

Pineview Improvement and Service District
Regular Meeting
MINUTES
Wednesday, April 27, 2016, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: David Collins, Michael Hardman, Nancy Bock
OTHERS PRESENT: Helenanne Cathey, Darlene Fетters,
Mark Hines & Jordan Roberts (DOWL Engineering),
Jared Vance, Devin Vance, JO & Lisa Teigen
Don & Jasmine Mills, Devan Jones

David Collins called the Pineview Improvement and Service District regular meeting to order at 5:00 p.m.

I. DOWL Engineering / Water Storage Tank Project –

- a. **DOWL Proposal** – There were discussions on the water system. Mark Hines and Jordan Roberts provided an update. They checked elevations for tank sites. There are no potential tank sites that are high enough to gravity feed the entire system. A pump system will be necessary regardless of the tank location. There was discussion on water pressure. The location for the tank needs to be narrowed down, looking at 2 or 3 reasonable options. There needs to be an adequate easement to allow for construction of the tank (maybe a temporary easement) and repairs later. Power needs to be run to the tank. The current easement for the well site was reviewed. This will be investigated and alternative sites reviewed as well. There are 22 taps currently being used in the District. There are 3 lines that were run that aren't being used now – one of those is a rental unit that has paid in the past when used. There are at least 4 that have expressed an interest in being on the District's water. There was discussion on how large of a tank. You don't want the tank too small, but you don't want it too big either. DOWL will continue to work on the project and will be back at the May meeting.
- b. **County District Support Grant** – County grant approved 2/16/16 for \$14,985.

- II.** There was discussion on the roads. A number of people came to the meeting to discuss their concerns about the roads. The District is only billing for water right now, so there is no funding to do anything on roads. The District is in the budgeting process and is adding numbers to the budget for road work and will be doing an assessment this next fiscal year for road work. The District won't have the funds to do anything until May or June of 2017. One person at the meeting volunteered to go door-to-door to collect money to get some rock on the roads. There was discussion on figuring out how much rock is needed and get some quotes on adding rock to the roads. When the weather gets a little nicer, David Collins will call a contractor and ask for a quote for rock. The Board requested that minutes be mailed to all landowners in the District, including those who are not on the water. David Collins moved to set up a road maintenance account at First National Bank. Nancy Bock seconded. Motion carried unanimously.

- III. Minutes Approval** – David Collins moved to approve the February 2, 2016, regular meeting minutes as written. Nancy Bock seconded. Motion carried unanimously.

- IV. Treasurers Report / Pay Bills / Sign Bank Statements** – David Collins moved to accept the Treasurer's Report and pay bills as presented. Nancy Bock seconded. Motion carried unanimously.

Balance Forward:	\$1,879.66
03/30/16 Deposit	\$450.00
03/30/16 Deposit	\$80.00
03/31/16 Interest	\$0.10
04/05/16 Deposit	\$740.00
04/08/16 Deposit	\$1,125.00
04/13/16 Deposit	\$1,626.00
04/19/16 Deposit	\$160.00
04/26/16 Deposit	\$80.00

Bank Balance Prior to Bill Payments:	\$6,140.76
Bills Paid	

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electric Bill 2/10-3/9/16	\$532.11
1023	Cathey Consulting, LLC	Inv. 3318 – Mar. books/postage	\$372.25
1024	Charles & Cindy Bredthauer	Reimbursement	\$80.00
1025	DOWL	Inv. 5328.26702.01-1 – eng. 2/28-4/2	\$120.00
1026	Energy Laboratories	Inv. 360300238 – Testing	\$25.00
1027	Water Guy, LLC	March Operator \$484.50	\$546.50
		Inv. 2016-380 – Turned on water \$62.00	

TOTAL BILLS PAID: \$1,675.86

BILLS REMAINING UNPAID

Charles & Cindy Bredthauer \$4,104.55

BANK BALANCE END OF MEETING: \$4,464.90

Receivables balance: -\$1,241.00

David Collins moved to file the lien release on 46 N Pineview Drive. Nancy Bock seconded. Motion carried unanimously.

V. Water System Update – No update.

VI. Unfinished Business

- Easement (Storage Tank)** – The easement will need to be put in place in order to put up the storage tank. The engineer will need to assist with this. There are a couple of sites being considered for the storage tank. Easements will be done with the assistance of the engineer.
- Budget for 7/1/16 – 6/30/17** – The budget was discussed briefly. It will be updated at the May meeting when numbers are available from the engineer.

VII. New Business

- Policy for assessing past due accounts – The following will be considered for adoption at the June 21, 2016, meeting. It will be discussed a second time at the May 25th meeting and again a third time at the June 21st meeting prior to final adoption. All comments regarding the proposed policy should be submitted in writing to the District.

The Pineview Improvement and Service District adopts this policy for assessing past due accounts.

- Any unpaid balance on any account as of July 1st of each year may be assessed along with County taxes for the upcoming fiscal year.**
- Statements are mailed monthly so customers are fully aware of their account balances.**

A notice of this policy will be added to monthly statements.

REMINDER: All accounts with water are required to pay the monthly fee each month (or in advance).

VIII. Upcoming Meetings:

Wednesday, May 25, 2016, 5:00 p.m.

Tuesday, June 21, 2016, 5:00 p.m.

Tuesday, July 19, 2016, 5:00 p.m. Budget Hearing / Regular Meeting

IX. Adjourn – David Collins adjourned the meeting at 7:20 p.m.

NEXT MEETING: WEDNESDAY, MAY 25, 2016, 5:00 P.M. at the office of Cathey Consulting.

Respectfully submitted,

Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date