Pineview Improvement and Service District
Budget Hearing / Regular Meeting
MINUTES
Monday, July 3, 2017, 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, Darlene Fetters, Jessica Bellin, John Hespen

BUDGET HEARING
David Collins called the Budget Hearing to order at 5:04 p.m. The budget was reviewed. There was an opportunity for public comment. David Collins adjourned the budget hearing at 5:06 p.m.

REGULAR MEETING
David Collins called the regular meeting to order at 5:06 p.m.

I. **Water Storage Tank / Water Meters / Water System Upgrades Project** – David Collins reported that Mark and Jordan from DOWL met with Josh Bellin regarding his concerns on the overflow and drainage for the water tank. Mark and Jordan should be here at the August meeting to provide an update.

II. **Minutes Approval** – David Collins moved to approve the minutes for the June 5, 2017, regular meeting. 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 discussed and as printed below. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:				**$8,371.12**
05/31/17	Interest	$0.65		
Adjusted Balance Forward:				**$8,371.77**
06/06/17	Deposit	$560.00		
06/07/17	Deposit	$80.00		
06/09/17	Deposit	$80.00		
06/12/17	Deposit – Assessments	$6,135.03		
06/15/17	Deposit	$80.00		
06/15/17	Deposit – County Grant	$871.56		
06/20/17	Deposit	$100.00		
06/20/17	Deposit - PR Energy Cap. Cr.	$125.73		
06/23/17	Deposit	$820.00		
06/28/17	Deposit	$80.00		
06/28/17	Powder River Energy Auto Deduction 4/27-5/28/17		$456.63	
06/30/17	Deposit – Assessments	$726.74		
06/30/17	Interest	$0.87		
Bank Balance Prior to Meeting:			$17,575.07	

Bills Paid

Check #	Payee	Purpose	Amount
1100	Cathey Consulting	Inv. 3965 – June Admin/Books Out of $572.05 bill	$364.06
1101	Charles & Cindy Bredthauer	Reimbursement	$80.00
1102	DOWL	Engineering 4/30-5/27/17	$606.00
1103	Gillette News-Record	Budget hearing ad ($57.75)	$28.88
1104	Pineview ISD	Transfer to Roads Acct. 4/30 & 5/31	$2,110.11
1105	Water Guy, LLC	Inv. 2017-662 – June Water Op $484.50 Inv. 2017-512 – Sodium Hypo. $373.83	$858.33
TOTAL BILLS PAID:			$4,047.38
BANK BALANCE END OF MEETING (WATER):			**$13,527.69**

BILLS REMAINING UNPAID	Charles & Cindy Bredthauer	$2,904.55	

Roads Account Balance Forward From Last Meeting:			**$3,211.61**
05/31/17	Interest	$0.14	
Adjusted Balance Forward:			$3,211.75
06/30/17	Interest	$0.18	
Bank Balance Prior to Meeting:			**$3,211.93**

Bills Paid

Check #	Payee	Purpose	Amount
1010	Cathey Consulting	Inv. 3965 – June Admin/Books Out of $572.05 bill	$207.99
1011	Gillette News-Record	Budget Hearing ad ($57.75)	$28.87
TOTAL BILLS PAID:			$236.86
Transfer from Water Account (for 5/31 & 6/30 Assessments)		$2,110.11	
BANK BALANCE END OF MEETING (ROADS)			**$5,085.18**

Receivables balances were discussed.

IV. Water System Update – No update on the water system.

V. Unfinished Business

a. **Insurance (Tegeler / Local Gov't Liability Pool) –** Tabled at the May, 2016 meeting.

b. **Budget –** David Collins moved to adopt the budget for 7/1/17 – 6/30/18 for $755,479 and approve the resolution to assess and to submit assessments to the County Assessor as presented (including $614 in past due accounts). Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes.

c. **Roads –** After the last meeting, David Collins drove the roads and estimated distances and loads of rock to bring in to be a "temporary" fix until more money is available to work on roads. Information was sent to 5 different contractors (Fuller, Hespen, Jerke, Melgaard, and Quality Agg). Only one contractor responded with a bid (Melgaard). John Hespen came to the meeting regarding the roads. He drove the roads with David Collins to try to get a feel for what the District is looking at doing. He reported that in his estimation the roads have gone downhill pretty dramatically over the past few years. He estimates that approximately 60% of the roads are in very bad condition, and the rest is in fair condition. Rock (scoria) can be brought in on trains (belly dump and a pump) which is probably the most efficient way to get large quantities of rock. If you had a budget each year of $20,000, you would use ¾ of it for rock and the rest of it for reblading and reshaping. You would cover about 2,750 feet each time (a little over a half a mile). There are options that you can do in the meantime just to reshape / recrown the worst of the roads and get some ditches built up. This would at least slough the water off the road and into the ditches. The County grant program will reimburse 50% one-time only per street on drainage work. John Hespen recommended a budget that allows for grading in the spring and grading in the fall to keep the drainage good and keep the road shaped well. If you don't maintain, the road will degrade again. John Hespen recommends a budget of $15,000 to $20,000 a year for rock and grading the road each year. John Hespen recommended that if you don't have much of a budget, just start with the drainage work and maximize the County grant.

After John Hespen left, there was discussion on what can be done. There is only $5,000 a year in the budget for the roads. The consensus was to fix the worst areas. David Collins will call John Hespen and ask him to meet with him out there and give the District an estimate just for those areas. They will prepare an estimate by the August or September meeting.

