PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Tuesday, February 23, 2016, 9:00 a.m.
At DRM, 3920 Garman Road, Gillette, Wyoming

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

The regular meeting was called to order by President, Gayle Nannemann at 9:00 a.m.

I. **Minutes** – The minutes for the November 17, 2015, regular meeting were reviewed. Carol McKillop moved to approve the minutes as written. Gayle Nannemann 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 with Wilson and Nannemann voting aye and McKillop abstained. The bank statements from November, December, and January were reviewed and signed.

CHECKING ACCOUNT BALANCE FORWARD FROM LAST MEETING:					$1,587.58
11/30/15	Interest	$0.07			
12/08/15	Ck# 992 – Cathey Consulting – books/admin.			$300.00	
12/31/15	Interest	$0.06			
01/11/16	Transfer from Money Mkt. (Ck# 17)		$3,500.00		
01/11/16	Ck# 993 – Cathey Consulting – books/admin.			$300.00	
01/11/16	Ck# 994 – HUB International – insurance			$730.00	
01/11/16	Ck# 995 – Liberty Mutual – insurance			$753.00	
01/31/16	Interest	$0.11			
CHECKING ACCOUNT BALANCE PRIOR TO MEETING:					**$3,004.82**
02/23/16	Transfer from Money Mkt (Ck# 18)		$10,000.00		
02/23/16	Ck# 996 – Cathey Consulting–books/admin.			$300.00	
02/23/16	Ck# 997 – DRM – clean culverts			$8,403.40	
CHECKING ACCOUNT BALANCE END OF MEETING:					**$4,301.42**

MONEY MARKET ACCOUNT BALANCE FORWARD FROM LAST MEETING:				$54,236.18
11/30/15	Interest	$4.17		
12/11/15	Deposit – Assessments	$6,300.00		
12/11/15	Deposit – County (Error)	$10,447.46		
12/31/15	Interest	$5.66		
01/11/16	Deposit – Assessments	$4,504.77		
01/11/16	Transfer back to County (error correction)		$10,447.46	
01/11/16	Ck# 17 – Transfer to Checking		$3,500.00	
01/31/16	Interest	$5.75		
02/08/16	Deposit – Assessments	$900.00		
MONEY MARKET ACCOUNT BALANCE PRIOR TO MEETING:				**$62,456.53**
02/23/16	Ck# 18 – Transfer to Checking		$10,000.00	
MONEY MARKET ACCOUNT BALANCE END OF MEETING:				**$52,456.53**

USDA LOAN ACCOUNT BALANCE FROM LAST MEETING:			$34,552.30
12/11/15	Deposit – Assessments	$10,447.46	
01/11/16	Deposit – Assessments	$8,997.87	
02/08/16	Deposit – Assessments	$1,933.68	
ENDING BALANCE			**$55,931.31**

Receivables Balance: $23,968.68

III. **Unfinished Business**

a. A number of repairs were authorized at the November 17, 2015, District meeting. Mark with DRM came to the meeting to review the work that DRM did in December.

Sign down at Hackathorn and Gold – The consensus of Wilson and Nannemann was to have DRM put the sign back up.

Area is washed out underneath the pavement at Hackathorn or Ratcliff – Work completed by DRM.

Areas on Garman and Hayes and Gold also need addressed – Work completed by DRM.
Corners – people keep cutting corners causing pavement to crumble – Work completed by DRM.
Culvert by Moose Lodge needs cleaned out – Work completed by DRM.
Mark advised that the ditch needs to be cleaned out and dug down a bit so it will drain properly. The consensus of Wilson and Nannemann was to have DRM take care of this when they can.
Culverts near Flogistics that need cleaned out – Work 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.

b. Budget for 7/1/16 – 6/30/17 – The budget for the next fiscal year was reviewed. Carol McKillop moved to approve the preliminary budget as presented. Susan Wilson seconded. Motion carried unanimously. The preliminary budget is attached to these minutes.

IV. New Business

a. Street Sweeping – Quotes / Grant application – Helenanne Cathey will get a couple of quotes and prepare a grant application to submit to the County.
b. Authorization / Motion for Helenanne Cathey to order more checks for the District – Carol McKillop moved to authorize Helenanne Cathey to order more checks for the District's checking account. Gayle Nannemann seconded. Motion carried unanimously.
c. A letter was reviewed to send to the County Commissioners listing the directors and officers.

V. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn the meeting. Gayle Nannemann seconded. The meeting adjourned at 9:55 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: The next regular meeting and annual budget hearing will be Tuesday, July 12, 2016, 8:00 a.m. at DRM, 2920 Garman Road.

