Pineview Improvement and Service District
Budget Hearing / Regular Meeting
MINUTES
Monday, July 2, 2018, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: David Collins, Michael Hardman
BOARD MEMBERS NOT PRESENT: Nancy Bock
OTHERS PRESENT: Helenanne Cathey, Darlene Fetters, 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. Since there were no public comments, David Collins adjourned the budget hearing at 5:03 p.m.

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

I. **Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines from DOWL provided an update on the water system project and provided an invoice for June for $16,681.66. They are about finished with the 50% plans and will submit those to WWDC in the next week or two. The soils tests came back good. The easement was reduced as much as possible as per discussions at the last meeting. The District's attorney will draw up the language for the easement and exhibits will be attached from the surveyor. DOWL will meet with David Collins and the landowner. The final design should happen in July or August. David Collins moved to approve and sign the funding requests for Pay Request 3. Michael Hardman seconded. Motion carried unanimously. DOWL will submit the pay requests to the three funding agencies. Since the meeting dates will be near the end of the month over at least the next few months, the consensus of the Board is to authorize Board members to sign the pay requests as soon as they are available near the first part of the month when DOWL provides them to Cathey Consulting. The following is a summary to date:

INVOICES/ PAY REQUESTS	AMOUNTS	WWDC	SRF	County	District
DOWL Invoice 5328.26702.02-1	3,890.00				
DOWL Invoice 5328.26702.02-2	5,070.30				
PAY REQUEST 1 5/7/18	8,960.30	4,855.69	3,441.28	658.85	4.48
DOWL Invoice 5328.26702.02-3	6,207.45				
PAY REQUEST 2 6/4/18	6,207.45	3,363.89	2,384.03	456.43	3.10
DOWL Invoice 5328.26702.02-4	16,681.66				
PAY REQUEST 3	16,681.66				
TOTAL TO DATE	$31,849.41	$8,219.58	$5,825.31	$1,115.28	$7.58

David Collins moved to authorize paying DOWL's invoice when the District has received the money from Pay Requests 3 listed above. Michael Hardman seconded. Motion carried unanimously.

II. **Minutes Approval** – David Collins moved to approve the minutes for the June 4, 2018, regular meeting. Michael Hardman 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. Michael Hardman seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			**$3,093.03**
05/31/18	Interest	$1.49	
05/21/18	WWDC Grant Pay Req 1	$4,855.69	
Adjusted Balance Forward:			$7,950.21

06/06/18	Deposit	$160.00		
06/07/18	Deposit	$160.00		
06/11/18	Deposit - Assessments	$2,255.65		
06/13/18	Deposit – SRF Loan Pay Req 1	$3,441.28		
06/13/18	Deposit - WWDC Grant Pay Req 2	$3,363.89		
06/15/18	Deposit	$80.00		
06/15/18	Deposit – County Grant Pay Req 2	$658.85		
06/20/18	Deposit	$642.00		
06/26/18	Deposit	$240.00		
06/29/18	Deposit	$160.00		
06/29/18	Interest	$1.80		
06/30/18	Deposit – Assessments	$96.36		
07/02/18	Deposit	$80.00		
07/02/18	Deposit	$160.00		
07/02/18	Powder River Energy 4/28-5/29		$515.83	
Bank Balance Prior to Meeting:				$18,934.21

Bills Paid

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 5/29-6/29/18	NO BILL YET
1162	Cathey Consulting	Inv. 4489 – June Admin/Books	$572.00
1163	Charles & Cindy Bredthauer	Reimbursement	$80.00
1164	Gillette News-Record	Ad 00341455 – budget hearing	$65.31
1165	Pineview ISD	5/31/18 $860.15 Assessments & 6/30/18 96.36 Assessm. to Roads Acct.	$956.51
1166	Water Guy, LLC	Inv. 2018-519 – June oper. & repair	$1,152.13
TOTAL PAYMENTS:			$2,825.95

BANK BALANCE END OF MEETING (WATER): $16,108.26

BILLS REMAINING UNPAID Charles & Cindy Bredthauer $1,944.55

Roads Account Balance Forward From Last Meeting: $6,502.15

05/31/18	Interest	$0.48	
06/29/18	Interest	$0.67	
Bank Balance Prior to Meeting:			**$6,503.30**

Transfer from Water Account (5/31/18 & 6/30/18 Assessments)

07/02/18 Deposit – 5/31/18 Assessments $806.15 $956.51
Deposit – 6/30/18 Assessments $96.36

Bills Paid

Check #	Payee	Purpose	Amount
NONE			$0.00

BANK BALANCE END OF MEETING (ROADS) $7,459.81

IV. Roads –

V. Water System Update – There was discussion on the water system under the project discussions earlier in the meeting.

VI. Unfinished Business

a. **Budget for 7/1/18 – 6/30/19 –** David Collins moved to adopt the budget of $736,570 and to adopt the resolution to assess and to submit assessments to the County as per the budget. Michael Hardman seconded. Motion carried unanimously. The budget is attached to these minutes**.**

V. New Business

a. Public Records Notice – David Collins signed the notice to submit to the County indicating the District's records are stored at the office of Cathey Consulting.
b. Official Depository – David Collins moved to designate First National Bank as the official depository for 7/1/18 – 6/30/19. Michael Hardman seconded. Motion carried unanimously.

VII. Next Meeting: Monday, August 27, 2018, 5:00 p.m.
2018 meetings:

Monday, September 24, 2018, 5:00 p.m.	Monday, October 22, 2018, 5:00 p.m.
Monday, November 19, 2018, 5:00 p.m.	Monday, December 17, 2018, 5:00 p.m.

