Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, May 7, 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, Joe Moore, Mark Hines (DOWL), Darlene Fetters

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

I. Water Storage Tank / Water Meters / Water System Upgrades Project – Mark Hines from DOWL provided an update on the water system project. They continue to work on the design. The site layout hasn't changed. They have started surveying and it should be done tomorrow. There are easements along all of the lot lines. They are staking out the easement on the landowner's property where the tank will be built. Josh Bellin gave David Collins verbal approval for the three bore holes. He requested stakes be put in for the existing easement. DOWL will do that. The drill rig will be up there to put in the bore holes next week unless it rains and is muddy. Mark Hines has met with Duaine Faucett.

David Collins moved to approve and sign the funding requests for Pay Request 1. Nancy Bock seconded. Motion carried unanimously. DOWL will submit the pay requests to the three funding agencies.

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

II. Minutes Approval – David Collins moved to approve the minutes for the April 9, 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 (including the bill from DOWL that was not on the agenda but was received and reviewed at the meeting). Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			**$10,513.22**
04/17/18	Deposit	$320.00	
04/19/18	Deposit	$160.00	
04/24/18	Deposit	$80.00	
04/30/18	Interest	No Bank Statement Yet	
05/01/18	Deposit	$160.00	
05/01/18	Powder River Energy 2/25-3/31		$529.22
05/02/18	Deposit	$222.00	
05/04/18	Deposit	$80.00	
Bank Balance Prior to Meeting:			$11,006.00

Bills Paid

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 3/31-4/30/18	NO BILL YET
1150	Cathey Consulting	Inv. 4402 – Apr. Admin/Books Out of $571.50 bill	$363.50
1151	Charles & Cindy Bredthauer	Reimbursement	$80.00
1152	Energy Laboratories	Inv. 150259 – Testing	$1,232.00
1153	Water Guy, LLC	Inv. 2018-332 – Apr. operator	$486.50
1154	DOWL	Inv. 5328.26702.02-2 4/1-4/30 Eng.	$5,070.30
TOTAL PAYMENTS:			$7,232.30

BANK BALANCE END OF MEETING (WATER): **$3,773.70**

BILLS REMAINING UNPAID Charles & Cindy Bredthauer $2,104.55

Roads Account Balance Forward From Last Meeting:			**$4,819.76**
04/30/18	Interest	No Bank Statement Yet	
Bank Balance Prior to Meeting:			**$4,819.76**

Bills Paid

Check #	Payee	Purpose	Amount
1023	Cathey Consulting	Inv. 4402 – Apr. Admin/Books Out of $571.50 bill	$208.00
TOTAL BILLS PAID:			$208.00
BANK BALANCE END OF MEETING (ROADS)			**$4,611.76**

IV. Roads –

a. **Pineview Drive Repair / Rock –** At the April meeting, a landowner volunteered to repair the road and bring drainage up to County specifications if the District would put down rock. Quote forms were sent to 1) Peyrot Backhoe Service; 2) Hespen Excavating; 3) Quality Agg; 4) Dave Shannon for 2" minus scoria on 1600 feet (24' wide X 4" thick) on Pineview Drive from the intersection with Ranchette Drive to the driveway at 100 Pineview Drive. As of 5/3/18 – only 1 quote received. The consensus is to wait until the next meeting. Helenanne Cathey will call the other contractors to see if they are going to submit bids.

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

VI. Unfinished Business

a. **Insurance (Tegeler / Local Gov't Liability Pool) –** There was discussion on the Local Government Liability Pool which is a general liability policy and directors & officers policy that is $500 per year. It covers at the limits set by the Wyoming Governmental Claims Act. David Collins moved to go ahead and get the insurance in place. Nancy Bock seconded. Motion carried unanimously. The application was signed and will be submitted to start on 7/1/18.

b. **Budget for 7/1/18 – 6/30/19** – The budget was reviewed and updated. David Collins moved to use all of the amount assessed for roads on the roads and none of it on administrative fees. Michael Hardman seconded. Motion carried unanimously. This brings the roads expenditure in the budget to $8,300 per year instead of $5,000 per year. David Collins moved to approve the preliminary budget for 7/1/18-6/30/19. Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run prior to budget hearing:

LEGAL NOTICE OF PUBLIC BUDGET HEARING
PINEVIEW IMPROVEMENT & SERVICE DISTRICT

Pineview Improvement and Service District will hold a public hearing to review the 7/1/18 – 6/30/19 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 2, 2018, at 5:00 p.m. Budget Summary:

Expenses: Administrative $13,360.00 / Indirect $500 / Operations/Water Tank $694,277 / Loan/Reserves $23,100
Revenue and Rollover: $731,237

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.

The complete proposed budget is available online at www.catheyconsulting.net – Pineview meeting minutes for 05/07/18. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VII. New Business

a. Volunteer waiver / agreement – There was discussion on utilizing a waiver for anyone that volunteers to do road work or other work for the District. A draft will be reviewed and discussed at the next meeting. An attorney should take a look at the final form.
b. There was discussion on people blading and tearing up the roads. There are concerns with some blading that was done recently that caused a lot of damage. It is a big concern that if the District spends money to fix the roads and what can be done to stop people from coming through and blading and tearing up the roads. The Board will try to talk to the person that did some recent blading. A note could be added to minutes or letter mailed to people.

VIII. Next Meeting: Monday, June 4, 2018, 5:00 p.m.

2018 meetings:

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.

IX. Adjourn – David Collins adjourned the meeting at 6:12 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	800	Tap Fee amount	
Water Overages	0	0	0	0	Set Overage Rates	
Receivables at End of Prior Year	*0*	*0*	*0*	*0*	*Receivables end of prior yr*	
TOTAL REVENUE	51,221	734,692	68,459	708,737		
CASH CARRYOVER	***1,178***	***20,787***	***20,787***	***22,500***		
TOTAL REVENUE PLUS CASH CARRYOVER	**52,399**	**755,479**	**89,246**	**731,237**		
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				*0*	*Payables at end of prior yr*	
TOTAL WATER SYSTEM	**22,227**	**722,281**	**50,176**	**680,477**		
Misc Roads Expenses (Cash Carryover less reserves)	*0*	*3,212*		*5,500*		
Roads	0	5,000	3,964	8,300		
TOTAL ROADS	**0**	**8,212**	**3,964**	**13,800**		
TOTAL OPERATIONS COSTS	**22,227**	**730,493**	**54,140**	**694,277**		
TOTAL EXPENDITURES	**30,151**	**755,479**	**62,353**	**708,137**		
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	731,237		
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	5,500		
GENERAL FUND - WATER	1,178	17,575	17,575	17,000		
RESERVES BALANCES	0	0	0			
TOTAL FUNDS BEGINNING OF YEAR	**1,178**	20,787	**20,787**	**22,500**		
Receivables Balance End of FY	516					
Payables Balance End of FY	4,506					
End of Year Bank Balance	20,787		22,903			
Net per year (Revenue minus Expenses)	21,070	0	6,106	6,100		
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.