

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

**Tuesday, November 15, 2016, 8:00 a.m.
At DRM, 3920 Garman Road, Gillette, Wyoming**

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

President Gayle Nannemann called the meeting to order at 8:12 a.m.

- I. Minutes** – The minutes for the July 12, 2016, regular meeting and budget hearing 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 from July, August, September, and October were reviewed and signed.

CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING: \$2,404.30

07/31/16	Interest	\$0.12	
08/02/16	Deposit – From Money Market	\$5,000.00	
08/02/16	Ck# 1005 – Cathey Consulting – books/admin.	\$300.00	
08/02/16	Ck# 1006 – DRM – Street Sweeping	\$3,600.00	
08/02/16	Ck# 1007 – Gillette News-Record – Election ad	\$51.56	
08/31/16	Interest	\$0.16	
09/01/16	Ck# 1008 – Cathey Consulting – books/admin.	\$412.00	
09/30/16	Interest	\$0.13	
10/11/16	Ck# 1009 – Cathey Consulting – books/admin.	\$387.55	
10/31/16	Interest	\$0.12	

CHECKING ACCOUNT BALANCE PRIOR TO MEETING: **\$2,653.72**

11/14/16	Ck# 1010 – Cathey Consulting – books/admin.	\$300.00	
11/14/16	Ck# 1011 – Gillette News-Record – Election ad	\$57.75	

CHECKING ACCOUNT BALANCE END OF MEETING: **\$2,295.97**

MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING: \$59,315.72

07/31/16	Interest	\$5.02	
08/02/16	Ck# 19 – Transfer to Checking	\$5,000.00	
08/09/16	Deposit – Assessments	\$715.27	
08/31/16	Interest	\$4.70	
09/13/16	Deposit – County Grant	\$1,800.00	
09/13/16	Deposit – Assessments	\$491.95	
09/30/16	Interest	\$4.63	
10/12/16	Deposit – Assessments	\$948.38	
10/31/16	Interest	\$4.91	
11/09/16	Deposit – Assessments	\$8,775.00	

MONEY MARKET ACCOUNT BALANCE END OF MEETING: **\$67,065.58**

USDA LOAN ACCOUNT BALANCE FROM LAST MEETING: \$68,592.96

08/09/16	Deposit – Assessments	\$1,590.91	
09/13/16	Deposit – Assessments	\$831.36	
10/09/16	Loan Payment Deducted	\$61,062.78	
10/12/16	Deposit – Assessments	\$1,623.38	
11/09/16	Deposit – Assessments	\$16,405.36	

ENDING BALANCE **\$27,981.19**

Receivables Balance: \$69,749.28

III. Roads Issues

From 7/12/16 meeting:

- a. Sign down at Hackathorn and Gold – Gayle Nannemann reported that the stop sign was put up, but the road sign hasn't been put up yet.
- b. Culvert by Moose Lodge needs cleaned out – Mark at DRM reported that they will get this done next week.
- c. Nick Baxter (3020 Garman Rd) had reported issues with drainage. The ditch was washing out in front of the Toy Storage area. The water comes down the ditch and is washing an area out on his property. There was discussion on whether or not the culvert there is properly sized. Gayle Nannemann will follow up.
- d. Culverts near Flogistics that need cleaned out – Work was completed by DRM.
These culverts may not be properly sized. This is the property owner's responsibility. If there is a gully washer rainstorm, inadequately sized culverts may cause washouts on the road. The landowner will be responsible for any damage. The culverts need to be a minimum of 18" culverts. A newsletter was mailed after the August meeting. There was discussion on the culvert and a concern that 18" isn't big enough. Northern Drive has affected the drainage. Any landowners that may have problems due to drainage from Northern Drive need to go to the County.

IV. Unfinished Business

- a. Election results: Susan Wilson received 10 votes for the 4 year term. There were no write ins. Congratulations, Susan Wilson. The oath was completed as required.

V. New Business

- a. Officer Elections – Carol McKillop moved to keep the same slate of officers – Gayle Nannemann, President / Carol McKillop, Vice President / Susan Wilson, Secretary/Treasurer. Susan Wilson seconded. Motion carried unanimously.
- b. Russ Opp asked that his road (private driveway) be bladed and have some rock put on it. His main access is the highway and doesn't feel that he benefits from the payments he makes to the District. The consensus of the Board is that the District doesn't maintain private driveways.
- c. Russ Opp asked that the woven wire fence be put back up on the north side of his property. He said that DRM took it down to do some drainage repairs a few years ago. Carol McKillop will see if they can find the specifications for the project. Looking at the data in QuickBooks, it looks like the drainage repairs were done in 2011. The Board was concerned that he didn't ask that the fence be put back up at the time the work was done. A wire fence was put up at the completion of the property, but his woven wire fence was not put back up. The consensus was to look back at the project specifications and make sure that the project specifications were followed. Carol McKillop moved to get with Steve Bruce to see what was written up in the specifications at the time and if it needs to be taken care of, we will take care of it. Susan Wilson seconded. Motion carried unanimously. Gayle Nannemann will talk to Steve Bruce.

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Carol McKillop seconded. The meeting adjourned at 8:50 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, April 4, 2017, 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.