VI. New Business

a. Public Records Notice – Nancy Bock signed the form to submit to the County indicating where the District's records are stored.

b. Official Depository – David Collins moved to designate First National Bank as the official depository for the District for 7/1/17 – 6/30/18. Nancy Bock seconded. Motion carried unanimously.

c. A letter was reviewed regarding the possible formation of a Special District Association in Wyoming. No action was required.

VII. Next Meeting: Monday, August 14, 2017, 5:00 p.m.

2017 MEETINGS:

Monday, September 11, 2017, 5:00 p.m.	**Monday, October 9, 2017, 5:00 p.m.**
Monday, November 6, 2017, 5:00 p.m.	**Monday, December 4, 2017, 5:00 p.m.**

VIII. Adjourn – David Collins adjourned the meeting at 5:47 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

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David Collins, President / Date

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Michael Hardman, Vice President / Date

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Nancy Bock, Secretary/Treasurer / Date

Budget - Pineview I & S District - 7/1/17 - 6/30/18				
Budget Hearing Monday, July 3, 2017, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717				
	Actual 7/1/15 - 6/30/16	Budget 7/1/16 - 6/30/17	Actual 7/1/16 - 6/30/17	Budget 7/1/17 - 6/30/18
Revenue				
Monthly Fees (22 X $80/mo.)	15,280	21,120	21,120	21,120
Assessments - Past Due Balances			1,110	614
Assessments - past due - revenue reflected last year			-1,110	-614
Assessments for Water ($180 X 22 = $15/mo.)		3,960	3,960	
Assessments for Roads (42 parcels/44 lots X $189 / $15.75/mo.)		8,316	8,316	8,316
Assessments (Loan) - $578 FYE 2017 / $763 FYE 2018		12,716	12,716	16,786
Assessments - Interest			73	
Pump replacement Fee	2,684			
Grant - County - Formation	4,500			
Grant - County - Water Tank Project - Engineer	11,783	3,203		3,203
Grant County - SRF app & envir. Review			4,074	4,465
Grant County - Water Tank Project		47,000		49,000
Grant - State		272,000		369,840
Loan - State (2.5% for 20 years)		194,000		261,160
Interest - Bank	1		5	2
Glory Hole Balance Forward	2,558			
Other Fees (Late, Coll., Tap, etc.)	913		957	800
Water Overages	0	0	0	0
TOTAL REVENUE	37,719	562,315	51,221	734,692
CASH CARRYOVER	***0***	***1,431***	***1,178***	***20,787***
TOTAL REVENUE PLUS CASH CARRYOVER	**37,719**	**563,746**	**52,399**	**755,479**
Expenditures				
Administrative				
Contract Admin./Bookkeeping ($550 X 12)	3,340	6,600	6,600	6,600
Contract Legal			24	200
Office / Postage / Advertising / Other	2,389	400	903	1,000
Travel			397	400
TOTAL ADMINSTRATIVE	**5,729**	**7,000**	**7,924**	**8,200**
Indirect				
Insurance - Liab., Bonding	0	0	0	0
Insurance - Property	0	0	0	0
TOTAL INDIRECT COSTS	**0**	**0**	**0**	**0**
INTEREST - TOTAL COSTS	0	0	0	0
DEBT - PRINCIPAL COSTS	0	0	0	16,786
Operations				
Misc (Cash Carryover less reserves)		*1,431*		*17,575*
Water Operator / Meter Reading ($484.50 X 12)	4,423	5,814	6,298	5,814
Water System Chemicals (Chlorine)	256	300	1,156	1,500
Water System Electricity	5,493	5,300	5,375	6,000
Water System Repairs & Maintenance	5,471	668	179	9,808
Water System Testing	100	500	630	500
Water Tank Cleaning & Inspection				
Water System - Other Items		1,084	93	1,084
Water Tank Project Environmental Study		10,500		
Water Tank / SRF Loan appl/prel Env. Review			7,496	
Water Tank application to the State for Funding			1,000	
Water Tank / Meters / Pump Project (Engin.)	11,783	3,203		
Water Tank / Meters / Pump Project		513,000		680,000
TOTAL WATER SYSTEM	**27,525**	**541,799**	**22,227**	**722,281**
Misc (Cash Carryover less reserves)	*0*	*0*	*0*	*3,212*
Roads	0	5,000	0	5,000
TOTAL ROADS	**0**	**5,000**	**0**	**8,212**
TOTAL OPERATIONS COSTS	**27,525**	**546,799**	**22,227**	**730,493**
TOTAL EXPENDITURES	**33,254**	**553,799**	**30,151**	**755,479**
Capital Improvements / Reserves				
Deposits into Reserves	0	0	0	0
Payments from Reserves	0		0	0
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	33,254	553,799	30,151	755,479
Receivables Start of FY			8,675	
Payables Balance Start of FY	8,738		14,126	
	7/1/2015	**7/1/2016**	**7/1/2016**	**6/30/2017**
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUND - ROADS	0	0	0	3,212
GENERAL FUND - WATER	0	1,431	1,178	17,575
RESERVES BALANCES	0	0	0	
TOTAL FUNDS BEGINNING OF YEAR	**0**	1,431	**1,178**	**20,787**
Receivables Balance End of FY	8,675		516	
Payables Balance End of FY	14,126		4,506	
End of Year Bank Balance	1,178		20,787	
Net per year (Revenue minus Expenses)	4,465	9,946	21,070	0
Net (including cash carryover)	4,465	9,946	22,248	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 should happen within the next fiscal year. The District hopes to begin working on roads this next fiscal year or at least start planning a road improvement project. There are no dedicated reserves at this time.

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.