Pineview Improvement and Service District
Budget Hearing / Regular Meeting
MINUTES
Monday, July 1, 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, Mark Hines (DOWL)

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 was no public comment. David Collins adjourned the budget hearing at 5:01 p.m.

REGULAR MEETING
David Collins called the regular meeting to order at 5:01 p.m.

I. **Budget –** David Collins moved to adopt the budget for 7/1/19 – 6/30/20 for $725,388 and resolution to assess, and to assess properties as approved in the budget. Michael Hardman seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines from DOWL provided an update. He talked to Brian Clerkin with WWDC, and WWDC has no issues with re-bidding the project this fall. DOWL will be provide an amendment for DOWL's services since we will be going through the bid process again. The County grant will be closed out, and a new grant application will be submitted for the new fiscal year. David Collins moved to approve and sign the paperwork to close the County Grant. Nancy Bock seconded. Motion carried unanimously. David Collins moved to approve and sign a new County grant application for $44,601.08. Nancy Bock seconded. Motion carried unanimously.

III. **Minutes Approval** – David Collins moved to approve the minutes for the June 3, 2019, regular meeting as presented. Nancy Bock seconded. Motion carried unanimously.

IV. **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:			**$1,846.77**
05/31/19	Interest	$1.40	
Ck# 1209 – Bredthauer payment in March voided		$80.00	
Adjusted Balance Forward:			$1,928.17
06/05/19	Deposit	$640.00	
06/06/19	Deposit	$80.00	
06/11/19	Deposit	$730.00	
06/11/19	Deposit	$270.09	
06/11/19	Deposit – Assessments	$8,094.56	
06/14/19	Deposit	$160.00	
06/14/19	Deposit	$160.00	
06/14/19 – Ck# 1229	Lyle Nygaard	Refund amount collected in error	-$64.00
06/14/19 – Ck# 1230	Townsquare Title	Refund amount collected in error	-$96.00
06/18/19	Deposit	$222.00	
06/21/19	Deposit	$80.00	
06/21/19	Deposit – WWDC Grant Req 12	$1,280.27	
06/25/19	Deposit	$160.00	
06/26/19	Powder River Energy – Electricity 4/29-6/1/19		-$488.23
06/27/19	Deposit	$700.00	
06/30/19	Deposit – Assessments	$200.51	
06/30/19	Interest	No statement yet.	

07/01/19	Deposit	$80.00	
Bank Balance Prior to Meeting:			$14,137.37

Bills Paid

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 4/29 – 5/30/19	No bill yet.
1237	Cathey Consulting	Inv. 5015 – June Admin/Books	$605.30
1238	Charles & Cindy Bredthauer	Reimbursement - FINAL	$1,144.55
1239	Gillette News-Record	Ad 00352209 – Budget hearing	$71.19
1240	VOID		
1241	VOID		
1242	Pineview ISD	5/31/19 Assessm. for Roads $2,372.06 6/30/19 Assessm. For Roads $200.51	$2,572.57
1243	Energy Laboratories	Inv. 241379 – Testing	$185.00
1244	Water Guy, LLC	Inv. 2019-508 - June water operator	$486.50
TOTAL PAYMENTS:			$5,065.11

BANK BALANCE END OF MEETING (WATER): $9,072.26

Pay Requests from State and County Outstanding: SRF Loan Req 12 $907.34 / Cty Gr Req 12 $173.71

Roads Account Balance Forward From Last Meeting: $7,878.28

05/31/19	Interest	$1.23	
06/30/19	Interest	No Statement Yet	
Bank Balance Prior to Meeting:			**$7,879.51**
07/01/19	Deposit – From other account – 5/31/19 & 6/30/19 assessments ck# 1242		$2,572.57

Bills Paid

Check #	Payee	Purpose	Amount
1027	Fuller Construction, Inc.	Inv. 9931 – 10071 - 2" minus scoria (88 X 8)	$ 704.00
TOTAL:			$ 704.00

BANK BALANCE END OF MEETING (ROADS) $9,748.08

Water System Reserve Account Balance Forward From Last Meeting: $23,100.00

05/31/19	Interest	$6.96	
06/30/19	Interest	No Statement Yet.	
BANK BALANCE END OF MEETING (WATER RESERVES)			**$23,106.96**

Accounts Receivable balances were reviewed. One past due balance was added to assessments this year.