VIII. Adjourn – David Collins adjourned the meeting at 5:36 p.m.

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 - 7/1/18 - 6/30/19 - BUDGET						
Budget Hearing Monday, July 2, 2018, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717						
	Actual	Budget	Actual (ESTIMATED)	Budget		
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19		
Revenue						
Monthly Fees (22 X $80/mo.)	21,120	21,120	21,120	21,120		80
Assessments - Past Due Balances	1,110	614	614			
Assessments - past due - revenue reflected last year	-1,110	-614	-614			
Assessments for Water ($180 X 22 = $15/mo.)	3,960		0			0
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	12,716	16,786	16,786	16,786		63.58
Assessments - Interest	73		40	40		**159.33**
Pump replacement Fee						
Grant - County - Formation						
Grant - County - Water Tank Project - Engineer		3,203	3,590			
Grant County - SRF app & envir. Review	4,074	4,465				
Grant County - Water Tank Project		49,000	2,500	47,500		$50,000
Grant - State		369,840	8,000	360,500		$368,500
Loan - State (2.5% for 20 years)		261,160	7,500	253,660		$261,160
Interest - Bank	5	2	15	15		
Glory Hole Balance Forward						
Other Fees (Late, Coll., Tap, etc.)	957	800	592	995	Tap Fee amount	
Water Overages	0	0	0	0	Set Overage Rates	
Receivables at End of Prior Year	*0*	*0*	*0*	*1,924*	*Receivables end of prior yr*	
TOTAL REVENUE	51,221	734,692	68,459	710,856		
CASH CARRYOVER	***1,178***	***20,787***	***20,787***	***25,713***		
TOTAL REVENUE PLUS CASH CARRYOVER	**52,399**	**755,479**	**89,246**	**736,570**		
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($580 X 12)	6,600	6,600	7,150	6,960	5% incr.	
Contract Legal (Easements)	24	200		5,000		
Office / Postage / Advertising / Other	903	1,000	500	1,000		
Travel	397	400	563	400		
TOTAL ADMINSTRATIVE	**7,924**	**8,200**	**8,213**	**13,360**		
Indirect						
Insurance - Liab., Bonding	0	0	0	500	LGLP	
Insurance - Property	0	0	0	0		
TOTAL INDIRECT COSTS	**0**	**0**	**0**	**500**		
INTEREST - TOTAL COSTS	0	0	0	0		
DEBT - PRINCIPAL COSTS	0	16,786	0		Total	
Operations						
Misc (Cash Carryover less reserves)		*17,575*				
Water Operator / Meter Reading ($486.50 X 12)	6,298	5,814	5,826	5,838		
Water System Chemicals (Chlorine)	1,156	1,500	1,000	1,000		
Water System Electricity	5,375	6,000	6,571	6,700		
Water System Repairs & Maintenance	179	9,808	2,086	2,939	***(Reduced to increase rds)***	
Water System Testing	630	500	1,532	1,000	SOC/VOC 4/24/18 $1,232	
Water Tank Cleaning & Inspection						
Water System - Other Items	93	1,084	300	1,000		
Water Tank / SRF Loan appl/prel Env. Review	7,496		14,861			
Water Tank application to the State for Funding	1,000					
Water Tank / Meters / Pump Project (Engin.)			18,000	90,025		$108,025
Water Tank / Meters / Pump Project (CAPITAL PROJECT)		680,000		571,975		
Payables at End of Prior Year				*4,330*	*Payables at end of prior yr*	
TOTAL WATER SYSTEM	**22,227**	**722,281**	**50,176**	**684,807**		
Misc Roads Expenses (Cash Carryover less reserves)	*0*	*3,212*		*6,503*		
Roads	0	5,000	3,964	8,300		
TOTAL ROADS	**0**	**8,212**	**3,964**	**14,803**		
TOTAL OPERATIONS COSTS	**22,227**	**730,493**	**54,140**	**699,610**		
TOTAL EXPENDITURES	**30,151**	**755,479**	**62,353**	**713,470**		
Capital Improvements / Reserves						
Deposits into Reserves	0	0	0	23,100		
Payments from Reserves	0	0	0	0		
TOTAL DEPOSITS TO RESERVES	0	0	0	23,100		
TOTAL EXP. PLUS NET RESERVES	**30,151**	**755,479**	**62,353**	**736,570**		
Receivables Start of FY	8,675		516			
Payables Balance Start of FY	14,126		4,506			
	7/1/2016	**7/1/2017**	**7/1/2017**	**6/30/2018 (EST)**		
BEGINNING OF FISCAL YEAR BALANCES						
GENERAL FUND - ROADS	0	3,212	3,212	6,503		
GENERAL FUND - WATER	1,178	17,575	17,575	19,210		
RESERVES BALANCES	0	0	0			
TOTAL FUNDS BEGINNING OF YEAR	**1,178**	20,787	**20,787**	**25,713**		
Receivables Balance End of FY	516		1,924			
Payables Balance End of FY	4,506		4,330			
End of Year Bank Balance	20,787		25,309			
Net per year (Revenue minus Expenses)	21,070	0	6,106	3,890		
Net (including cash carryover)	22,248	0	26,893	0		

Budget Message: The District manages the roads and water. The District is working to get funding in place to build a water storage tank to meet EPA requirements and serve the needs of the members of the District. This project was anticipated last year, but funding was not in place until near the end of the fiscal year. The project is budgeted in the next fiscal year. The District is working on roads as funds allow. A reserve account will be set up per the state's requirements for the loan. The first loan payment will not be due until the following fiscal year (1 year from substantial completion).

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, 2019
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.