

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

**Thursday, November 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: Brian Lamphere (appointed at this meeting)  
 OTHERS PRESENT: Helenanne Cathey

Russ Opp called the meeting to order at 8:19 a.m.

- I. **Minutes** – Susan Wilson moved to approve the minutes for the July 18, 2024, budget hearing and 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.

Balance Sheet & Profit & Loss were reviewed.  
 Bank statements were reviewed and signed.

Balance Sheet & Profit & Loss

REVIEW AND SIGN BANK STATEMENTS.

**First Northern Bank CD / Reserves Account Balance From Last Minutes: \$105,044.98**

07/31/24 Interest \$1,309.46

**CD / RESERVES BALANCE END OF MEETING: \$106,354.44**

**First Northern Bank CD / Reserves Account (03/24) Balance From Last Minutes: \$101,260.27**

09/30/24 Interest \$1,276.16

**CD / RESERVES BALANCE END OF MEETING: \$102,536.43**

**First Northern Bank Money Mkt Checking Account Balance From Last Minutes: \$120,729.92**

07/31/24 Interest \$103.93

08/10/24 Deposit – Assessments \$3,665.31

08/31/24 Interest \$104.63

09/10/24 Deposit – Assessments \$2,492.89

09/30/24 Interest \$103.92

10/10/24 Deposit – Assessments \$2,280.00

**CHECKING BALANCE START OF MEETING: \$129,480.60**

**BILLS PAID CURRENT MEETING:**

11/07/24 Ck# 1020 – Cathey Consulting \$1,928.18

Inv. 7696 – July bookkeeping/admin./compliance \$367.50

Inv. 7735 – Aug. bookkeeping/admin./compliance \$367.50

Inv. 7777 – Sep. bookkeeping/admin./compliance \$367.50

Inv. 7798 – Director election mailing \$358.18

Inv. 7806 – Director election – re-send 30 envelopes  
 returned by post office \$100.00

Inv. 7836 – Oct. bookkeeping/admin./compliance \$367.50

Ck# 1021 – Gillette News-Record \$118.30

Inv. 30240 – Director Election legal ad

**TOTAL \$2,046.48**

**CHECKING BALANCE AFTER BILLS: \$127,434.12**

Receivables Balance: \$57,760.00 (2024 Assessments)

### III. Unfinished Business

- a. Street Sweeping – The district will need to re-apply for the County Grant for street sweeping. Susan Wilson moved to do street sweeping next May. Russ Opp seconded. Motion carried unanimously. Helenanne Cathey will request an estimate and prepare a grant application for the next meeting.
- 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. Russ Opp contacted Clark Melinkovich from the County to ask him to look at the roads to see if the streets need crack sealing. He didn't get back to Russ Opp. Russ Opp will follow up. Russ Opp called Clark Melinkovich during the meeting, and Clark reported that he hasn't looked at the streets yet. The streets may need chip sealing again soon. There was discussion on using an engineer. Russ Opp will talk to a couple of engineers and get estimates for the engineering portion of a chip sealing project. This will be discussed at the next meeting.
- c. Spring or fall review of ditches and culverts for maintenance plan to maintain proper drainage to protect the streets. (Motion at 3/7/24 meeting that if Means First Ext WSD 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 ISD will pay for that invoice).

Russ Opp reported that he talked to Marley Ziegler at L & H. They haven't fixed the asphalt. Russ Opp reminded them that it needs to be filled in and compacted. They also need to clean out the culvert. Russ Opp will follow up with L & H. The consensus is that if L & H doesn't do the work, the District will do it and bill L & H for the work.

After discussion, the Board will have the engineers look at the clean up of ditches and culverts as well as the chip sealing project. The consensus is that it would be good to have a map of the District and a list of all culverts (size, length, etc.), in order to maintain ditches and culverts annually. The berm of dirt on the sides of the roads needs to be removed. The clean up and maintenance of ditches and culverts will be ongoing.

- d. Director Election (November, 2024 – Wilson (4 yrs) and Nannemann (remaining 2 years of a 4-year term)) Russ Opp and Helenanne Cathey canvassed ballots prior to the meeting. Results:

One director for a four (4)-year term:

Susan Wilson – 4 votes

One director for the remaining two years of a four (4)-year term:

There were no votes for this director position.

Russ Opp moved to appoint Brian Lamphere to the vacant director position. Susan Wilson seconded. Motion carried unanimously.

### IV. New Business

- a. Susan Wilson moved to have the following officers: Russ Opp, President / Brian Lamphere, Vice President / Susan Wilson, Secretary/Treasurer. Russ Opp seconded. Motion carried unanimously.

### V. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Russ Opp seconded. The meeting was adjourned at 9:11 a.m.

Reminder: The minutes and information about the District are available online at [www.catheyconsulting.net](http://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 (K<sup>2</sup> Technologies Building – use the entrance on 4<sup>th</sup> Street). Contact the District at 307-685-8235.

**NEXT REGULAR MEETING: Thursday, January 16, 2025, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

Russ Opp  
Signature

Russ Opp  
Printed Name

16 Jan 25  
Date

Susan Wilson  
Signature

Susan Wilson  
Printed Name

1-16-25  
Date

Russ Opp, President / Brian Lamphere, Vice President / Susan Wilson, Secretary/Treasurer