Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, May 6, 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, Darlene Fetters, Joe Moore, Mark Hines (DOWL)

David Collins called the meeting to order at 5:00 p.m.

I. **Water Storage Tank / Water Meters / Water System Upgrades Project** – David Collins moved to approve pay request 11 as presented for the County and State grants and loan. Nancy Bock seconded. Motion carried unanimously. Mark Hines provided an update. The advertisement to bid is in the paper and on an electronic website where it can be downloaded. Most bidders and contractors have access to it. It looks like there are 3 or 4 prime contractors on the list so far. Bid opening is May 30th at 3:00 p.m. at the Ponderosa Room at the George Amos Memorial Building. Bids are being accepted at DOWL's office until 2:00 p.m. May 30th. A letter was signed for Powder River Energy to upgrade the service for the water system improvements. Powder River Energy has to upgrade some transformers at the site.

II. **Minutes Approval** – David Collins moved to approve the minutes for the April 8, 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, including a transfer of $23,100 to a Water System Reserves Account (new account to be opened at First National Bank) to comply with the State's requirements and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			**$24,225.12**
04/09/19	Deposit – SLIB Loan Pay Req 9	$711.14	
04/10/19	Deposit – Assessments	$94.50	
04/17/19	Deposit	$480.00	
04/23/19	Deposit	$160.00	
04/23/19	Deposit	$80.00	
04/23/19	Deposit - WWDC Grant Req 10	$1,087.21	
04/26/19	Deposit	$140.00	
04/30/19	Interest	No statement yet.	
05/02/19	Deposit	$80.00	
05/06/19	Deposit	$560.00	
Bank Balance Prior to Meeting:			$27,617.97

Bills Paid

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 3/30-4/30	No bill yet.
1220	Cathey Consulting	Inv. 4920 – Apr. Admin/Books $616.30 Inv. 4892 – Election mailing $63.95	$680.25
1221	Charles & Cindy Bredthauer	Reimbursement	$80.00
1222	DOWL	Inv. 5328.26702.02-13 Eng 3/31-4/27	$2,504.50
1223	Energy Laboratories	Inv. 226232 – CCR	$75.00
1224	Gillette News-Record	Ad 00350589 – Director election ad	$78.30
1225	Pineview ISD	3/31/19 Assessments for Roads	$94.50
1226	Stevens, Edwards, Hallock	Legal fees 3/6-3/19/19	$343.75
1227	Water Guy, LLC	Inv. 2019-324 - Apr. water op./repair	$615.88
TOTAL PAYMENTS:			$4,472.18

BANK BALANCE AFTER BILLS (WATER):		**$23,145.79**
Ck# 1228 – Transfer to Water System Reserves	**$23,100.00**	
BANK BALANCE END OF MEETING (WATER):		**$45.79**

BILLS REMAINING UNPAID Charles & Cindy Bredthauer $1,144.55

Pay Requests from State and County Outstanding:

SRF Loan Pay Req 10 $638.50 / County Grant Req 10 $208.18

Today's: WWDC Gr Req 11 $1,543.50 / SRF Loan Req 11 $961.88 / Cty Gr Req 11 $270.09

Roads Account Balance Forward From Last Meeting:		**$9,584.43**	
04/30/19 Interest	No statement yet.		
Bank Balance Prior to Meeting:		**$9,584.43**	
05/06/19 Deposit – From other account – 3/31/19 assessments ck# 1225	$94.50		
BANK BALANCE END OF MEETING (ROADS)			**$9,678.93**

Accounts Receivable balances were reviewed. There are two accounts that are several months past due. A note will be included on their statements that anything unpaid as of July 1st will be added to this year's tax assessment.

IV. **Roads** – David Collins reported that the contractor has had to work out of town so he hasn't been able to finish bringing in rock. The rock is being brought in for $368.55 for a belly dump. The contractor will be hauling more rock in as soon as he is able to do so.

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

VI. **Unfinished Business**

a. Director Election – May 7, 2019 (Hardman – 4 year term) – 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.

b. Budget for 7/1/19 – 6/30/20 – The preliminary budget was reviewed. David Collins moved to approve the preliminary budget as presented. Nancy Bock seconded. Motion carried unanimously. Tap fees and overage fees will be developed over the coming months. The budget is attached to these minutes.

