00			
12/31/20	Interest	$0.21		
01/18/21	Ck# 1076 – DRM Inc.		$1,674.50	
	Inv. 6266 – Clean ditches $1,674.50			
	Ck# 1077 – Cathey Consulting		$315.00	
	Inv. 5820 – Dec., bookkeeping/admin./compliance $315.00			
01/31/21	Interest	$0.14		
02/28/21	Interest	$0.04		
BILLS PAID CURRENT MEETING:				
03/25/21	Ck# 1078 – Cathey Consulting		$630.00	
	Inv. 5861 – Jan., bookkeeping/admin./compliance $315.00			
	Inv. 5904 – Feb. bookkeeping/admin./compliance $315.00			
CHECKING ACCOUNT BALANCE AFTER BILLS:				**$87.18**
Transfer from Money Market Account: $10,000.00				
CHECKING ACCOUNT BALANCE AFTER TRANSFER:				**$10,087.18**

MONEY MARKET ACCOUNT BALANCE FROM END OF LAST MEETING:			$151,962.35
10/31/20	Interest	$25.74	
Adjusted Balance Forward:			$151,988.09
11/10/20	Deposit – Assessments	$6,975.00	
11/30/20	Interest	$25.76	
12/14/20	Deposit – Assessments	$9,675.00	
12/31/20	Interest	$27.89	
01/11/21	Deposit – Assessments	$9,004.77	
01/31/21	Interest	$29.69	
02/09/21	Deposit – Assessments	$905.77	
02/28/21	Interest	$27.37	
MONEY MARKET ACCOUNT BALANCE START OF MEETING:			**$178,659.34**
Transfer to Checking: $10,000.00			
MONEY MARKET ACCOUNT BALANCE AFTER TRANSFER			**$168,659.34**

USDA LOAN ACCOUNT BALANCE FROM END OF LAST MEETING:				$77,000.78
10/09/20	Annual loan payment		$60,849.03	
11/10/20	Deposit – Assessments	$11,096.91		
12/14/20	Deposit – Assessments	$17,460.08		
01/11/21	Deposit – Assessments	$16,657.81		
02/09/21	Deposit – Assessments	$2,246.48		
USDA LOAN ACCOUNT ENDING BALANCE:				**$63,613.03**

Receivables Balance: $22,092.03

III. Roads Issues

a. Street Sweeping – Susan Wilson moved to submit the county grant for $1,800 and authorize DRM to do the street sweeping for $3,600 after the grant is approved. Gayle Nannemann seconded. Motion carried with Susan Wilson and Gayle Nannemann voting aye. Carol McKillop abstained.

IV. Unfinished Business

a. None

V. New Business

a. Budget for 7/1/21 – 6/30/22 – The budget was reviewed. The budget hearing and next regular meeting will be Thursday, July 1, 2021. The following legal ad will run in the News-Record at least a week prior to the meeting. Carol McKillop moved to approve the preliminary budget as discussed. Susan Wilson seconded. Motion carried unanimously. The preliminary 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 the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette, Wyoming on Thursday, July 1, 2021, at 8:00 a.m., for the purpose of considering the 7/1/21-6/30/22 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 $215,899
Operating & Reserves Revenue / USDA Bond / Carryover: $284,360

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 25, 2021, 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, Gayle Nannemann moved to adjourn the meeting. Carol McKillop 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 (K^2 Technologies Building – use the entrance on 4th Street).

NEXT REGULAR MEETING AND BUDGET HEARING: Thursday, July 1, 2021, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

(March, July and November)

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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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Budget - Prairieview Champion I & S District - 7/1/2021 - 6/30/2022					
Budget Hearing: Thursday, July 1, 2021, 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**	
	7/1/19 - 6/30/20	**7/1/20 - 6/30/21**	**7/1/20 - 6/30/21**	**7/1/21 - 6/30/22**	
Revenue					
Special Assessment - USDA Loan	61,868	61,862	61,873	61,862	
Special Assessment Interest - USDA Loan	420	400	400	400	
Maintenance Assessment ($450 X 76)	34,200	34,200	34,200	34,200	
Maintenance Assessment Interest	250	300	200	300	
Campbell County District Support Grant	1,800	2,000	2,000	2,000	
Interest Income - Bank	768	1,000	250	1,000	
Accounts Receivable End of Prior Year		*7,318*		*0*	
TOTAL REVENUE	**99,306**	**107,080**	**98,923**	**99,762**	
CASH CARRYOVER	*127,410*	*151,614*	*156,155*	*184,598*	*Cash Carryover*
TOTAL REVENUE PLUS CASH CARRYOVER	**226,716**	**258,694**	**255,078**	**284,360**	TOTAL BUDGET
Expenditures					
Administrative					
Contract Admin./Bookkeeping (315 X 12)	4,034	4,000	3,780	4,000	
Contract Legal					
Office / Postage / Advertising / Other	81	1,200	500	1,200	
Miscellaneous	.		.		*Cash Carryover*
Travel					
TOTAL ADMINSTRATIVE	**4,115**	**5,200**	**4,280**	**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	10,286	8,361	7,849	5,361	
					Loan Payments:
DEBT - PRINCIPAL COSTS - USDA LOAN	50,000	53,000	53,000	56,000	$61,361
Operations					
Engineering					
Road Maintenance	594	34,619	1,675	27,301	
Culverts					
Ditches					
Street Sweeping	3,600	4,000	4,000	4,000	
Miscellaneous (Other)					
Accounts Payable End of Prior FY		*630*		*0*	
Misc. (Cash Carryover)		*151,614*		*184,598*	*Cash Carryover*
TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	**4,194**	**38,619**	**5,675**	**31,301**	
TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	4,194	190,233	5,675	215,899	
TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	**70,225**	**107,080**	**72,434**	**99,762**	
TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	**70,225**	**258,694**	**72,434**	**284,360**	**TOTAL BUDGET**
Receivables Start of FY	7,318		7,125		
Payables Balance Start of FY	315		630		
	6/30/2019	**6/30/2020 (EST)**	**6/30/2020**	**6/30/2021 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - CHECKING	6,534	5,000	6,917	5,000	***CASH CARRYOVER***
GENERAL FUND - MONEY MARKET	120,876	146,614	149,238	179,598	***CASH CARRYOVER***
RESTRICTED FUNDS	71,203	76,589	72,048	76,589	
TOTAL FUNDS BEGINNING OF YEAR	**198,613**	**228,203**	**228,203**	**261,187**	
Receivables Balance End of FY	7,125				
Payables Balance End of FY	630				
End of Year Bank Balance	228,202		261,187		
Net per year (Revenue minus Expenses)	29,081	0	26,489	0	
Net (including cash carryover)	156,491	0	182,644	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.

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Board Member Signature

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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.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette. / Meetings are normally at DRM 2920 Garman Rd - however this location may change this fiscal year.

Annual Depreciation Entries = $53,489.26
Loan Balance 6/30/21: $108,005.94
Final loan payment: October, 2022 - last assessment should be 2021 so 1 year left (2021,