

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

**Thursday, March 5, 2020, 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 8:15 a.m.

- I. Minutes** – The minutes for the November 6, 2019, 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 for October, November, December, and January were reviewed and signed.

CHECKING ACCOUNT BALANCE FROM END OF LAST MEETING:		\$3,987.21
10/31/19	Interest	\$0.59
Adjusted Balance Forward:		\$3,987.80
11/30/19	Interest	\$0.52
12/18/19	Ck# 1061 – HUB International – Directors & officers insur.	\$680.00
12/31/19	Interest	\$0.50
01/14/20	Ck# 1062 – Cathey Consulting	\$630.00
	Inv. 5239 – Nov. bookkeeping/admin./compliance	\$315.00
	Inv. 5283 – Dec. bookkeeping/admin./compliance	\$315.00
	Ck# 1063 – Liberty Mutual Insurance – liab. insur./D&O renewal	\$650.00
01/31/20	Interest	\$0.35
02/29/20	Interest	No statement yet.
BALANCE PRIOR TO MEETING:		\$2,029.17
BILLS PAID AT THIS MEETING:		
03/05/20	Ck# 1064 – Cathey Consulting	\$630.00
	Inv. 5326 – Jan. bookkeeping/admin./compliance	\$315.00
	Inv. 5374 – Feb. bookkeeping/admin./compliance	\$315.00
CHECKING ACCOUNT BALANCE END OF MEETING:		\$1,399.17
MONEY MARKET ACCOUNT BALANCE FROM END OF LAST MEETING:		\$125,063.37
10/31/19	Interest	\$69.06
11/12/19	Deposit – Assessments	\$7,425.00
11/30/19	Interest	\$69.38
12/09/19	Deposit – Assessments	\$9,450.00
12/31/19	Interest	\$77.11
01/10/20	Deposit – Assessments	\$8,107.99
01/31/20	Interest	\$81.60
02/10/20	Deposit – Assessments	\$918.09
02/29/20	Interest – No Statement Yet.	
MONEY MARKET ACCOUNT BALANCE END OF MEETING:		\$151,261.60
USDA LOAN ACCOUNT BALANCE FROM END OF LAST MEETING:		\$14,677.18
11/12/19	Deposit – Assessments	\$12,086.19
12/09/19	Deposit – Assessments	\$16,671.14
01/10/20	Deposit – Assessments	\$15,979.73
02/10/20	Deposit – Assessments	\$1,656.61
ENDING BALANCE		\$61,070.85

Receivables Balance: \$23,844.90

III. Roads Issues

- a. **Street Sweeping** – Gayle Nannemann moved to submit a grant application to the County for street sweeping (\$1,800) and authorize DRM to sweep the streets (\$3,600) after the grant has been approved. Susan Wilson seconded. Motion carried with Gayle Nannemann and Susan Wilson voting aye. Carol McKillop abstained. Susan Wilson moved to have DRM knock down the shoulders on the streets where needed. 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** – The budget for the next fiscal year (7/1/20 – 6/30/21) was reviewed and updated. There was discussion on property values. After the November meeting, the District tried to get on the County Commissioner's agenda to discuss property values, but the County Assessor advised that the time to appeal was past, and he requested that people come in and meet with the Assessor's office. The District had concerns about the increase in property values between 2018 and 2019. The County Assessor advised that people have a certain time period in which to appeal the assessed values, and since that time was already passed when the concern was raised following the November meeting, there was a reluctance by County staff to place the item on the County Commissioners' agenda until people had met first with the County Assessor. The District requested a list of property values early enough to allow the District Board to address the commissioners in the time period this year, but the County Assessor will not release property values to the District until they have been finalized, which they have indicated will probably be the middle of April. Once the values are finalized, it is too late to appeal.

The consensus of the Board is to send a letter to all of the landowners in the District encouraging people to look at their assessed valuation and compare it to last year's or even two years ago. Last year, the County Assessor increased most of the property values in the District with some property valuations increasing as much as 117%. Some values didn't increase, but most did. The overall average increase was 33%. A spreadsheet is attached to these minutes showing the property values. The appeals process allows only a set period of time in which to appeal, and landowners must appeal individually. The Board encourages landowners to look at the valuations the County set and appeal if necessary. In 2019, one landowner reported that the County valued his vacant lot at \$385,000. The landowner had a realtor appraise the land, and the realtor valued it at approximately \$275,000. It is important that every landowner look at their appraisals and file for an appeal within the allowed time period.

