Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, April 29, 2024, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT:	Nancy Bock, David Collins, Darlene Fetters
OTHERS PRESENT:	Helenanne Cathey, Michael Hardman, Joe Moore, Scott Robinson

David Collins called the meeting to order at 5:00 p.m.

I. **Customer Concerns / Requests –**
   a. No update from the owner of 33 Pineview regarding the possibility of tapping into the District's water system.

II. **Minutes Approval** – David Collins moved to approve the minutes for the March 4, 2024, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.

III. **Treasurers Report / Pay Bills / Sign Bank Statements** – The bills were reviewed and discussed. David Collins moved to accept the Treasurer's Report and pay bills as listed below and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:				**$4,137.34**
2/1-2/29/24	Deposits – Water	$880.00		
02/29/24	Interest	$2.71		
Adjusted balance forward:				$5,020.05
3/1-3/31/24	Deposits – Water	1,100.00		
03/05/24	Deposit – Xpress bill pay	$1,445.00		
03/08/24	Deposit – Assessments	$94.50		
03/31/24	Interest	$2.81		
03/28/24	Powder River Energy – Electricity 2/1-3/1/24		$638.61	
04/08/24	Deposit – Xpress bill pay	$1,540.00		
04/08/24	Deposit – Assessments	$665.00		
Balance Prior to Bill Payments:				$9,228.75*

Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 3/1 – 4/1/24	$660.61
1460	Cathey Consulting	Inv. 7529 – Mar., 2023 Admin/Books/Compl.	$551.25
1461	Energy Laboratories	Inv. 621628 – Testing $436.00 Inv. 621629 – Testing/Annual water quality report $125.00	$561.00
1462	Hawkins	Inv. 6707962 – Azone 15	$312.58
1463	Local Gov't Liab. Pool	Inv. 15099 – Liability insurance 7/1/24 – 6/30/25 & Directors & Officers	$600.00
1464	Pineview I & S Distr.	2/29/24 Assessments transfer to Roads Acct. $94.50 3/31/24 Assessments transfer to Roads Acct $283.50	$378.00
1465	Water Guy, LLC	Inv. 2024-262– Mar., 2024 Water Operator/meters/ Billing $868.80 Inv. 2024-211 – 5 gallons sodium hypochl. $47.50 Inv. 2024-306 – Bounced check $18.75 Inv. 2024-316 – Leak on #1 pump piping $348.92	$1,283.97
TOTAL			$4,347.41
BANK BALANCE END OF MEETING (WATER):			**$4,881.34***

**This balance does not reflect Water Guy deposits since the end of last month.*
(Note: Loan payments due 10/15/24: $8,122.93 + 3,881.05 = $12,003.98)

Roads Account Balance Forward From Last Meeting: **$5,129.56**

02/29/24	Interest	$1.78	
03/31/24	Interest	$1.95	
Roads Account Balance Prior to Meeting:			**$5,133.29**
Check #	**Payee**	**Purpose**	**Amount**
No Bills Paid.			
04/29/24	2/29/24 Roads Assessments transferred from Water Account $94.50		$378.00
04/29/24	3/31/24 Roads Assessments transferred from Water Account $283.50		
BANK BALANCE END OF MEETING (ROADS)			**$5,511.29**

Water System Reserve Account Balance Forward From Last Meeting:			**$12,052.50**
02/29/24	Interest	$9.55	
03/31/24	Interest	$10.22	
Water System Reserve Account Balance Prior to Meeting:			**$12,072.27**

Receivables were reviewed.

IV. **Water System Update** –
a. The water system information was reviewed.
b. No update on the lead and copper service line inventory.

V. **Roads** – David Collins reported that Matt Blakeman bladed some of the roads. The Board appreciates the blading Matt Blakeman has done and hasn't charged the District. Earth Work Solutions will still come out to blade all of the roads.

VI. **Unfinished Business**
a. Budget-7/1/24 – 6/30/25 – There were discussions on the budget. David Collins reported that he hasn't had a chance to talk to anyone about prices for insurance. David Collins moved to approve the proposed budget. Nancy Bock seconded. Motion carried unanimously. The proposed budget is attached to these minutes. The final budget will be reviewed and adopted at the June budget hearing and meeting.

VII. **New Business**
a. The renewal for the Local Government Liability Pool was completed online. The Board reviewed and signed the renewal application.
b. A letter was received from Water Guy that summarizes the services they provide. The letter is attached to these minutes.
c. Requests were made for rock on a couple of sections of the roads. David Collins will request a price from Earth Work Solutions for putting some rock down on the areas discussed.

