

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

Thursday, November 10, 2022, 8:00 a.m.

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

BOARD MEMBERS PRESENT: Gayle Nannemann, Russ Opp, Susan Wilson

OTHERS PRESENT: Helenanne Cathey

CANVASS BALLOTS

Russ Opp, Susan Wilson and Helenanne Cathey canvassed ballots prior to the meeting.

Direct Election Results – Votes for 2 directors to serve for four-year terms:

Gayle Nannemann – 7 votes

Russ Opp – 1 vote

Tracy Kirk – 1 vote

Travis Rak – 1 vote

Since there were three people each with 1 vote for second place in the election results, the three names were written on pieces of paper and placed into a bowl, and Russ Opp's name was drawn.

Gayle Nannemann and Russ Opp completed their oaths and took their seat at the table to run the District meeting.

MEETING MINUTES

President Gayle Nannemann called the meeting to order at 8:18 a.m.

- I. Election of Officers** – Susan Wilson moved to have the following slate of officers for the year: Gayle Nannemann, President / Russ Opp / Vice President / Susan Wilson, Secretary/Treasurer. Russ Opp seconded. Motion carried unanimously.
- II. Minutes** – The minutes for the June 30, 2022, budget hearing and regular meeting were reviewed. Susan Wilson moved to approve the minutes as written. Gayle Nannemann seconded. Motion carried with Susan Wilson and Gayle Nannemann voting aye. Russ Opp abstained.
- III. Financial Report** – Susan Wilson moved to accept the Treasurer's Report, pay the bills as presented. Gayle Nannemann seconded. Motion carried unanimously. The bank statements for June, July, August, September and October were reviewed and signed.

An insurance bill as received. There was discussion on dropping the Directors & Officers insurance through HUB International (\$680 per year) and liability insurance through Liberty Mutual (\$650) and going with the Local Government Liability Pool for \$500 a year. Gayle Nannemann moved to drop the current insurance plans and sign up for the Local Government Liability Pool (LGLP). Susan Wilson seconded. Motion carried unanimously. Helenanne Cathey will e-mail the insurance agent and let them know. The bill for HUB was received prior to the meeting for \$680 but was not paid since insurance is being switched. Helenanne Cathey will prepare the application for the LGLP and call a Board member to sign it.

There was discussion on the bill paid to A Climb Above in September for pruning trees that were overhanging Hackathorn.

CHECKING ACCOUNT BALANCE FROM END OF LAST MEETING:	\$10,633.32
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06/30/22	Interest	\$0.07
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07/31/22	Interest	\$0.68
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BILLS PAID (August):

08/11/22	Ck# 1093 – Cathey Consulting	\$665.00
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Inv. 6625 – June bookkeeping/admin./compliance	\$315.00
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Inv. 6665 – July bookkeeping/admin./compliance	\$350.00
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Ck# 1094 – C N A Surety – Bond / Board 8/24/22-8/24/23	\$300.00
Ck# 1095 – Gillette News-Record Ad 00375101 – Director Election ad	\$90.75
Ck# 1096 – Hespen Excavating – Inv. 1010 - Cut shoulders of roads and clear ends of culverts to facilitate drainage	\$6,000.00
TOTAL	\$7,055.75
08/31/22 Interest	\$0.44
BILLS PAID (September)	
09/27/22 Ck# 1097 – A Climb Above – Inv. 0281 – prune trees over Hackathorn	\$750.00
09/30/22 Interest	\$0.34
10/31/22 Interest	\$0.66
BILLS PAID CURRENT MEETING:	
11/10/22 Ck# 1098 – Cathey Consulting	\$1,289.00
Inv. 6705 – Aug. bookkeeping/admin./compliance	\$350.00
Inv. 6743 – Sep. bookkeeping/admin./compliance	\$350.00
Inv. 6765 – Director election mailing	\$239.00
Inv. 6798 – Oct. bookkeeping/admin./compliance	\$350.00
Ck# 1099 – Gillette News-Record Ad 00376697 – Director election ad	\$77.00
TOTAL	\$1,366.00
CHECKING ACCOUNT BALANCE AFTER BILLS:	\$1,463.76