Susan Wilson moved to approve the preliminary budget as presented. Carol McKillop seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run at least a week prior to the budget hearing in July.

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 Thursday, July 16, 2020, at 8:00 a.m., for the purpose of considering the 7/1/20-6/30/21 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 \$196,787
Operating & Reserves Revenue / USDA Bond / Carryover: \$265,248

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 5, 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, Gayle Nannemann moved to adjourn the meeting. Susan Wilson seconded. The meeting adjourned at 8:37 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: Thursday, July 16, 2020, 8:00 a.m. at DRM, 2920 Garman Road.

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 - 7/1/2020 - 6/30/2021					
Budget Hearing: Thursday, July 16, 2020, 8:00 a.m. at DRM / 3920 Garman Road, Gillette, WY 82716					
		Actual (F32)	Budget	Actual (EST)	Budget
		7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
Revenue					
	Special Assessment - USDA Loan	61,861	61,862	61,868	61,862
	Special Assessment Interest - USDA Loan	345	400	313	400
	Maintenance Assessment (\$450 X 76)	34,200	34,200	34,200	34,200
	Maintenance Assessment Interest	250	300	186	300
	Campbell County District Support Grant	1,800	2,000	1,800	2,000
	Interest Income - Bank	633	400	913	1,000
	Accounts Receivable End of Prior Year		5,566		7,318
	TOTAL REVENUE	99,089	104,728	99,280	107,080
	CASH CARRYOVER	111,746	127,410	127,410	158,168
	TOTAL REVENUE PLUS CASH CARRYOVER	210,835	232,138	226,690	265,248
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping (315 X 12)	3,780	4,000	3,780	4,000
	Contract Legal				
	Office / Postage / Advertising / Other	246	1,200	250	1,200
	Miscellaneous				
	Travel				
	TOTAL ADMINSTRATIVE	4,026	5,200	4,030	5,200
	Indirect				
	Insurance - Directors & Officers / Bond	680	1,100	980	1,100
	Insurance - Liability	650	800	650	800
	Insurance - Miscellaneous				
	TOTAL INDIRECT COSTS	1,330	1,900	1,630	1,900
	INTEREST - TOTAL COSTS	12,675	12,361	10,286	8,361
	DEBT - PRINCIPAL COSTS - USDA LOAN	49,000	49,000	50,000	53,000
	Operations				
	Engineering				
	Road Maintenance	9,766	32,267	593	34,619
	Culverts				
	Ditches				
	Street Sweeping	3,600	4,000	3,600	4,000
	Miscellaneous (Other)				
	Accounts Payable End of Prior FY		315		0
	Misc. (Cash Carryover)		127,410		158,168
	TOTAL OPERATIONS (EXCLUDING CASH CARRYOVER)	13,366	36,267	4,193	38,619
	TOTAL OPERATIONS COSTS (INCLUDING CASH CARRYOVER)	13,366	163,677	4,193	196,787
	TOTAL EXPENDITURES (EXCLUDING CASH CARRYOVER)	80,397	104,728	70,139	107,080
	TOTAL EXPENDITURES (INCLUDING CASH CARRYOVER)	80,397	232,138	70,139	265,248
	Receivables Start of FY	5,566		7,318	
	Payables Balance Start of FY	977		315	
		6/30/2018	6/30/2019	6/30/2019	6/30/2019 (EST)
	BEGINNING OF FISCAL YEAR BALANCES				
	GENERAL FUND - CHECKING	5,906	6,534	6,534	5,000
	GENERAL FUND - MONEY MARKET	105,840	120,876	120,876	153,168
	RESTRICTED FUNDS	70,589	71,203	71,203	76,589
	TOTAL FUNDS BEGINNING OF YEAR	182,335	198,613	198,613	234,757
	Receivables Balance End of FY	7,318			
	Payables Balance End of FY	315			
	End of Year Bank Balance	198,613		234,757	
	Net per year (Revenue minus Expenses)	18,692	0	29,141	0
	Net (including cash carryover)	130,438	0	156,551	0

Cash Carryover
TOTAL BUDGET

Cash Carryover

Cash Carryover

Loan Payments:
\$61,361

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., 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 6/30/20: \$161,005.94

