

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

Thursday, March 7, 2024, 8:00 a.m.

At Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Russ Opp, Susan Wilson
BOARD MEMBERS NOT PRESENT: Gayle Nannemann
OTHERS PRESENT: Helenanne Cathey

Russ Opp called the meeting to order at 8:12 a.m.

- I. Minutes** – Susan Wilson moved to approve the minutes for the December 7, 2023, regular meeting as presented. Russ Opp seconded. Motion carried unanimously.
- II. Financial Report** – Susan Wilson moved to accept the treasurer’s report and pay the bills as presented. Russ Opp seconded. Motion carried unanimously.

First Northern Bank CD / Reserves Account Balance From Last Minutes:	\$102,792.99
01/31/24 Interest	\$958.65
RESERVES BALANCE END OF MEETING:	\$103,751.64

First Northern Bank Money Mkt Checking Account Balance From Last Minutes:	\$202,585.03
11/30/23 Interest	\$162.97
12/08/23 Deposit – Assessments	\$12,162.25
12/14/23 Ck# 1014 – Design Construction – Invoice 3307 – Clean and crackfill streets in the District	\$19,411.00
12/31/23 Interest	\$176.99
01/09/23 Deposit – Assessments	\$13,688.62
01/31/24 Interest	\$175.19
02/09/24 Deposit – Assessments	\$380.00
CHECKING BALANCE START OF MEETING:	\$209,920.05
BILLS PAID CURRENT MEETING:	
03/07/24 Ck# 1014 – Cathey Consulting	\$1,050.00
Inv. 7394 – Dec. bookkeeping/admin./compliance	\$350.00
Inv. 7437 – Jan. bookkeeping/admin./compliance	\$350.00
Inv. 7486 – Feb. bookkeeping/admin./compliance	\$350.00
TOTAL	\$1,050.00
CHECKING BALANCE AFTER BILLS:	\$208,870.05
Receivables Balance:	\$14,440.00 (2023 Assessments)

- III. Unfinished Business**
- a. Street Sweeping – Bid amount \$4,320 / County approved a grant for half the cost \$2,160 on 3/21/23 – The County has extended the grant through September 21, 2024. Street sweeping should be done this spring.
 - b. Street Maintenance / Crack Sealing – County grant approved 10/17/23
 - a. Project estimate \$46,800 with grant of \$11,700
 - i. The Board reviewed and signed the County grant pay request for the Design Construction invoice \$19,411.00 / grant request of \$4,852.75
 - ii. The grant will be left open for now so the Board can take a look at the streets this spring.
 - c. Spring or fall review of ditches and culverts for maintenance plan to maintain proper drainage to protect the streets – no update. Susan Wilson moved that if Means First Extension Water and Sewer District cleans out valves and they see a culvert that is clogged or a ditch needing a repair, Russ Opp is

authorized to have the contractor clean out the culvert or ditch while they are there, and Prairieview Champion Improvement and Service District will pay for that invoice.

IV. New Business

- a. Russ Opp talked to First Northern Bank and renewed the CD at 5.9% Annual Percentage Yield for one year.
- b. Gayle Nannemann submitted a letter of resignation due to health issues. The Board will need to appoint someone to fill the vacant director position. If anyone is interested, please contact a Board member or call Helenanne Cathey at 307-685-8235.

Gayle Nannemann has been on the Board for more than 20 years. He was a leader in bringing to fruition the paved streets of the Prairieview Champion Improvement and Service District. The Board thanks Gayle for his many years of service!

With the vacancy, Susan Wilson moved to have Russ Opp as President instead of Vice President. Russ Opp seconded. Motion carried unanimously.

- c. Budget for 7/1/24 – 6/30/25 – The budget hearing and meeting to adopt the budget will be Thursday, July 18, 2024, 8:00 a.m. Susan Wilson moved to transfer \$100,000 to a new CD account that is designated reserves. Russ Opp seconded. Motion carried unanimously. Russ Opp will go to First Northern Bank to open the CD. There aren't any major expenses planned for next year. \$41,400 will be budgeted for reserves next year. Susan Wilson moved to approve the proposed budget as discussed at this meeting. Russ Opp seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will be scheduled to run in the News-Record on July 2, 2024:

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 18, 2024, at 8:00 a.m., for the purpose of considering the 7/1/24-6/30/25 budget. The budget will be adopted at the regular meeting immediately following the hearing. The proposed budget is as follows:

Expenses – Administrative \$5,500 / Indirect \$800 / Operations/Major Expenses \$137,668
Transfer to Reserves and Reserves Balance: \$255,500
Revenue, Cash Carryover and Reserves: \$399,468

The maintenance assessment is anticipated to remain the same as last year at \$760 per lot for the annual and long-term maintenance required to maintain more than 4 miles of paved streets.