V. **Roads** – David Collins reported that he tried to dig out a culvert on Pineview Drive, but he couldn't do anything because it is completely plugged up. David Collins moved to have Dave Shannon replace the plugged culvert on Pineview Drive. Nancy Bock seconded. Motion carried unanimously.

VI. **Water System Update –** No update.

VII. **Unfinished Business**

a. None

VIII. **New Business**

a. David Collins moved to designate First National Bank as the official depository for 7/1/19 – 6/30/20. Nancy Bock seconded. Motion carried unanimously.

b. David Collins moved to keep the same slate of officers for the next year (David Collins, President / Michael Hardman, Vice President / Nancy Bock, Secretary/Treasurer). Nancy Bock seconded. Motion carried unanimously.

IX. **Next Regular Meeting: Monday, August 26, 2019, 5:00 p.m.**

2019 meetings:

Monday, Sept. 23, 2019, 5:00 p.m.	Monday, October 21, 2019, 5:00 p.m.
Monday, Nov. 18, 2019, 5:00 p.m.	Monday, Dec. 16, 2019, 5:00 p.m.

X. **Adjourn –** David Collins adjourned the meeting at 5:43 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

Budget - Pineview I & S District - 7/1/2019 - 6/30/2020 - FINAL						
Budget Hearing Monday, July 1, 2019, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717						
	Actual	Budget	Actual (ESTIMATED)	Budget		
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20		
Revenue						
Monthly Fees (22 X $80/mo.)	21,120	21,120	22,960	21,120		80
Monthly Fees (Additional lots on water system)				2,000		
Assessments - Past Due Balances	614			494		
Assessments - past due - revenue reflected last year	-614			-494		
Assessments for Roads (42 parcels/44 lots X $189 / $15.75/mo.)	8,316	8,316	8,316	8,316		15.75
Assessments (Loan) - $578 FYE 2017 / $763 FYE 2018	16,786	16,786	16,786	16,786		63.58
Assessments - Interest	69	40	21	40		**159.33**
Grant County - Water Tank Project	5,932	47,500	3,057	44,601		
Grant - State - WWDC	17,260	360,500	20,389	330,852		
Loan - State (2.5% for 20 years)	12,232	253,660	13,275	236,652		
Grant - County (Road Work)				2,079		
Interest - Bank	19	15	58	100		
Other Fees (Late, Coll., Tap, etc.)	960	995	1,860	15,000	Tap Fees Estimated	
Water Overages	0	0	0			
Receivables at End of Prior Year	*0*	*1,924*	*0*	*2,800*	*Receivables end of prior yr*	
TOTAL REVENUE	82,694	710,856	86,722	680,346		
CASH CARRYOVER	***20,787***	***25,713***	***25,683***	***45,042***		
TOTAL REVENUE PLUS CASH CARRYOVER	**103,481**	**736,569**	**112,405**	**725,388**		
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($700 X 12)	7,150	6,960	7,150	8,400	*Meter Readings Increase*	
CPA Review				6,000		
Contract Legal (Easements)		5,000			Included in Project Costs	
Office / Postage / Advertising / Other	414	1,000	500	500		
Travel	563	400				
TOTAL ADMINSTRATIVE	**8,127**	**13,360**	**7,650**	**14,900**		
Indirect						
Insurance - Liab., Bonding	500	500	500	500	LGLP	
Insurance - Property	0	0	0	0		
TOTAL INDIRECT COSTS	**500**	**500**	**500**	**500**		
INTEREST - TOTAL COSTS	0	0	0	0		
DEBT - PRINCIPAL COSTS	0		0	17,851	$16,786 loan payment +	
Operations					$1,065 to pay off Bredthauer	
Misc (Cash Carryover less reserves)				*8,746*	*Cash Carryover*	