Final loan payment: October, 2022 - last assessment should be 2021 so 2 years left (2020 & 2021)

3/3/20 \$15,519.98 due for assessments + \$61,070.85 current USDA Loan fund balance + \$61,860 (2020) + \$61,860 (2021) = \$200,310.83

Principal balance = \$161,005.94

2019 COMPARED TO 2018 - PRAIRIEVIEW CHAMPION ASSESSMENTS					
Prarieview Champion Improvement & Service District					
2019 Assessments					
		2019	2018		
Cnty	District	Market	Market		
Parcl	Parcel	Value (MV)	Value (MV)	\$	%
#	#	Total Real Prop	Total Real Prop	Change	Change
		from	from		
		Assessor	Assessor		
		(Land & Imp)	(Land & Imp)		
9272	30500	\$ 323,828.00	\$249,381.00	\$ 74,447.000	29.9%
13140	30501	\$ 93,525.00	\$80,681.00	\$ 12,844.000	15.9%
13141	30502	\$ 345,214.00	\$291,663.00	\$ 53,551.000	18.4%
10056271		\$ 707,781.00	\$617,673.00	\$ 90,108.000	14.6%
10056272		\$ 352,490.00	\$273,126.00	\$ 79,364.000	29.1%
10056273		\$ 52,251.00	\$58,057.00	\$ (5,806.000)	-10.0%
10994	30504	\$ 479,407.00	\$295,267.00	\$ 184,140.000	62.4%
9851	30505	\$ 511,523.00	\$277,847.00	\$ 233,676.000	84.1%
19701	30507	\$ 729,278.00	\$557,083.00	\$ 172,195.000	30.9%
23260	30508	\$ 54,030.00	\$53,164.00	\$ 866.000	1.6%
11189	30527	\$ 424,630.00	\$335,346.00	\$ 89,284.000	26.6%
10901	30528	\$ 413,140.00	\$300,390.00	\$ 112,750.000	37.5%
9181	30509	\$ 447,568.00	\$325,438.00	\$ 122,130.000	37.5%
12801	30510	\$ 384,626.00	\$298,014.00	\$ 86,612.000	29.1%
21414	41492			\$ -	
10907	30539	\$ 156,152.00	\$123,839.00	\$ 32,313.000	26.1%
12778	30511	\$ 453,801.00	\$350,431.00	\$ 103,370.000	29.5%
13376	39104	\$ 448,398.00	\$237,968.00	\$ 210,430.000	88.4%
10746	30513	\$ 610,517.00	\$506,394.00	\$ 104,123.000	20.6%
12971	30514	\$ 157,341.00	\$182,322.00	\$ (24,981.000)	-13.7%
9612	30515	\$ 536,265.00	\$495,154.00	\$ 41,111.000	8.3%
10948	30516	\$ 304,784.00	\$194,965.00	\$ 109,819.000	56.3%
10338	30517	\$ 380,307.00	\$181,726.00	\$ 198,581.000	109.3%
10667	30518	\$ 503,341.00	\$339,783.00	\$ 163,558.000	48.1%
12761	30529	\$ 1,058,634.00	\$864,308.00	\$ 194,326.000	22.5%
11333	30530	\$ 346,088.00	\$161,702.00	\$ 184,386.000	114.0%
9688	30519	\$ 188,179.00	\$94,090.00	\$ 94,089.000	100.0%
9689	30520	\$ 165,346.00	\$160,665.00	\$ 4,681.000	2.9%
10047	30521	\$ 692,917.00	\$487,531.00	\$ 205,386.000	42.1%
13777	30522	\$ 165,205.00	\$125,887.00	\$ 39,318.000	31.2%
9179	30523	\$ 810,035.00	\$674,403.00	\$ 135,632.000	20.1%
12725	30524	\$ 297,040.00	\$213,474.00	\$ 83,566.000	39.1%
15108	30525	\$ 384,710.00	\$177,317.00	\$ 207,393.000	117.0%
13026	30531	\$ 438,112.00	\$376,722.00	\$ 61,390.000	16.3%
8685	30532	\$ 212,726.00	\$172,362.00	\$ 40,364.000	23.4%
8686	30533	\$ 229,671.00	\$191,152.00	\$ 38,519.000	20.2%
14643	30534	\$ 504,743.00	\$427,783.00	\$ 76,960.000	18.0%
15052	30535	\$ 267,612.00	\$225,431.00	\$ 42,181.000	18.7%
12217	30536	\$ 269,665.00	\$250,477.00	\$ 19,188.000	7.7%
12977	30537	\$ 386,571.00	\$324,645.00	\$ 61,926.000	19.1%
12698	30526	\$ 124,053.00	\$118,346.00	\$ 5,707.000	4.8%
30811	31203	\$ 109,773.00	\$69,666.00	\$ 40,107.000	57.6%
9268	30460	\$ 414,214.00	\$251,051.00	\$ 163,163.000	65.0%
14535	30461	\$ 387,159.00	\$264,024.00	\$ 123,135.000	46.6%
13897	30462	\$ 253,183.00	\$131,211.00	\$ 121,972.000	93.0%
35762	35787	\$ 110,163.00	\$122,404.00	\$ (12,241.000)	-10.0%

