

**PRAIRIEVIEW CHAMPION IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES**

Wednesday, July 16, 2025, 8:00 a.m.

At Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Melinda McKillop, 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. Melinda McKillop 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** – Melinda McKillop moved to adopt the budget for 7/1/25 – 6/30/26 for \$399,523 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Susan Wilson seconded. Motion carried unanimously.
- II. **Minutes** – Susan Wilson moved to approve the minutes for the April 9, 2025, regular meeting as presented. Melinda McKillop seconded. Motion carried unanimously.
- III. **Financial Report** – The bills were reviewed. Russ Opp reported that he and an engineer from Inberg-Miller spent a full day walking the streets in the District, evaluating conditions (roads, culverts, ditches). The engineer is working on compiling the information and developing a project scope to go out for bids. Susan Wilson moved to accept the Treasurer’s Report and pay bills as presented. Melinda McKillop seconded. Motion carried unanimously. The Balance Sheet & Profit & Loss were reviewed. Bank statements were reviewed and signed.

First Northern Bank CD / Reserves Account (Ends in 8019) 4.5% 12 months/renewal 1/26/26:		
Balance From Last Minutes:		\$109,052.05
04/30/25	Interest	\$1,201.81
CD / RESERVES BALANCE END OF MEETING:		\$110,253.86
First Northern Bank CD / Reserves Account (Ends in 6616) 5% 12 months/renewal 3/7/26:		
Balance From Last Minutes:		\$105,094.53
06/30/25	Interest	\$1,324.48
CD / RESERVES BALANCE END OF MEETING:		\$106,419.01
First Northern Bank Money Mkt Checking Account Balance From Last Minutes:		\$173,909.89
04/10/25	Deposit – Assessments	\$760.00
04/30/25	Interest	\$143.38
05/10/25	Deposit – Assessments	\$760.00
05/31/25	Interest	\$148.89
06/10/25	Deposit – Assessments	\$4,219.16
06/30/25	Interest	\$147.32
CHECKING BALANCE START OF MEETING:		\$180,088.64
BILLS PAID AT MEETING:		
07/16/25	Ck# 1026 – Cathey Consulting	\$1,113.00
	Inv. 8100 – Apr. bookkeeping/admin./compliance	\$367.50
	Inv. 8116 – Flash drive / maps saved	\$10.50
	Inv. 8147 – May bookkeeping/admin./compliance	\$367.50
	Inv. 8192 – June bookkeeping/admin./compliance	\$367.50
	Ck# 1027 – C N A Surety	\$300.00
	Bond / Board 8/24/25 – 8/24/26	
	Ck# 1028 – Gillette News-Record	\$110.50
	Budget hearing legal ad	
	Ck# 1029 – Inberg-Miller Engineers	\$1,410.00

TOTAL \$2,933.50
CHECKING BALANCE AFTER BILLS: \$177,155.14
Receivables Balance: \$4,560.00 (2024 Assessments)

IV. Unfinished Business

- a. Cleaning ditches and culverts / cost estimate / county grant application / bids – Inberg Miller is working on this project. There are several issues that were caused by landowner actions. The landowners were contacted (GCR / L & H / Gary Roberts / Servall / American Rail – to name a few) – one issue at more than one property is landowners spraying the ditches which kills all of the grass and then the ditch erodes – landowners should not spray the ditches. If landowners don't take care of the issues that were noted, the District will make repairs and bill the landowners for the repairs. The consensus of the Board is to review the engineer's plans and estimates when they are available, prior to going out for bid. After bids are received, a County grant application will be submitted.
- b. Chip Seal Project 2026 – On hold for now.
- c. L & H – Russ Opp reported that L & H attempted to clean up their lot, but it wasn't done satisfactorily. If it isn't completed by the time the District does the project, the District will clean it up and bill the landowner.

V. New Business

- a. The Board reviewed and signed the Local Government Liability Pool renewal application which was submitted online.
- b. Public Records Notice – A notice was signed to submit to the County reporting that the District's records are stored at the office of Cathey Consulting.
- c. Official Depository – Melinda McKillop moved to designate First Northern Bank as the official depository for 7/1/25 – 6/30/26. Susan Wilson seconded. Motion carried unanimously.

VI. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn. Melinda McKillop seconded. The meeting was adjourned at 8:23 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.

UPCOMING MEETINGS:

A special meeting will be scheduled to review the engineer's estimate and project plan, approve a grant application, and authorize the work after bids have been received.

Thursday, October 23, 2025, 8:00 a.m. (Regular Meeting)

Meetings are held at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.

Respectfully submitted,

Helennane Cathey, Assistant to the Board

Russ Opp
Signature

Russ Opp
Printed Name

23 Oct²⁰ 25
Date

Russ Opp, President / Melinda (Mindy) McKillop, Vice President / Susan Wilson, Secretary/Treasurer

Susan Wilson
Signature

Susan Wilson
Printed Name

10-23-25
Date

Budget - Prairieview Champion ISD - 7/1/25 - 6/30/26

Budget Hearing: Wednesday, July 16, 2025, 8:00 a.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
CASH CARRYOVER	183,150	127,923	123,248	177,283
Revenue plus Transfers from Reserves				
Assessments (\$760 X 79 lots)	60,040	60,040	60,040	60,040
Assessments - Interest	507	200		200
Customer and other Billing				
Grants - County	4,853	5,000	0	50,000
Interest from Bank	7,359	12,000	12,000	12,000
Transfer from reserves				100,000
Other revenue (capital credits)				
TOTAL REVENUE	72,759	77,240	72,040	222,240
TOTAL REVENUE PLUS CASH CARRYOVER	248,550	205,163	183,288	399,523
Expenditures				
Capital Expenditures				
Administrative	4,381	5,500	4,500	5,500
* Operations / Repairs / Maintenance	20,656	147,363	10,000	393,123
Indirect	900	800	900	900
Debt Principal	0	0	0	0
Interest	0	0	0	0
To Reserves		51,500	0	0
TOTAL EXPENDITURES	25,937	205,163	15,400	399,523
Receivables Start of FY	3,420		5,700	
Payables Balance Start of FY	1,050		2,000	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	183,150	127,923	123,248	177,283
RESERVES BALANCES	100,912	206,305	206,305	212,610
TOTAL FUNDS BEGINNING OF YEAR	284,062	334,228	329,553	389,893

Receivables Balance End of FY	5,700			
Payables Balance End of FY	2,000			
Undeposited Funds (Xpress)				
End of Year Bank Balance	329,554	206,305	389,893	212,610
Net per year (Revenue minus Expenses)	222,613	0	167,888	0
Reserves start of year	0	206,305	206,305	212,610
Deposits plus interest on reserves	106,305	51,500	6,305	0
Transfers out of reserves				100,000
Reserves end of year	106,305	257,805	212,610	112,610

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 be done in this next fiscal year, and the estimated cost with cleaning out ditches and minor repairs and engineering is \$357,000. The District will not transfer any money to reserves in the 25-26 fiscal year because of the chip sealing project. \$100,000 will be transferred from reserves to be used for the street project.

Russ Opp
Board Member Signature

Board Member Signature

Directors: Russ Opp (Pres.) & Melinda McKillop (Vice Pres.) terms end Nov., 2026 / Susan Wilson (Sec./Treas.) term ends Nov., 2028

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 Ac, 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

Loan for street paving paid off in 2022.