

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

Thursday, September 28, 2023, 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

President Gayle Nannemann called the meeting to order at 8:19 a.m.

- I. Minutes** – Russ Opp moved to approve the minutes for the July 20, 2023, budget hearing and regular meeting as presented. Susan Wilson seconded. Motion carried unanimously.
- II. Financial Report** – Susan Wilson moved to accept the Treasurer’s Report and pay the bills as presented. Gayle Nannemann seconded. Motion carried unanimously.

First Northern Bank CD / Reserves Account Balance From Last Minutes:	\$100,912.32
08/31/23 Interest	\$930.88
RESERVES BALANCE END OF MEETING:	\$101,843.20

First Northern Bank Money Mkt Checking Account Balance From Last Minutes:	\$181,523.69
07/31/23 Interest	\$232.86
08/10/23 Deposit – Assessments	\$2,038.49
08/31/23 Interest	\$233.56
09/11/23 Deposit – Assessments	\$1,666.54
09/14/23 Ck# 1010 – Jim’s Water Service – corner of Hackathorn & Ratcliff – Backfill & compact wash out. Hauled in 4 yards fill dirt. Laid out straw mat and stapled. Cleaned up area.	\$690.00

CHECKING BALANCE START OF MEETING:	\$185,005.14
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BILLS PAID CURRENT MEETING:

08/28/23 Ck# 1011 – Cathey Consulting	\$700.00
Inv. 7180 – July bookkeeping/admin./compliance	\$350.00
Inv. 7222 – August bookkeeping/admin./compliance	\$350.00

TOTAL	\$700.00
CHECKING BALANCE AFTER BILLS:	\$184,305.14

Receivables Balance: \$60,040.00 (2023 Assessments)

There was discussion on the work Jim’s Water Service did. The area they cleaned out had a culvert that was completely buried, so they cleaned that out so it would drain properly. No fiber was placed on the upside of the culvert because they wanted to make sure it would drain properly before applying any material. The area was monitored through the last few rain storms and it appears that the area may not need any fiber as it appears to be draining well and not washing out. The area should continue to be monitored to make sure it doesn’t clog up again. There was discussion on talking to Jim’s Water Service to see if they would be willing to do a spring or fall review of the ditches and culverts to maintain proper drainage to protect the streets.

III. Unfinished Business

- a. There was discussion on Hespen Excavating cleaning up ditches. Russ Opp reached out to John Hespen on August 7th, but didn’t hear back from him. Susan Wilson will contact John Hespen.
- b. Street sweeping will be done after ditches and culverts are cleaned up. Since the ditches weren’t cleaned out, street sweeping won’t be done this year. It will wait until spring.
- c. HDR Engineering bid for an analysis of the streets (discussions at January meeting regarding chipseal, crack sealing, etc.) – HDR Engineering recommended doing the crack sealing to city specifications.

The consensus is to not hire an engineer for this project as the County engineer should be able to assist with the final inspection.

- d. Bid for crack sealing / County grant application
 - a. Project estimate \$46,800 with grant application amount of \$11,700 – The project estimate is based on routing out cracks rather than just blowing them out. The cracks are blown out or routed out depending on the size of the cracks prior to sealant being applied. The type of sealant to be used is what the state uses. The project will be done when the asphalt is about 50 degrees and will be billed by footage. East and west streets will be done first (most heavily travelled) and north and south streets done after. The County Engineer will look at the streets before the project and will look at them after completion as well. The Board is comfortable with this inspection rather than hiring an engineer to oversee the project. The grant application was signed. Russ Opp will deliver the grant application to the County and talk to the County engineer regarding the project and inspection upon completion. Susan Wilson moved to proceed with the project with Design Construction once the grant is approved. Gayle Nannemann seconded. Motion carried unanimously.

IV. New Business

- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/23 to be submitted to the Department of Audit along with the Proof of Cash completed by Helenanne Cathey. The annual census report (F32) was submitted online by Helenanne Cathey.
- b. Updated by-laws / general guidelines – The statement of general guidelines (by-laws) was reviewed and updated to reflect the current rates and that the loan for the street paving project has been paid off. Susan Wilson moved to approve the updated policy. Gayle Nannemann seconded. Motion carried unanimously.

V. Adjourn

There being no further business to discuss, Russ Opp moved to adjourn the meeting. Susan Wilson seconded. The meeting was adjourned at 9:00 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: Thursday, December 7, 2023, 8:00 a.m. – at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

Gayle Nannemann, President	Date
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Russ Opp, Vice President	Date
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Susan Wilson, Secretary/Treasurer	Date
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