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Gayle Nannemann, President Date

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Carol McKillop, Vice President Date

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Susan Wilson, Secretary/Treasurer Date

PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT BUDGET - 7/1/16 - 6/30/17

Budget Hearing: Tuesday, July 12, 2016, 8:00 a.m. at DRM (3920 Garman Rd, Gillette)

PO Box 471 Gillette, WY 82717	Prior Year Actual 7/1/14 - 6/30/15	LAST YEAR'S BUDGET 7/1/15 - 6/30/16	Current FY Actual (EST) 7/1/15 - 6/30/16	PROPOSED BUDGET 7/1/16 - 6/30/17
Cash Carryover	$112,194.57	$111,193.27	$111,193.27	$134,356.00
Revenue	$120,699.98	$96,753.70	$99,217.20	$96,753.70
TOTAL	$232,894.55	$207,946.97	$210,410.47	$231,109.70
Expenses				
Administrative	$3,828.15	$3,984.00	$3,770.00	$17,419.60
Indirect	$1,783.00	$1,783.00	$1,783.00	$4,470.12
Operations	$83,553.90	$15,000.00	$33,115.43	$146,454.28
Interest Expense	$21,109.03	$19,765.70	$19,159.03	$18,765.70
Loan Principal Payment	$40,000.00	$43,000.00	$43,000.00	$44,000.00
To Reserves/Money Market Accts	$0.00	$13,221.00	$0.00	$0.00
Miscellaneous / Roll Over	$0.00	$111,193.27	$0.00	$0.00
TOTAL	$150,274.08	$207,946.97	$100,827.46	$231,109.70

APPROVALS:

Gayle Nannemann / President / Date

Susan Wilson / Secretary/Treasurer / Date

Budget Message

The District works to maintain approximately 5 miles of roads, most of them are paved roads done through a paving project completed in approximately June, 2003. A chipseal project was completed in December, 2012. The unpaved portion of Gold Road that connects to the Means, Carter & North Hannum ISD was upgraded in a project completed in May, 2015. The District does not anticipate any major expenses or capital projects for the year. The assessment formula for the pavement project remains the same and the maintenance assessment will remain at $450 per lot for the year.

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PO Box 471	Prior Year	LAST YEAR'S	Current FY		PROPOSED	
Gillette, WY 82717	Actual	BUDGET	Actual (EST)		BUDGET	
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16		7/1/16 - 6/30/17	
Cash on Hand Start of FY	**$112,194.57**	**$111,193.27**	**$111,193.27**		**$134,356.00**	Cash - Start of FY
Revenue						
Revenue						
4100 · Tax Rev						
4110 · Special Assessment						
4112 · Special Assessment	$61,844.46	$61,853.70	$61,853.62	0.08	$61,853.70	
4110 · Special Assessment - Other						
Total 4110 · Special Assessment	$61,844.46	$61,853.70	$61,853.62		$61,853.70	
4130 · Maintenance Assessments	$34,200.00	$34,200.00	$34,200.00	0.00	$34,200.00	$450 X 76
Total 4130 · Maintenance Assessments	$34,200.00	$34,200.00	$34,200.00	0.00	$34,200.00	
Total 4100 · Tax Rev	$96,044.46	$96,053.70	$96,053.62	0.08	$96,053.70	
4090 - Campbell County District Support Grant	$21,911.29		$2,559.98			
4090 - Campbell County District Support Grant (Str.Sw)	$1,800.00		$0.00			
4150 · Interest Income	$376.06	$300.00	$242.08	57.92	$300.00	
4160 · Interest Income (USDA Loan)	$568.17	$400.00	$361.52	38.48	$400.00	
Total Revenue	$120,699.98	$96,753.70	$99,217.20	(2,463.50)	$96,753.70	
Total Cash on Hand Start of FY Plus Total Revenue	**$232,894.55**	**$207,946.97**	**$210,410.47**		**$231,109.70**	
Expense						
6010 · Administration Expenses						
6015 - Accounting			$50.00	(50.00)		
6020 · Advertising	$118.19	$240.00	$120.00	120.00	$240.00	
6550 · Office Supplies		$19.00		19.00	$19.00	
6610 · Postage and Delivery	$33.46	$45.00		45.00	$45.00	
6620 · Printing and Reproduction	$76.50	$80.00		80.00	$80.00	
6665 · Secretarial Services	$3,600.00	$3,600.00	$3,600.00	0.00	$3,600.00	300 X 12
Miscellaneous	$0.00			0.00	$13,435.60	*10% of cash rollover*
Total 6010 · Administration Expenses	$3,828.15	$3,984.00	$3,770.00	214.00	$17,419.60	
6530 · Miscellaneous (Grant balance written off in 2013-2014)						
6700 · Indirect Expenses						
6380 · Insurance						
6390 · Bonding - Members	$300.00	$300.00	$300.00	0.00	$300.00	
6395 · Directors and Officers Insuranc	$730.00	$730.00	$730.00	0.00	$730.00	
6410 · Liability Insurance	$753.00	$753.00	$753.00	0.00	$753.00	
Miscellaneous					$2,687.12	*2% of cash rollover*
Total 6380 · Insurance	$1,783.00	$1,783.00	$1,783.00	0.00	$4,470.12	
6440 · Interest Expense	$21,109.03	$19,765.70	$19,159.03	606.67	$18,765.70	$62,765.60 loan pmnt.
Total 6700 · Indirect Expenses + Interest	$22,892.03	$21,548.70	$20,942.03	606.67	$23,235.82	estimate
7000 · Operations Expenses						
6160 - Construction				0.00		
6655 - Engineering				0.00		