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 7, 2024, meeting minutes.

V. Adjourn

There being no further business to discuss, Russ Opp moved to adjourn the meeting. Susan Wilson seconded. The meeting was adjourned at 8:53 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). Contact the District at 307-685-8235.

NEXT REGULAR MEETING AND BUDGET HEARING: Thursday, July 18, 2024, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

Russ Opp, President	Date
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<i>Vacant</i> , Vice President	Date
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Susan Wilson, Secretary/Treasurer	Date
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Budget - Prairieview Champion ISD - 7/1/24 - 6/30/25				
Budget Hearing: Thursday, July 18, 2024, 8:00 a.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	206,739	185,069	183,149	130,228
Revenue				
Assessments	60,040	60,040	60,040	60,040
Assessments - Interest	256	100		200
Customer and other Billing				
Grants - County		2,500	7,013	5,000
Interest from Bank	3,262	6,340	6,700	12,000
Transfer from reserves				
Other revenue (capital credits)				
TOTAL REVENUE	63,558	68,980	73,753	77,240
TOTAL REVENUE PLUS CASH CARRYOVER	270,297	254,049	250,202	195,468
Expenditures				
Capital Expenditures				
Administrative	4,607	5,400	4,500	5,500
* Operations (and Emergency Repair)	6,750	206,449	20,656	137,668
Indirect	1,050	800	800	800
Debt Principal	52,006		0	0
Interest	2,535	0	0	0
To Reserves (\$41,400 transferred plus interest)			100,000	51,500
TOTAL EXPENDITURES	66,948	212,649	125,956	195,468
Receivables Start of FY	8,257		3,420	
Payables Balance Start of FY	315		1,050	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	206,739	185,069	183,149	130,228
RESERVES BALANCES	75,140	100,000	100,912	204,000
TOTAL FUNDS BEGINNING OF YEAR	281,879	285,069	284,061	334,228

CASH CARRYOVER

Receivables Balance End of FY	3,420			
Payables Balance End of FY	1,050			
Undeposited Funds (Xpress)				
End of Year Bank Balance	284,061	141,400	334,228	216,000
Net per year (Revenue minus Expenses)		41,400	124,246	0
Reserves start of year	75,140	100,000	100,000	204,000
Deposits plus interest on reserves		41,400	104,000	51,500
Transfers out of reserves				
Reserves end of year	100,912	141,400	204,000	255,500

Budget Message: The District manages approximately 4.2 miles of roads in the District, most of which were paved in 2003 for a cost of approximately \$1.5 million. The last chipseal was in 2012 and was approximately \$168,000. Chipsealing will likely be done again within the next 2-5 years, and the inflated cost may be over \$200,000. The loan that helped pay for the original road project was paid off in October, 2022. Prior to that time, little to no reserves were built. The District has started a Reserves fund and budgets \$41,400 to be transferred to reserves this year for the long term maintenance of the roads, but this year \$100,000 was transferred to reserves. Crack sealing was done in the 23-24 fiscal year. The operations budget contains enough money should any major repairs (wash out for example) be needed on the paved streets within the District.

Board Member Signature _____ Board Member Signature _____

Directors: Russ Opp (Pres.) term ends Nov., 2026 & Vacant (Vice Pres.) term ends Nov., 2024 (remaining 2 yrs. of a 4-yr. term) / 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.

Meetings are held and records are stored at 400 S Gillette Ave, Suite 106, Gillette.

Roads paved 2003 / Final loan payment: October, 2022 - last assessment was 2021

Streets	Feet (Cty. Mapping)	Round up / 100
Oil Drive	1,979	2,000
Gold Road	2,573	2,600
Hays Drive	2,665	2,700
Ratcliff Dr.	2,808	2,900
Garman	3,984	4,000
Coulter	3,917	4,000
Hackathorn	3,928	4,000
Total	21,854	22,200
Feet in a mile = 5,280		
# of miles	4.1	4.2