Pineview Improvement and Service District
Budget Hearing & Regular Meeting
MINUTES
Monday, June 24, 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, Scott Robinson

BUDGET HEARING

David Collins called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. David Collins adjourned the budget hearing at 5:01 p.m.

REGULAR MEETING

David Collins called the regular meeting to order at 5:03 p.m.

I. **Budget** – David Collins moved to adopt the budget for 7/1/24 – 6/30/25 for $92,846 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes.

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

III. **Minutes Approval** – David Collins moved to approve the minutes for the May 13, 2024, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.

IV. **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:			**$9,043.63**
5/1-5/13/24	Deposits – Water	$550.00	
Adjusted balance forward:			$9,593.63
5/14-5/31/24	Deposits – Water	$440.00	
05/31/24	Interest	$4.49	
06/05/24	Deposit – Xpress bill pay	$880.00	
06/10/24	Deposit – Assessments	$9,306.69	
Balance Prior to Bill Payments:			$20,224.81*

Bills paid at this meeting:

Check #	**Payee**	**Purpose**	**Amount**
AUTO	Powder River Energy	Electricity 5/1 – 6/1/24	$617.17
1469	Cathey Consulting	Inv. 7613 – May, 2024 Admin/Books/Compl.	$551.25
1470	Gillette News-Record	Inv. 24758 – Budget hearing ad	$124.80
1471	Water Guy, LLC	Inv. 2024-492– May, 2024 Water Operator/meters/ Billing $871.30 Inv. 2024-529 – Locates 4/19 & 4/30/24 $112.50 Inv. 2024-545 – Bounced Check $18.75	$1,002.55
1472	Pineview ISD	5/31/24 Assessments for Roads Account	$2,655.69
TOTAL			$4,951.46
BANK BALANCE END OF MEETING (WATER):			**$15,273.35***

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

Roads Account Balance Forward From Last Meeting:			**$6,283.16**
05/31/24	Interest	$2.26	
Roads Account Balance Prior to Meeting:			**$6,285.42**
Check #	**Payee**	**Purpose**	**Amount**
No Bills Paid.			
06/24/24	05/31/24 Roads Assessments transferred from Water Account		$2,655.69
BANK BALANCE END OF MEETING (ROADS)			**$8,941.11**

Water System Reserve Account Balance Forward From Last Meeting:			**$12,082.17**
05/31/24	Interest	$10.24	
Water System Reserve Account Balance Prior to Meeting:			**$12,092.41**
(Reserve account must have a minimum of $12,003.98 at all times.)			

Receivables were reviewed.

V. Water System Update –

a. The water system information was reviewed.
b. No update on the lead service line inventory project.

VI. Roads –

a. Earth Work Solutions will be blading the roads and bringing in scoria. $4,400 was authorized at the May 13, 2024, meeting.
b. There was discussion on the hole behind the mailboxes. David Collins will get some rock to fill in that hole, hopefully next weekend.
c. Thank you to Matt Blakeman for blading the roads. The Board was pleased with the work that was done and are appreciative that he hasn't charged the District anything.

VII. Unfinished Business

a.

VIII. New Business

a. Two board members signed the Public Records Notice to submit to the County stating that the District's records are stored at the offices of Cathey Consulting and Water Guy.
b. David Collins moved to designate First National Bank as the official depository for 7/1/24 – 6/30/25. Nancy Bock seconded. Motion carried unanimously.
c. The Board completed a form for Water Guy stating that customers should be charged for shut off/turn on fees when the customer requests it at the same rate that Water Guy bills the District.
d. Water Guy sent a letter stating that their price for the monthly bacteria sample will increase to $30 starting in July due to a price increase from Energy Labs.
e. Draft minutes will no longer be e-mailed. Minutes will be e-mailed after they have been approved and signed at monthly meetings.

IX. Next Regular Meeting: Monday, July 22, 2024, 5:00 p.m.

2024 Meetings:
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.

X. Adjourn – David Collins adjourned the meeting at 5:21 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!**

- **<u>WHENEVER THERE IS A PROBLEM WITH THE WATER SYSTEM, RESIDENTS NEED TO CALL WATER GUY AT 307-299-3544 OR 307-299-9911.</u>**
- **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

Da D Coll	Darlene Fetters
Signature	Signature
David Collins	Darlene Fetters
Printed Name	Printed Name
7-22-24	7-22-2024
Date	Date

David Collins, President / Darlene Fetters, Vice President / Nancy Bock, Secretary/Treasurer

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) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24	Actual (EST) 7/1/23 - 6/30/24	Budget 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.

David Collins
Board Member Signature

Nancy Bock
Board Member Signature

6/24/24

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:

Fiscal Year	Amount
23-24	2,020.64
22-23	1,225.03
21-22	11,965.72
20-21	14,351.00
19-20	1,226.00
18-19	199
17-18	2,751.00
16-17	179
15-16	5,471.00

Pineview Roads (5,280 ft/mile)

North Pineview	2640	0.5
Ranchette Drive	2640	0.5
Island Drive	2640	0.5
Robinson Street	1584	0.3
Wild Cat Court	1056	0.2
Pineview Drive	7920	1.5
Total	18480	3.5

Estimate for 1,600 feet of 4" of scoria on 24' wide road $9,000
$22.50 per cubic yard
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)

Monthly bills:

Water Guy $868.80	868.80
Cathey Consulting $525	525.00
Powder River Energy $750 (	750.00
Chemicals $$75 (+/-)	75.00
Total: $2,218.80 – for avg. monthly bills.	2,218.80

100.85	22 lots
105.66	21 lots (1 not paying)
96.47	23 lots
92.45	24 lots
88.75	25 lots
85.34	26 lots
82.18	27 lots
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