2019 COMPARED TO 2018 - PRAIRIEVIEW CHAMPION ASSESSMENTS					
Prarieview Champion Improvement & Service District					
2019 Assessments					
		2019	2018		
Cnty	District	Market	Market		
Parcl	Parcel	Value (MV)	Value (MV)	\$	%
#	#	Total Real Prop	Total Real Prop	Change	Change
		from	from		
		Assessor	Assessor		
		(Land & Imp)	(Land & Imp)		
13550	30463	\$ 461,061.00	\$335,081.00	\$ 125,980.000	37.6%
10925	30464	\$ 314,470.00	\$188,635.00	\$ 125,835.000	66.7%
10924	30465	\$ 250,272.00	\$126,403.00	\$ 123,869.000	98.0%
10910	30466	\$ 534,627.00	\$375,775.00	\$ 158,852.000	42.3%
18313	30467	\$ 240,015.00	\$228,845.00	\$ 11,170.000	4.9%
10911	30468	\$ 598,879.00	\$467,500.00	\$ 131,379.000	28.1%
10913	30470	\$ 683,525.00	\$557,011.00	\$ 126,514.000	22.7%
10914	30471	\$ 608,791.00	\$494,344.00	\$ 114,447.000	23.2%
10915	30472	\$ 422,801.00	\$286,538.00	\$ 136,263.000	47.6%
10916	30473	\$ 400,112.00	\$262,919.00	\$ 137,193.000	52.2%
33880	30474	\$ 863,858.00	\$725,948.00	\$ 137,910.000	19.0%
10912	30469	\$ 595,338.00	\$457,869.00	\$ 137,469.000	30.0%
10919	30476	\$ 686,445.00	\$570,557.00	\$ 115,888.000	20.3%
10920	30477	\$ 509,330.00	\$360,571.00	\$ 148,759.000	41.3%
18229	30478	\$ 843,801.00	\$685,052.00	\$ 158,749.000	23.2%
10921	30479	\$ 510,205.00	\$369,393.00	\$ 140,812.000	38.1%
10922	30480	\$ 117,612.00	\$130,680.00	\$ (13,068.000)	-10.0%
10923	30481	\$ 513,892.00	\$371,977.00	\$ 141,915.000	38.2%
13559	30482	\$ 467,088.00	\$336,363.00	\$ 130,725.000	38.9%
9848	30483	\$ 111,339.00	\$123,710.00	\$ (12,371.000)	-10.0%
10141	30484	\$ 679,201.00	\$536,715.00	\$ 142,486.000	26.5%
12719	30485	\$ 267,070.00	\$142,426.00	\$ 124,644.000	87.5%
10194	30486	\$ 438,077.00	\$306,878.00	\$ 131,199.000	42.8%
9849	30487	\$ 252,839.00	\$128,848.00	\$ 123,991.000	96.2%
9850	30488	\$ 111,339.00	\$123,710.00	\$ (12,371.000)	-10.0%
11576	30489	\$ 502,815.00	\$376,476.00	\$ 126,339.000	33.6%
10656	30490	\$ 489,131.00	\$324,911.00	\$ 164,220.000	50.5%
10657	30491	\$ 420,917.00	\$287,791.00	\$ 133,126.000	46.3%
9847	30492	\$ 382,375.00	\$266,744.00	\$ 115,631.000	43.3%
9852	30493	\$ 114,476.00	\$127,195.00	\$ (12,719.000)	-10.0%
		\$ 30,077,697.00	\$22,587,228.00	\$ 7,490,469.00	33.2%