

**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.

|                                                                             |                     |
|-----------------------------------------------------------------------------|---------------------|
| <b>First Northern Bank CD / Reserves Account Balance From Last Minutes:</b> | <b>\$103,751.64</b> |
|-----------------------------------------------------------------------------|---------------------|

|          |          |            |
|----------|----------|------------|
| 04/30/24 | Interest | \$1,293.34 |
|----------|----------|------------|

|                                         |                     |
|-----------------------------------------|---------------------|
| <b>RESERVES BALANCE END OF MEETING:</b> | <b>\$105,044.98</b> |
|-----------------------------------------|---------------------|

|                                                                                     |            |
|-------------------------------------------------------------------------------------|------------|
| <b>First Northern Bank CD / Reserves Account (03/24) Balance From Last Minutes:</b> | <b>\$0</b> |
|-------------------------------------------------------------------------------------|------------|

|          |         |              |
|----------|---------|--------------|
| 03/07/24 | Deposit | \$100,000.00 |
|----------|---------|--------------|

|          |          |            |
|----------|----------|------------|
| 06/30/24 | Interest | \$1,260.27 |
|----------|----------|------------|

|                                              |                     |
|----------------------------------------------|---------------------|
| <b>CD / RESERVES BALANCE END OF MEETING:</b> | <b>\$101,260.27</b> |
|----------------------------------------------|---------------------|

|                                                                                  |                     |
|----------------------------------------------------------------------------------|---------------------|
| <b>First Northern Bank Money Mkt Checking Account Balance From Last Minutes:</b> | <b>\$208,870.05</b> |
|----------------------------------------------------------------------------------|---------------------|

|          |          |          |
|----------|----------|----------|
| 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 |
|----------|----------|---------|

|                                           |                     |
|-------------------------------------------|---------------------|
| <b>CHECKING BALANCE START OF MEETING:</b> | <b>\$123,248.32</b> |
|-------------------------------------------|---------------------|

**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 |                     |
|          | <b>TOTAL</b>                                                   | <b>\$2,518.40</b>   |
|          | <b>CHECKING BALANCE AFTER BILLS:</b>                           | <b>\$120,729.92</b> |
|          | 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 9<sup>th</sup>:

**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](http://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 7<sup>th</sup> and August 27<sup>th</sup>.

Ballots to be mailed between October 11<sup>th</sup> and October 21<sup>st</sup>

Final legal ad with names of who is running in the newspaper not later than Tues., Oct. 22<sup>nd</sup>.

Ballots must be canvassed within 7 business days of the election date.

**V. New Business**

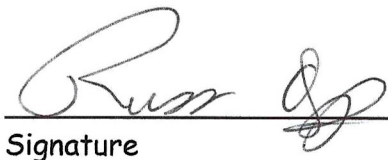
- a. Board members reviewed and signed the Public Records Notice to submit to the County stating that the District's records are stored at the office of Cathey Consulting.
- b. Official Depository – Susan Wilson moved to designate First Northern Bank as the official depository for 7/1/24 – 6/30/25. Russ 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.

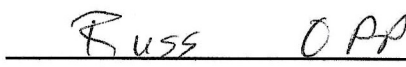
**VI. Adjourn**

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.

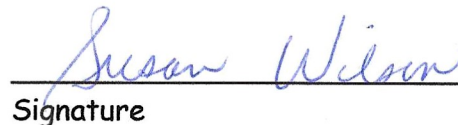
Reminder: The minutes and information about the District are available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – click on Prairieview Champion. Cathey Consulting is the bookkeeper for the District. The District's records are stored at the office of Cathey Consulting located 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.

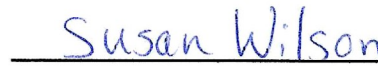
**NEXT REGULAR MEETING: Thursday, November 7, 2024, 8:00 a.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Printed Name

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Printed Name

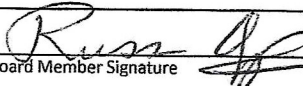
  
\_\_\_\_\_  
Date

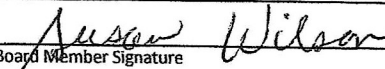
Russ Opp, President / ~~Vacant~~, Vice President / Susan Wilson, Secretary/Treasurer

| 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)<br>7/1/22 - 6/30/23 | Budget<br>7/1/23 - 6/30/24 | Actual (EST)<br>7/1/23 - 6/30/24 | Budget<br>7/1/24 - 6/30/25 |
| <b>CASH CARRYOVER</b>                                                                                                                | 206,739                          | 185,069                    | 183,149                          | 127,923                    |
| <b>Revenue</b>                                                                                                                       |                                  |                            |                                  |                            |
| 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)                                                                                                      |                                  |                            |                                  |                            |
| <b>TOTAL REVENUE</b>                                                                                                                 | 63,558                           | 68,980                     | 73,753                           | 77,240                     |
| <b>TOTAL REVENUE PLUS CASH CARRYOVER</b>                                                                                             | 270,297                          | 254,049                    | 250,202                          | 205,163                    |
| <b>Expenditures</b>                                                                                                                  |                                  |                            |                                  |                            |
| 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                     |
| <b>TOTAL EXPENDITURES</b>                                                                                                            | 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)              |
| <b>BEGINNING OF FISCAL YEAR BALANCES</b>                                                                                             |                                  |                            |                                  |                            |
| GENERAL FUNDS                                                                                                                        | 206,739                          | 185,069                    | 183,149                          | 127,923                    |
| RESERVES BALANCES                                                                                                                    | 75,140                           | 100,000                    | 100,912                          | 206,305                    |
| <b>TOTAL FUNDS BEGINNING OF YEAR</b>                                                                                                 | 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                    |

CASH CARRYOVER

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.

  
Board Member Signature

  
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 Ave, 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          |
| <b>Total</b>           | <b>21,854</b>       | <b>22,200</b>  |
| Feet in a mile = 5,280 |                     |                |
| # of miles             | 4.1                 | 4.2            |

RO  
SW  
SW