

Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, November 19, 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, Scott Robinson, Darlene Fetter, Scott Bruce (Inberg-Miller Engineers)

David Collins called the meeting to order at 5:01 p.m.

- I. Water Storage Tank / Water Meters / Water System Upgrades Project** – Scott Bruce came to the meeting and explained the additional charges on the bill from Inberg-Miller. The bill was \$2,838.85, which was \$838.85 more than the \$2,000 original estimate, mainly due to issues with property boundaries. The original survey for the area was amended multiple times, and this area was a re-subdivision of that. There were property corners missing, so they had to expand the search.

The attorneys are working on the easement.

Helenanne Cathey reported that the State is not going to accept the District's annual paperwork required by the Department of Audit. They are requiring a CPA compilation, review or audit. The compilation will be the least expensive option. Helenanne Cathey contacted Susan McKay CPA, and Susan McKay should be able to do the compilation for the District by the end of December for an estimate of \$1,500 or less. David Collins moved to hire Susan McKay CPA to complete the CPA Compilation for the Office of State Lands & Investments. Nancy Bock seconded. Motion carried unanimously.

David Collins moved to submit Pay Request 6 to the County grant, the WWDC grant, and the SRF loan. Nancy Bock seconded. Motion carried unanimously. The project summary is listed below.

Pineview Water Project - Grant/Loan Tracking							
FUNDING AMOUNTS:		368,500	261,160	50,000		679,660	
INVOICES/ PAY REQUESTS	AMOUNTS	WWDC	SRF	County	District	Total Calculated	Total Funding
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	8,960.30	8,955.82
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	6,207.45	6,204.35
DOWL Invoice 5328.26702.02-4	16,681.66						
PAY REQUEST 3 7/2/18	16,681.66	9,039.99	6,406.74	1,226.59	8.34	16,681.66	16,673.32
DOWL Invoice 5328.26702.02-5	1,507.49						
PAY REQUEST 4 8/1/18	1,507.49	816.94	578.96	110.84	0.75	1,507.49	1,506.74
DOWL Invoice 5328.26702.02-6	884.79						
PAY REQUEST 5 10/22/18	884.79	479.48	339.81	65.06	0.44	884.79	884.35
DOWL Invoice 5328.26702.02-7	3,167.50						
Stevens Edwards Hall. 10/12/18	1,412.50						
PAY REQUEST 6 11/19/18	4,580.00	2,481.96	1,758.99	336.76	2.29	4,580.00	4,577.71
TOTAL TO DATE	38,821.69	21,037.95	14,909.81	2,854.53	19.40	38,821.69	38,802.29
FUNDING AMOUNT REMAINING:		347,462.05	246,250.19	47,145.47			640,857.71

II. Minutes Approval – David Collins moved to approve the minutes for the October 22, 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:			\$16,234.86
10/24/18	Deposit	\$320.00	
10/26/18	Deposit	\$320.00	
10/26/18	Deposit - WWDC Grant PR 5	\$479.48	
10/31/18	Interest	\$2.50	
11/02/18	Deposit	\$560.00	
11/06/18	Deposit	\$320.00	
11/09/18	Deposit	\$490.00	
11/12/18	Deposit – Assessments	\$7,038.50	
11/15/18	Deposit	\$80.00	
11/15/18	Deposit – County Grant PR 5	\$65.06	
Bank Balance Prior to Meeting:			\$25,910.40
Bills Paid			
Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 9/29-10/28/18	\$460.52
1180	Cathey Consulting	Inv. 4663 – Oct. Admin/Books	\$602.13
1181	Charles & Cindy Bredthauer	Reimbursement	\$80.00
1182	DOWL	Inv. 5328.26702.02-7 Eng. 9/30-10/27	\$3,167.50
1183	Inberg-Miller Engineers	Inv. 20129LS01 Surveying	\$2,838.85
1184	Pineview ISD	10/31/18 Road Assessments	\$2,079.00
1185	Stevens, Edwards, Hallock	Legal fees / easement	\$162.50
1186	Water Guy, LLC	Inv. 2018-954 – Oct. oper.	\$486.50
TOTAL PAYMENTS:			\$9,877.00
BANK BALANCE END OF MEETING (WATER):			\$16,033.40
BILLS REMAINING UNPAID		Charles & Cindy Bredthauer	\$1,624.55
Roads Account Balance Forward From Last Meeting:			\$7,462.62
10/31/18	Interest	\$0.95	
Bank Balance Prior to Meeting:			\$7,463.57
11/19/18	Transfer from Other Account (Ck# 1184)		\$2,079.00
BANK BALANCE END OF MEETING (ROADS)			\$9,542.57

IV. Roads – David Collins reported that Dave Shannon has bladed the roads. He will get the rock down when his schedule allows.

V. Water System Update – No update.

VI. Unfinished Business

- a. David Collins reported that the remaining street signs have been installed.

V. New Business

- a. Director Election – May 7, 2019 (Hardman – 4 year term) – The following legal ad will run January 9, 2019, in the Gillette News-Record.

NOTICE OF DIRECTOR ELECTION
PINEVIEW IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, May 7, 2019, an election shall be held for the purpose of electing one Director to serve a four (4)-year term on the Board of the Pineview Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 7, 2019, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 3827, Gillette, WY 82717) or with Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette) between February 6, 2019, and February 26, 2019. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Nancy Bock, Secretary/Treasurer / Filing Officer
Pineview Improvement & Service District

**VII. Next Meeting: Monday, December 17, 2018, 5:00 p.m.
2019 meetings:**

Monday, January 14, 2019, 5:00 p.m.	Monday, February 11, 2019, 5:00 p.m.
Monday, March 11, 2019, 5:00 p.m.	Monday, April 8, 2019, 5:00 p.m.
Monday, May 6, 2019, 5:00 p.m.	Monday, June 3, 2019, 5:00 p.m.
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.

VIII. Adjourn – David Collins adjourned the meeting at 5:39 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