VIII. **Next Regular Meeting: Monday, May 13, 2024, 5:00 p.m. (Regular Meeting)**
2024 Meetings:
Mon., May 13, 2024, 5:00 p.m. / Mon., June 24, 2024, 5:00 p.m.
Mon., July 22, 2024, 5:00 p.m. / Mon., Aug. 19, 2024, 5:00 p.m. / Mon., Sep. 16, 2024, 5:00 p.m.
Mon., Oct. 14, 2024, 5:00 p.m. / Mon., Nov. 11, 2024, 5:00 p.m. / Mon., Dec. 9, 2024, 5:00 p.m.

IX. **Adjourn** – David Collins adjourned the meeting at 5:13 p.m.

NOTES TO LANDOWNERS:

- **PLEASE DO NOT DRAG OR BLADE THE ROADS WITHOUT BOARD AUTHORIZATION. ANYONE INTERESTED IN HELPING TO MAINTAIN**
- **THE ROADS IS INVITED TO PLEASE ATTEND A DISTRICT MEETING!**
- **NO MUD BOGGING ON THE ROADS!**
- **SLOW DOWN ON THE ROADS AND STAY ON THE ROAD!**
- **WHENEVER THERE IS A PROBLEM WITH THE WATER SYSTEM, RESIDENTS NEED TO CALL WATER GUY AT 307-299-3544 OR 307-299-9911.**
- **A REMINDER TO STAY OUT OF METER PITS. ANY DAMAGE AS A RESULT OF GETTING INTO METERS, METER PIT, WIRES, ETC. WILL BE BILLED TO LANDOWNERS.**

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Darlene Fetters, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date

Budget - Pineview ISD - 7/1/24 - 6/30/25

Budget Hearing: Monday, June 24, 2024, 5:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	25,319	24,670	16,323	30,604
Revenue				
Assessments - Roads $189 X 44 lots	25,102	27,794	8,316	8,316
Assessments - Water $763 X 22 lots	9	40	16,786	16,786
Assessments - Past Due Accounts			2,620	
Assessments - Interest	9	40		40
Customers(22)/other Billing ($110 + $3/1,000 over 12,000) $2,240/mo. base	30,945	46,440	33,000	35,000
Grants - County (Roads)				2,000
Grants - County (Water)				
Interest from Bank	108	100	100	100
Transfer from reserves				
Other revenue (capital credits)	418			
TOTAL REVENUE	56,591	74,414	60,822	62,242
TOTAL REVENUE PLUS CASH CARRYOVER	**81,910**	**99,084**	**77,145**	**92,846**
Expenditures				
Capital Expenditures				
Administrative	6,838	6,900	6,900	6,900
Operations - Roads	42,770	70,415	7,000	10,316
Operations - Water			22,850	25,000
Operations - Misc. (Cash Carryover)				28,801
Indirect	500	500	600	600
Debt Principal (Loan pmnt: $12,003.98/yr) due Oct. 15th	8,898	8,933	9,241	9,584
Interest	3,106	3,070	2,762	2,419
To Reserves		9,226		9,226
TOTAL EXPENDITURES	**62,112**	**99,044**	**49,353**	**92,846**
Receivables Start of FY	3,592		4,892	
Payables Balance Start of FY	3,340		2,080	
	6/30/2022	**6/30/23 (EST)**	**6/30/2023**	**6/30/24 (EST)**
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	25,319	24,670	14,914	30,604
UNDEPOSITED FUNDS - XPRESS BILL PAY			1,409	
RESERVES BALANCES	12,084	12,085	12,991	13,000
TOTAL FUNDS BEGINNING OF YEAR	37,403	36,755	29,314	43,604
Receivables Balance End of FY	4,892			
Payables Balance End of FY	2,080			
Undeposited Funds (Xpress)	1,409			
End of Year Bank Balance	27,913		43,595	13,000
Net per year (Revenue minus Expenses)	19,798	40	27,792	0
Reserves start of year	12,084	12,085		12,991
Deposits plus interest on reserves		9,226		9,226
Transfers out of reserves				
Reserves end of year	12,991	21,311		22,217

Budget Message: The District manages the roads and water and doesn't currently plan any major improvements on the water system. If additional taps are added to the system, tap fees will be used to improve the system and/or will be transferred to reserves.

Board Member Signature

Board Member Signature

Directors: David Collins (Pres.) and Nancy Bock (Sec./Treas.) terms end May, 2025, Darlene Fetters (Vice Pres.) term ends May, 2027
Regular meetings are held monthly. The meeting schedule is set for the year if possible with meeting dates published in minutes which are e-mailed and posted online.
Records are stored at 400 S Gillette Ac, Suite 106, Gillette.

