

**Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, March 12, 2018, 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, Josh Bellin, Darlene Feters, Mark Hines (DOWL)

David Collins called the meeting to order at 5:04 p.m.

- I. Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines from DOWL reported that the state has reviewed and approved the DOWL agreement for the project. The contract is nearly identical to the agreement that was used previously with DOWL. The scope of services was reviewed. It is broken out into numerous tasks – 1) project management; 2) preliminary design; 3) final design (goes to the County – the County can permit this project which is a good thing because it's quicker and a little easier to get approved); 4) project bidding and award; 5) construction administration. It also includes legal close out requirements and record drawings. The last piece of the agreement is grant administration. WWDC does not reimburse for grant administration so this is broken out between SRF and the County. The total agreement is \$108,025, which WWDC and SRF have approved. David Collins moved to approve the agreement with DOWL for \$108,025. Nancy Bock seconded. Motion carried unanimously.

The engineer will start on some of the design survey in the next month or so. A separate piece of paper will be mailed to landowners with the next mailing at the end of March with the following information:

NOTE TO LANDOWNERS:

SURVEYORS WILL BE OUT IN THE DISTRICT LOCATING SERVICE LINES AND SHUT OFFS OVER THE COMING WEEKS. THEY MAY NEED TO GET INTO EASEMENTS AND MAY NEED TO CROSS FENCES AND WALK ONTO SOME PROPERTIES.

The Board has requested that when they are driving that they stay on the roads or driveways, but they may need to walk into some areas.

If you have any concerns about any activity, please contact Mark Hines at DOWL at 307-257-8667.

The only people that should be affected by this are people on the water system. There was discussion on the easements that will be needed. There will be a temporary easement for construction and a permanent easement.

- II. Minutes Approval** – David Collins moved to approve the minutes for the February 12, 2018, 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 printed below and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:		\$12,453.68
02/13/18	Deposit	\$442.00
02/20/18	Deposit	\$160.00
02/22/18	Deposit	\$160.00
02/28/18	Interest	\$1.04
03/07/18	Deposit	\$640.00
03/09/18	Deposit	\$80.00
Bank Balance Prior to Meeting:		\$13,936.72
Bills Paid		

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 2/1-2/25/18	\$377.38
1141	VOID		
1142	Charles & Cindy Bredthauer	Reimbursement	\$80.00
1143	Water Guy, LLC	Inv. 2018-143 – Feb. operator	\$486.50
1144	Cathey Consulting	Inv. 4322 – Feb. Admin/Books	\$362.50
		Out of \$571.00 bill	
TOTAL PAYMENTS:			\$1,306.38
BANK BALANCE END OF MEETING (WATER):			\$12,630.34

BILLS REMAINING UNPAID Charles & Cindy Bredthauer \$2,264.55

Roads Account Balance Forward From Last Meeting: **\$4,759.14**

02/28/18 Interest \$0.36

Bank Balance Prior to Meeting: **\$4,759.50**

Bills Paid

Check #	Payee	Purpose	Amount
1021	Cathey Consulting	Inv. 4322 – Feb. Admin/Books	\$208.50
		Out of \$571.00 bill	

TOTAL BILLS PAID: \$208.50

Transfer from Water Account: \$286.25

BANK BALANCE END OF MEETING (ROADS) **\$4,551.00**

IV. Water System Update – There was discussion on the water system under the project discussions.

V. Unfinished Business

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

VI. New Business

- a. David Collins reported that the state is supposed to be doing some repairs on the entryways along the highway this year. There was discussion on the roads. Posts will be put up in a couple of places to keep people from cutting some corners too sharply. There are a lot of driveway culverts that need to be cleaned out. There was discussion on whether or not the District should do this or if individual landowners should take care of their own driveway culverts. There was again discussion on adding more rock – it just doesn't make a lot of sense until there is enough money to fix some of the drainage issues.
- b. Budget for 7/1/18 – 6/30/19 – The budget was reviewed and discussed.

VII. Next Meeting: Monday, April 9, 2018, 5:00 p.m.

2018 meetings:

Monday, May7, 2018, 5:00 p.m.	Monday, June 4, 2018, 5:00 p.m.
Monday, July 2, 2018, 5:00 p.m.	Monday, August 27, 2018, 5:00 p.m.
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 5:50 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date