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Gillette, WY 82717	Actual	BUDGET	Actual (EST)		BUDGET		
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16		7/1/16 - 6/30/17		
6715 - Road Maintenance		$15,000.00	$8,403.40	6,596.60	$28,221.00		
6715.01 - Gold Road Improvements 2014 / maint.	$53,233.72			0.00			
6715.1 - Culverts				0.00			
6716 - Ditches				0.00			
6715.02 - Street Sweeping	$3,600.00			0.00			
6715 - Road Maint. (CHIP SEALING)							
Miscellaneous / Capital Projects / Reserves				0.00	$118,233.28	*88% of cash rollover*	
Total 7000 · Operations Expenses	$56,833.72	$15,000.00	$8,403.40	6,596.60	$146,454.28		
Total Expense	$83,553.90	$40,532.70	$33,115.43	7,417.27	$187,109.70		
Current Year Revenue-Exp (Net Before Loan Principle)	$37,146.08	$56,221.00	$66,101.77	(9,880.77)	$44,000.00		
Loan Principle Payment (interest is above)	$40,000.00	$43,000.00	$43,000.00	0.00	$44,000.00		
Major Repairs / Miscellaneous Expenses / Roll over	($2,853.92)	$13,221.00	$23,101.77	(9,880.77)	$0.00		
Miscellaneous Expenses As Needed		$111,193.27				Cash Start of FY	
Total Current Year Expenses / Capital Reserves / Miscellaneous		$194,725.97			$231,109.70		
Net (Major Repairs / Capital Improvements / Depreciation)		**$13,221.00**			**$0.00**		
TOTAL BUDGET EXPENSES / ROLLOVER		**$207,946.97**			**$231,109.70**		
Loan Payment: $61,659 / 2010 payment was $61,080.28							
Loan Original Principal $775,000 / 4.875% interest / 20 years / 2003 was first payment / 2022 last payment				Loan Prin. Balance End of June, 2016: $350,005.94			
76 Properties Assessed							
Fund Balances:	6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/16 (estim.)		
Money Market Account Balance	$122,618.10	$17,269.28	$43,069.42	$40,004.92	$57,856.00		
Checking Account	$2,810.71	$4,363.13	$4,134.03	$3,701.76	$2,500.00		
Total of Funds On Hand	**$125,428.81**	**$21,632.41**	**$47,203.45**	**$43,706.68**	**$60,356.00**		
USDA Loan Fund	$60,694.34	$61,659.10	$64,991.12	$67,486.59	$74,000.00		
TOTAL OF ALL FUNDS:	**$186,123.15**	**$83,291.51**	**$112,194.57**	**$111,193.27**	**$134,356.00**		

Depreciation Expense

Highways - $1,491,512.51 / 50 years - project completion date 6/2003 - 1st depr. 6/30/2004:	**$29,830.25**
Chipseal - $167,666.49 / 8 years - project completion during fy 7/1/12 - 6/30/13 - 1st depr. 6/30/2013 (included in main project depr.):	**$20,958.31**
Gold Road - $54,014.04 / 20 years - project completion during 7/1/14 - 6/30/15 - 1st yr. depreciation 6/30/16:	**$2,700.70**
	$53,489.26

Not reported on Balance Sheet / Included for Budget Consideration

Per Lot Calculation Fully Funded Depr. (76 lots): $703.81

Maintenance Assessment History:	
2004-2005 Maint. Assessm.	$295.00
2007-2008 Maint. Assessm.	$395.00
2013-2014 Maint. Assessm.	$450.00

Depreciation							Accum. Depr. as of:	# yrs. as of
# of Yrs to Depr.	Project	Project Amt.	Date	1st Depr. Date	1st Depr. Amt.	Annual Depr.	6/30/2017	6/30/2017
50 yrs	Highways Paving / 10 yrs old 6/30/13	**$1,491,512.51**	Jun-03	6/30/2004	$29,830.25	$29,830.25	$417,623.50	14
8 yrs	Chipseal / .5 yrs. Old 6/30/13	**$167,666.49**	Dec-12	6/30/2013	$10,479.16	$20,958.31	$94,312.40	4
20 yrs.	Gold Road (unpaved) 0 yrs old 6/30/15	**$54,014.04**	May-15	6/30/2016	$2,700.70	$2,700.70	$5,401.40	2
				1st yr. is 1/2 yr. depr (Chipseal project)			$517,337.30	
				Each yr after will be full 1 year				