SLIB Loans:
2.5% loan for 20 years (1st pmnt 2021) $116,560.12
0% loan for 20 years (1st pmnt 2021) $69,858.93
Total loan balance $186,419.05 as of 6/30/23)

22 taps currently billed
1 tap not billed: Melton, Dawn
2 other taps connected (???)

Annual Repairs Expenditures:		**Pineview Roads (5,280 ft/mile)**		
Fiscal Year	Amount	North Pineview	2640	0.5
23-24	2,020.64	Ranchette Drive	2640	0.5
22-23	1,225.03	Island Drive	2640	0.5
21-22	11,965.72	Robinson Street	1584	0.3
20-21	14,351.00	Wild Cat Court	1056	0.2
19-20	1,226.00	Pineview Drive	7920	1.5
18-19	199	Total	18480	3.5
17-18	2,751.00	Estimate for 1,600 feet of 4" of scoria on 24' wide road $9,000		
16-17	179	$22.50 per cubic yard		
15-16	5,471.00	To do all 18,480 feet in the District (18,480/1600 = 11.55*9000) = $103,950		

Not eligible for county grant until 2026
Additional taps on water system
Monthly revenue ($110 X 22 lots = $2,420)

		100.85	22 lots
		105.66	21 lots (1 not paying)
Monthly bills:		96.47	23 lots
Water Guy $868.80	868.80	92.45	24 lots
Cathey Consulting $525	525.00	88.75	25 lots
Powder River Energy $750 (	750.00	85.34	26 lots
Chemicals $$75 (+/-)	75.00	82.18	27 lots
Total: $2,218.80 – for avg. monthly bills.	2,218.80	79.24	28 lots - Lowest # of lots to keep rate at $80.

Rates:
7/1/22: $110 per month + $3.00 per 1,000 for over 12,000 gal. per month.
prior to that: $80 / month
Assessment $189 per lot for roads and $763 per lot for water (loan) - only those on water are assessed the water amount

Water Guy
LLC.

March 14, 2024

Dear Board Members,

We wanted to take this opportunity to re-introduce Water Guy and what we do for your water system. We know that occasionally, there are new board members and we wanted to explain what Water Guy does.

Water Guy has been hired to maintain your water system. The EPA requires that all public water systems have a certified Water Operator and back up Operator to oversee the water quality and functions of your water system. Currently at Water Guy, we have 4 Certified Water Operators whose tasks include, taking and collecting monthly water bacteria samples and any other required mandated water testing set forth by the EPA and submit these samples to the lab and EPA, check chlorine levels weekly as well as maintain the chlorination system, if applicable, maintain files of water analyses, provide 24 hour on call service for your water system, perform static tests, if applicable, flush the water systems twice a year for water quality, supervise EPA inspections, manage One Call of Wyoming membership, if applicable and order chemicals and other parts or materials needed for the water system.

The board has also hired Water Guy to meter read monthly. This service includes, taking radio reads of all water meters in your water system, generate meter reading reports and send to the designated contact and analyze and assess issues with meters/pits found by Water Guy personnel.

We've also been hired to do your monthly water utility billing. This service includes, creating and sending out monthly bills to your homeowners, collecting payments and making deposits to the system's bank account. We provide an online billing system for homeowners to make online payments or set up auto pay. We also calculate late fees and shut off fees and turn off/on water for delinquent accounts (separate charge from monthly cost) and create/generate accounting reports. Lastly, we provide excellent customer service and are available to all homeowners for water emergencies, water billing issues and questions regarding their water. With that being said, all homeowners costs associated with water utility billing i.e, late fees or shut off fees, have been chosen by board members. We collect the money from homeowners and directly deposit it into the system's account. Therefore, no funds go directly to Water Guy. We bill the system each month for our services.

We deal with a number of upset homeowners generally regarding their late fees or shut offs. Since these funds are not Water Guy's and decided by the Board, we are unable to waive fees or postpone shut offs without board approval. We will direct the homeowner to attend a board meeting to discuss any concerns or issues regarding these topics.

We thank you for your continued business and look forward to another year of working with you and your water system.

If you have any questions or concerns you may contact Cheyenne via email at Cheyenne@WaterGuyWyoming.com or Duaine at 307-299-9911.

Thank you
Sincerely,
Water Guy Staff

PO Box 2917 Gillette WY 82717

Office: 307-299-3544 Office Hours: Monday-Friday 9:00am-5:00pm

Owner / Chief Operator	Duaine Faucett	307-299-9911	Duaine@WaterGuyWyoming.com
Office Manager	Cheyenne Melick	307-299-3544	Cheyenne@WaterGuyWyoming.com