MONEY MARKET ACCOUNT BALANCE FROM END OF LAST MEETING:	\$196,071.97
06/30/22 Interest	\$34.39
07/31/22 Interest	\$44.06
08/08/22 Deposit – Assessments	\$1,175.15
08/12/22 County Grant	\$2,160.00
08/31/22 Interest	\$67.43
09/09/22 Deposit – Assessments	\$980.56
09/30/22 Interest	\$75.75
10/11/22 Deposit – Assessments	\$760.00
10/31/22 Interest	\$170.89
MONEY MARKET ACCOUNT BALANCE START OF MEETING:	\$201,540.20

USDA LOAN ACCOUNT BALANCE FROM END OF LAST MEETING:	\$75,140.05
08/08/22 Deposit – Assessments	\$2,651.78
09/09/22 Deposit – Assessments	\$1,678.17
10/11/22 USDA Final Loan Payment	\$54,541.22
ENDING BALANCE	\$24,928.78

The County will transfer this money to the District's bank account. The money will be put into a Reserve account.

Susan Wilson moved to have Russ Opp go to First Northern Bank and negotiate the best interest possible for an interest bearing checking account and Reserve Account and move the District's money from First National Bank to First Northern Bank and have Gayle Nannemann, Russ Opp, and Susan Wilson as signatories on the account with two signatures required for checks and other transactions and Helenanne Cathey authorized to discuss the District's accounts and receive information about the District's accounts. Gayle Nannemann seconded. Motion carried unanimously.

Receivables Balance: \$59,280 (Assessments)

IV. Roads Issues

- a. Spring Maintenance – Hespen Excavating did the work on the roads, but when the sides of the road were cleared, the dirt was pushed into the ditches in spots and is covering or will be soon covering the valves that were in the ditches for the water system. Cleaning out the ditches wasn't part of the work Hespen Excavating did. There was discussion on hiring someone in the spring to go through and clean up the ditches – make sure valves are uncovered and markers are in place, remove silt and dirt and rock from the ditches and haul away from the road, and jet out culverts. There was discussion on whether or not Hespen Excavating completed the project as not all of the ends of the culverts are exposed.

Helenanne Cathey will contact John Hespen and ask him to contact Russ Opp regarding the concerns. Russ Opp will meet with John Hespen and discuss the issues with him.

V. Unfinished Business

- a. There was discussion on a stop sign that needs to be replaced and a number of concerns about drainage. Culverts that are installed after the road project by property owners – mainly new approaches and culverts that are installed – are the responsibility of the landowner to ensure they are sized to County specifications and are installed properly. Russ Opp will talk to Justin Starck at HDR Engineering regarding a project scope to clean ditches and culverts and add erosion control or rip rap or something to prevent the ditches from filling up with dirt and debris and clogging culverts.
- b. There was discussion on some steel posts that a landowner put up next to the road to prevent people from driving into their culverts and causing damages. The District didn't put them in so it isn't a District liability.

VI. New Business

- a. Susan Wilson moved to approve the updated public records fee schedule / Cathey Consulting fees for public records requests. Russ Opp seconded. Motion carried unanimously. The fee schedule is posted online at www.catheyconsulting.net.
- b. Russ Opp expressed his concerns about the maintenance assessment. He had understood the assessment would decrease when the loan was paid off. The District has evaluated the costs, and with the help of a County Engineer, came up with a long term plan to ensure the District has the funds to maintain the roads – saving money over time for an overlay when needed, chip sealing, crack sealing, and other maintenance items needed to maintain the road. Russ Opp's concern is that his entrance is the state highway, and he explained his concerns about paying for roads that he doesn't use to access his property. That has always been the issue for a few properties in the District. The formula to make the loan payments used lot size and road frontage as part of the formula, but the maintenance assessment is split equally among all landowners. There are benefits all property owners receive by the paved roads even if they don't have a main access to their properties through them – increased property values, less dust, drainage from the District's roads addressed.

VII. Adjourn

There being no further business to discuss, Russ Opp moved to adjourn. Susan Wilson seconded. The meeting adjourned at 9:47 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 (K² Technologies Building – use the entrance on 4th Street).

NEXT REGULAR MEETING: Thursday, January 26, 2023, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

(March, July, November and as needed)

Gayle Nannemann, President Date

Carol McKillop, Vice President Date

Susan Wilson, Secretary/Treasurer Date