PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING & REGULAR MEETING
MINUTES
Thursday, July 18, 2024, 8:00 a.m.
At Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Russ Opp, Susan Wilson
OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING
Russ Opp called the budget hearing to order at 8:00 a.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Susan Wilson moved to adjourn the budget hearing. Russ Opp seconded. The budget hearing was adjourned at 8:03 a.m.

REGULAR MEETING
Russ Opp called the meeting to order at 8:03 a.m.

I. **Budget Adoption** – Susan Wilson moved to adopt the budget for 7/1/24 – 6/30/25 for $307,468 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Russ Opp seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Minutes** – Susan Wilson moved to approve the minutes for the March 7, 2024, regular meeting as presented. Russ Opp seconded. Motion carried unanimously.

III. **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.

First Northern Bank CD / Reserves Account Balance From Last Minutes:				**$103,751.64**
04/30/24	Interest	$1,293.34		
RESERVES BALANCE END OF MEETING:				**$105,044.98**

First Northern Bank CD / Reserves Account (03/24) Balance From Last Minutes:				**$0**
03/07/24	Deposit	$100,000.00		
06/30/24	Interest	$1,260.27		
CD / RESERVES BALANCE END OF MEETING:				**$101,260.27**

First Northern Bank Money Mkt Checking Account Balance From Last Minutes:				**$208,870.05**
02/29/24	Interest	$166.67		
Adjusted Balance Forward:				$209,036.72
03/07/24	Transfer to CD/Reserves		$100,000.00	
03/09/24	Deposit – Assessments	$1,549.24		
03/27/24	Deposit – County Grant	$4,852.75		
03/31/24	Interest	$110.80		
04/08/24	Deposit – Assessments	$2,684.17		
04/30/24	Interest	$96.89		
05/10/24	Deposit – Assessments	$380.00		
05/31/24	Interest	$100.74		
06/10/24	Deposit – Assessments	$1,941.60		
06/26/24	Deposit – Assessments	$2,396.38		
06/30/24	Interest	$99.03		
CHECKING BALANCE START OF MEETING:				**$123,248.32**

BILLS PAID CURRENT MEETING:		
07/18/24	Ck# 1016 – Cathey Consulting	$1,400.00
	Inv. 7531 – Mar. bookkeeping/admin./compliance $350.00	
	Inv. 7574 – Apr. bookkeeping/admin./compliance $350.00	
	Inv. 7615 – May bookkeeping/admin./compliance $350.00	
	Inv. 7656 – June bookkeeping/admin./compliance $350.00	
	Ck# 1017 – C N A Surety	
	Bond / Board 8/24/24 – 8/24/25	$300.00
	Ck# 1018 – Gillette News-Record	$218.40
	Inv. 22189 – Budget Hearing legal ad $104.00	
	Inv. 26542 – Director Election legal ad $114.40	
	Ck# 1019 – Local Government Liability Pool	$600.00
	Inv. 15446 – Liability Insur. & D & O Insurance 7/1/24-6/30/25	
TOTAL		$2,518.40
CHECKING BALANCE AFTER BILLS:		**$120,729.92**

Receivables Balance: $5,700.00 (2023 Assessments)

IV. 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 extended the grant through September 21, 2024. There was discussion on whether or not to do any street sweeping this year, and the consensus is to not do any street sweeping at this time. It will be reevaluated next 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. Russ Opp will contact Clark Melinkovich from the County to see if he will take a look at the roads to see if the roads need more crack sealing this fall. Susan Wilson moved to authorize Russ Opp to have a contractor do work if needed prior to the next meeting. Russ Opp seconded. Motion carried unanimously.

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 went up by L & H to see where it was draining off the lot – material is washing off the lot, and it is filling up the ditch. Russ Opp will follow up with Marley Ziegler at L & H to see when they are going to have this problem resolved. The corner where the fabric was put down last year is holding up well. There was discussion on the drainage by Co-Op.

d. Gayle Nannemann submitted a letter of resignation. Susan Wilson moved to accept the resignation. Russ Opp seconded. Motion carried unanimously. The Board is looking for someone willing to serve on the Board to replace Gayle.

e. Director Election (November, 2024 – Wilson (4 yrs) and Nannemann (remaining 2 years of a 4-year term)) The following legal ad ran in the News-Record on July 9th:

NOTICE OF DIRECTOR ELECTION
PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 5, 2024, an election shall be held for the purpose of electing one Director to serve a four (4)-year term and one Director to serve the remaining two years of a four (4)-year term on the Board of the Prairieview Champion Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 5, 2024, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 7, 2024, and August 27, 2024. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net – click on Election Documents.

Susan Wilson, Secretary/Treasurer / Filing Officer
Prairieview Champion Improvement & Service District

Applications to be on the ballot are due between August 7th and August 27th.
Ballots to be mailed between October 11th and October 21st
Final legal ad with names of who is running in the newspaper not later than Tues., Oct. 22nd.
Ballots must be canvassed within 7 business days of the election date.

V. New Business

a. Board members reviewed and signed the Public Records Notice to submit to the County stating that the District's records are stored at the office of Cathey Consulting.
b. Official Depository – Susan Wilson moved to designate First Northern Bank as the official depository for 7/1/24 – 6/30/25. Russ Opp seconded. Motion carried unanimously.
c. Going forward, minutes will not be posted online or e-mailed to the e-mail list until they have been officially approved and signed.
d. Updated motion to replace the item under "Notes" in the agenda: 4/3/14: Board authorize Gayle Nannemann to order minor repairs or sign replacement, etc. as needed between meetings when required for the District. Susan Wilson moved to authorize any Board member to order minor repairs or sign replacement, etc. as needed between meetings when required for the District. Russ Opp seconded. Motion carried unanimously.

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Russ Opp 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.

<u>NEXT REGULAR MEETING:</u> Thursday, November 7, 2024, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

Russ Opp	Susan Wilson
Signature	Signature
Russ Opp	Susan Wilson
Printed Name	Printed Name
7 Nov 24	7-Nov 24
Date	Date

Russ Opp, President / *Vacant,* Vice President / Susan Wilson, Secretary/Treasurer

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) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24	Actual (EST) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25
CASH CARRYOVER	**206,739**	**185,069**	**183,149**	**127,923**
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**	**205,163**
Expenditures				
Capital Expenditures				
Administrative	4,607	5,400	4,500	5,500
* Operations (and Emergency Repair)	6,750	206,449	20,656	147,363
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**	**205,163**
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	127,923 ***CASH CARRYOVER***
RESERVES BALANCES	75,140	100,000	100,912	206,305
TOTAL FUNDS BEGINNING OF YEAR	281,879	285,069	284,061	334,228

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	206,305
Net per year (Revenue minus Expenses)		41,400	124,246	0
Reserves start of year	75,140	100,000	100,000	206,305
Deposits plus interest on reserves (3/7/24 deposit to reserves)		41,400	106,305	51,500
Transfers out of reserves				
Reserves end of year	100,912	141,400	206,305	257,805

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 for the long term maintenance of the road. 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.

RO
SW
SW

Board Member Signature

Susan Wilson
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 Ae, 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