

Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, April 8, 2019, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Nancy Bock, David Collins, Michael Hardman
OTHERS PRESENT: Helenanne Cathey, Scott Robinson, Darlene Feters, Joe Moore,
Mark Hines (DOWL)

David Collins called the meeting to order at 5:02 p.m.

- I. Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines provided an update on the project. Final comments have been received the WWDC and SRF. The only additional requirement from the County and DEQ is the requirement of a ventilation system in the building. The ventilation system will automatically come on when someone is in the building. DOWL hopes to have the revisions done this week and sent to the funding agencies for final approval and should be able to go out for bids within a couple of weeks. Bid opening will be mid to late May. The bids will be due to DOWL, and the bids will be opened in a public location. David Collins moved to authorize DOWL to go ahead with bidding as soon as DOWL has everything approved. Nancy Bock seconded. Motion carried unanimously. There was discussion on the project and bidding. A letter needs to be sent to the state to authorize a few sole sourced items. These are items that Water Guy has the equipment to deal with (example: radio read meters). David Collins moved to authorize David Collins to sign the letter for the sole source items. Nancy Bock seconded. Motion carried unanimously. David Collins moved to approve and sign pay requests for the County Grant, WWDC Grant and SRF loan. Nancy Bock seconded. Motion carried unanimously.
- II. Minutes Approval** – David Collins moved to approve the minutes for the March 11, 2019, regular meeting as presented. Nancy Bock seconded. Motion carried unanimously.
- III. Treasurers Report / Pay Bills / Sign Bank Statements** – David Collins moved to accept the Treasurer's Report and pay bills as printed below and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			\$23,419.47
03/04/19	Deposit – WWDC Grant Req 8	\$2,448.76	
Adjusted Balance Forward:			\$25,868.23
03/12/19	Deposit	\$100.00	
03/20/19	Deposit	\$160.00	
03/21/19	Deposit - WWDC Grant Req 9	\$1,110.05	
03/22/19	Deposit	\$302.00	
03/27/19	Deposit	\$260.00	
03/31/19	Interest	\$3.60	
04/03/19	Deposit	\$160.00	
04/05/19	Deposit	\$160.00	
04/08/19	Deposit	\$240.00	
04/08/19	Deposit – County Grant Pay Req 9	\$185.34	
Bank Balance Prior to Meeting:			\$28,549.22
Bills Paid			
Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 3/1-3/30/19	\$448.67
1214	Cathey Consulting	Inv. 4871 – Mar. Admin/Books	\$603.10
1215	Charles & Cindy Bredthauer	Reimbursement	\$80.00
1216	DOWL	Inv. 5328.26702.02-12 Eng 2/24-3/30	\$1,662.50
1217	Local Gov't Liability Pool	Inv. 11962 – Insurance for next FY	\$500.00
1218	Stevens, Edwards, Hallock	Legal fees 2/19/19	\$343.75
1219	Water Guy, LLC	Inv. 2019-240 – Mar. water op.	\$486.50 \$686.08

Inv. 2019-192 – Repair / tap \$102.70

Inv. 2019-203 – Check valve \$96.88

TOTAL PAYMENTS:

\$4,324.10

BANK BALANCE END OF MEETING (WATER):

\$24,225.12

BILLS REMAINING UNPAID

Charles & Cindy Bredthauer \$1,224.55

Pay Requests from State and County Outstanding:

SRF Loan Pay Req 9 \$711.14

Today's: WWDC Gr Req 10 \$1,087.21 / SRF Loan Req 10 \$638.50 / Cty Gr Req 10 \$208.18

Total Pay Requests / Receivables Due: \$2,645.03

Roads Account Balance Forward From Last Meeting:

\$12,382.87

03/31/19 Interest

\$1.56

Bank Balance Prior to Meeting:

\$12,384.43

Bills Paid

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
1024	Best Out West Spraying Inc.	Inv. 3566 – Road work	\$2,800.00

BANK BALANCE END OF MEETING (ROADS)

\$9,584.43

Accounts Receivable balances were reviewed.

- IV. **Roads** – David Collins reported that Dave Shannon has worked on the roads. Dave Shannon donated a culvert for Island Drive and has dug some culverts out. He is still working on the roads. David Collins moved to increase the total amount approved by another \$3,500, approving up to \$10,000 total for the roads. Nancy Bock seconded. There was discussion. Motion carried unanimously.

- V. **Water System Update** – No update.

- VI. **Unfinished Business**

- Election – May 7, 2019 (Hardman – 4 year term) – Ballots will be mailed April 12th. Ballots will be canvassed on Thursday, May 9, 2019, at 2:00 p.m. at the office of Cathey Consulting by David Collins, Nancy Bock, and Helenanne Cathey.
- Budget for 7/1/19 – 6/30/20 – The budget was reviewed. A preliminary budget will be approved next month to submit to the County and State by June 1st. The final budget will be approved at the budget hearing July 1, 2019.

- V. **New Business**

- None

- VII. **Next Meeting:** **Monday, May 6, 2019, 5:00 p.m.**

2019 meetings:

Monday, June 3, 2019, 5:00 p.m.

Monday, July 1, 2019, 5:00 p.m.

Monday, Sept. 23, 2019, 5:00 p.m.

Monday, Nov. 18, 2019, 5:00 p.m.

Monday, August 26, 2019, 5:00 p.m.

Monday, October 21, 2019, 5:00 p.m.

Monday, Dec. 16, 2019, 5:00 p.m.

- VIII. **Adjourn** – David Collins adjourned the meeting at 6:05 p.m.

NOTES TO LANDOWNERS:

- PLEASE DO NOT DRAG OR BLADE THE ROADS WITHOUT BOARD AUTHORIZATION. ANYONE INTERESTED IN HELPING 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!**

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date