

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

Thursday, October 23, 2025, 8:00 a.m.

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

BOARD MEMBERS PRESENT: Melinda McKillop (by phone), Russ Opp, Susan Wilson
OTHERS PRESENT: Helenanne Cathey

Russ Opp called the meeting to order at 8:05 a.m.

- I. Minutes** – Susan Wilson moved to approve the minutes for the July 16, 2025, budget hearing and regular meeting as presented. Melinda McKillop seconded. Motion carried unanimously.
- II. Financial Report** – The bills were reviewed. 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
(Interest every 3 months – Jan., Apr., July, Oct.):

Balance From Last Minutes:		\$110,253.86
07/31/25	Interest	\$1,236.96
CD / RESERVES BALANCE END OF MEETING:		\$111,490.82

First Northern Bank CD / Reserves Account (Ends in 6616) 5% 12 months/renewal 3/7/26:
(Interest every 3 months – Mar., June, Sept., Dec.)

Balance From Last Minutes:		\$106,419.01
09/30/25	Interest	\$1,341.17
CD / RESERVES BALANCE END OF MEETING:		\$107,760.18

First Northern Bank Money Mkt Checking Account Balance From Last Minutes: \$177,155.14

07/10/25	Deposit – Assessments	\$1,965.59	
07/31/25	Interest	\$153.18	
08/10/25	Deposit – Assessments	\$2,030.24	
08/13/25	Ck# 1030 – Local Government Liability Pool – Inv. 16139 – General Liability & Directors 7 Officers Insurance		\$600.00
08/31/25	Interest	\$153.54	
09/10/25	Deposit – Assessments	\$830.28	
09/30/25	Interest	\$149.15	
CHECKING BALANCE START OF MEETING:			\$181,837.12
BILLS PAID AT MEETING:			
10/23/25	Ck# 1031 – Cathey Consulting		\$1,200.00
	Inv. 8240 – July. bookkeeping/admin./compliance	\$400.00	
	Inv. 8286 – Aug. bookkeeping/admin./compliance	\$400.00	
	Inv. 8329 – Sept. bookkeeping/admin./compliance	\$400.00	
TOTAL			\$1,200.00
CHECKING BALANCE AFTER BILLS:			\$180,637.12
Total Funds End of Meeting: \$399,888.12			
Accounts Receivable / Assessments: \$60,040.00			

III. Unfinished Business

- a. Cleaning ditches and culverts / Cost estimate / County grant application / Bids
From July, 2025 meeting minutes: 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.

Russ Opp reported that he talked to Jerry Williams, and he was working on an engineer's estimate for the project. Russ Opp will follow up with Jerry Williams.

- b. Chip Seal project 2026 – No update.
- c. Area by L & H filled in and compacted –
From July, 2025 meeting minutes: 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.

Russ Opp reported that there are still concerns about the area. The culvert is still not clear. If it isn't cleaned up correctly, the District will do the work and bill the landowner. This item will be removed from the agenda.

IV. New Business

- a. E-mail received from Alexis Manning, 4302 Garman Road, trying to find out what they (Manning Wrecker Service) need to do to build a new driveway/easement. (any permits or rules) – Russ Opp reported that the property is not in the District.
- b. Annual Election of Officers (Currently Russ Opp, President / Mindy McKillop, Vice President / Susan Wilson, Secretary/Treasurer) – Susan Wilson moved to keep the officers the same for the next year. Melinda McKillop seconded. Motion carried unanimously.
- c. The lot on the corner of Oil and Coulter (3704 Coulter / Bar-T Trust) wants to put an entrance on the north side of their property and build another yard up there. They thought that it was the District's fault that the ditch was washing out, but the problem is on the landowner. The ditch is lower than the property, so the water runs down off of the property and washes out the ditch. Russ Opp explained to them that it's their problem, not the District's. They need to do something about the water draining off of their property. Russ Opp recommended that they get an engineer to design something on their property to prevent the runoff from their property. Russ Opp contacted Jerry Williams and asked him to oversee the work that is done. It has to be done to County specifications and District specifications.
- d. There is a pot hole by American Railroad – on Oil and Hackathorn – Russ Opp reported that he asked Jerry Williams to look at this area because he is concerned that American Railroad caused this by filling in the ditch to widen out their approach which messed up the District's drainage.

V. Adjourn

There being no further business to discuss, Susan Wilson moved to adjourn. Melinda McKillop seconded. The meeting was adjourned at 8:29 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, January 22, 2026, 8:00 a.m. (Regular Meeting)

Meetings are held 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

22 Jan 2026
Date

Susan Wilson
Signature

Susan Wilson
Printed Name

1-22-2026
Date

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