LEGAL NOTICE OF PUBLIC BUDGET HEARING
PINEVIEW IMPROVEMENT & SERVICE DISTRICT

Pineview Improvement and Service District will hold a public hearing to review the 7/1/19 – 6/30/20 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on July 1, 2019, at 5:00 p.m. Budget Summary:

Expenses: Administrative $14,900 / Indirect $500 /
Water Operations, Reserves, Project $672,029 /
Roads $19,977 / Loan $17,851
Revenue and Rollover: $725,257

The monthly fee for those on water will stay at $80 per month, and the assessments will stay at $189 per lot for roads and $763 per lot for the water system loan. Past due monthly bills will be added to assessments.

The complete proposed budget is available online at www.catheyconsulting.net – Pineview meeting minutes for 05/06/19. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VII. **New Business**

a. David Collins moved to designate Helenanne Cathey as the District's public records person. Nancy Bock seconded. Motion carried unanimously. A form was signed to submit as required.

b. There was discussion on junk that is accumulating on properties in the area. Old junk vehicles and parts are of particular concern. People are encouraged to clean up around their properties to keep things looking nice and to prevent the devaluation of properties in the area.

VIII. Next Meeting: Monday, June 3, 2019, 5:00 p.m.
2019 meetings:

Monday, July 1, 2019, 5:00 p.m.	Monday, August 26, 2019, 5:00 p.m.
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.

IX. Adjourn – David Collins adjourned the meeting at 5:38 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						
Budget Hearing Monday, July 1, 2019, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717						
	Actual 7/1/17 - 6/30/18	Budget 7/1/18 - 6/30/19	Actual (ESTIMATED) 7/1/18 - 6/30/19	Budget 7/1/19 - 6/30/20		
Revenue						
Monthly Fees (22 X $80/mo.)	21,120	21,120	21,120	21,120		80
Monthly Fees (Additional lots on water system)				2,000		
Assessments - Past Due Balances	614					
Assessments - past due - revenue reflected last year	-614					
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	0	40		**159.33**
Grant County - Water Tank Project	5,932	47,500	2,883	44,775	As of 5/6/19	
Grant - State - WWDC	17,260	360,500	19,109	332,132	As of 5/6/19	
Loan - State (2.5% for 20 years)	12,232	253,660	13,718	236,560	As of 5/6/19	
Grant - County (Road Work)				2,079		
Interest - Bank	19	15	30	15		
Other Fees (Late, Coll., Tap, etc.)	960	995	1,500	15,000	Tap Fee amount - ADD	
Water Overages	0	0	0	5,000	Set Overage Rates	
Receivables at End of Prior Year	*0*	*1,924*	*0*	*0*	*Receivables end of prior yr*	
TOTAL REVENUE	82,694	710,856	83,462	683,823		
CASH CARRYOVER	***20,787***	***25,713***	***25,683***	***41,434***		
TOTAL REVENUE PLUS CASH CARRYOVER	**103,481**	**736,569**	**109,145**	**725,257**	Water Fees Billed/Assessed:	
						656,587
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)				*31,852*	*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	613,467		
TO RESERVES				**6,534**		
Payables at End of Prior Year		*4,330*		*0*	*Payables at end of prior yr*	
TOTAL WATER SYSTEM	**64,108**	**684,807**	**49,669**	**672,029**	*Includes Cash Carryover*	
Misc Roads Expenses (Cash Carryover less reserves)		*6,503*		*9,582*		
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**	**19,977**		
TOTAL OPERATIONS COSTS	**68,072**	**699,610**	**56,669**	**692,006**		
TOTAL EXPENDITURES	**76,699**	**713,470**	**64,819**	**725,257**		
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	9,582		
GENERAL FUND - WATER	17,575	19,210	19,180	31,852		
RESERVES BALANCES	0		0	23,100	*6/30/20 reser. $29,634*	
TOTAL FUNDS BEGINNING OF YEAR	**20,787**	**25,713**	**25,683**	**64,534**		
Receivables Balance End of FY	18,627					
Payables Balance End of FY	21,519					
End of Year Bank Balance (Excluding Reserves)	25,684		41,434			
Net per year (Revenue minus Expenses)	5,995	3,889	18,643	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, 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.

	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