Water Operator / Meter Reading ($583 (EST) X 12)	5,826	5,838	5,838	7,000	*Meter Readings Increase*	
Water System Chemicals (Chlorine)	408	1,000	1,000	1,000		
Water System Electricity	6,558	6,700	6,500	6,500		
Water System Repairs & Maintenance	2,751	2,939	2,086	2,841		
Water System Testing	1,607	1,000	1,532	1,000	SOC/VOC 4/24/18 $1,232	
Water Tank Cleaning & Inspection						
Water System - Other Items	248	1,000	300	1,835		
Water Tank / Meters / Pump Project (Engin.)	46,710	90,025				
Water Tank / Meters / Pump Project (CAPITAL PROJECT)		571,975	32,413	612,105		
TO RESERVES				**6,534**		
Payables at End of Prior Year		*4,330*		*3,196*	*Payables at end of prior yr*	
TOTAL WATER SYSTEM	**64,108**	**684,807**	**49,669**	**650,757**	*Includes Cash Carryover*	
Misc Roads Expenses (Cash Carryover less reserves)		*6,503*		*7,879*		
Roads (3.5 miles total = 18,480 feet)	3,964	8,300	7,000	2,079		
Roads (Amount Assessed - Apply for County Grant)	0	0		8,316		
TOTAL ROADS	**3,964**	**14,803**	**7,000**	**18,274**		
TOTAL OPERATIONS COSTS	**68,072**	**699,610**	**56,669**	**669,031**		
TOTAL EXPENDITURES	**76,699**	**713,470**	**64,819**	**702,282**		
Receivables Start of FY	516		18,627			
Payables Balance Start of FY	4,506		21,519			
	6/30/2017	**6/30/2018 (EST)**	**6/30/2018**	**6/30/2019 (EST)**		
BEGINNING OF FISCAL YEAR BALANCES						
GENERAL FUND - ROADS	3,212	6,503	6,503	7,879		
GENERAL FUND - WATER	17,575	19,210	19,180	14,057		
RESERVES BALANCES	0		0	23,106	*6/30/20 reser. $29,634*	
TOTAL FUNDS BEGINNING OF YEAR	**20,787**	**25,713**	**25,683**	**45,042**		
Receivables Balance End of FY	18,627		2,800			
Payables Balance End of FY	21,519		3,196			
End of Year Bank Balance (Excluding Reserves)	25,684		45,090			
Net per year (Revenue minus Expenses)	5,995	3,889	21,903	0		

Budget Message: The District manages the roads and water. The District will be constructing a water storage tank and installing water meters to meet EPA requirements and serve the needs of the members of the District. There are other properties in the District that will be connected to the water system if possible this fiscal year. The District is working on roads as funds allow. A reserve account is set up as per the State's funding requirements, and the District will move funds to reserves if tap fees are received this fiscal year and the money is not needed for repairs this fiscal year.

Board Member Signature

Board Member Signature

Directors: David Collins (Pres.) and Nancy Bock (Sec./Treas.) terms end May, 2021, Michael Hardman (Vice Pres.) term ends May, 2023
Regular meetings are held monthly. The meeting schedule is set for the year if possible with meeting dates published in minutes which are mailed monthly.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

	STREETS	MILES
Roads:	**North Pineview**	**0.5**
	Ranchette Drive	**0.5**
	Island Drive	**0.5**
	Robinson Street	**0.3**
	Wild Cat Court	**0.2**
	Pineview Drive	**1.5**
	TOTAL	**3.5**

18480 total feet in District

5,280 feet in a mile

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

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