Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, April 3, 2023, 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 Fetters

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

I. **Customer Concerns / Requests –**
   a. No update from the owner of 33 Pineview regarding the possibility of tapping into the District's water system.

II. **Minutes Approval –** David Collins moved to approve the minutes for the March 6, 2023, regular meeting as presented. Nancy Bock seconded. Motion carried unanimously.

III. **Treasurers Report / Pay Bills / Sign Bank Statements –** The bills were reviewed and discussed. David Collins moved to accept the Treasurer's Report and pay bills as listed below and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting: **$328.02**
3/1-3/6/23 Deposits – Water $0
03/06/23 Deposit – Xpress bill pay $930.00
Adjusted balance Forward: $1,258.02
3/7-3/31/23 Deposits – Water $1,520.00
(Unreconciled number / no bank statement yet to verify.)
03/28/23 Powder River Energy – Electricity 2/1-3/1/23 $669.80
03/31/23 Interest No statement yet.
04/06/23 Deposit – Xpress Bill pay No report yet.
Balance Prior to Bill Payments: $2,108.22*
**This balance does not reflect Water Guy deposits since the end of the prior month.*
Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 3/1 – 4/1/23	Bill not available yet.
1416	Cathey Consulting	Inv. 6999 – Mar., 2023 Admin/Books/Compliance	$525.00
1417	VOID		
1418	Water Guy	Inv 2023-255 – Mar. Water Op., Meters, Billing $868.80 Inv. 2023-201 – Replaced chlorine line & new Farrell $115.73	$984.53
TOTAL			$1,509.53
BANK BALANCE END OF MEETING (WATER):			**$598.69**

Roads Account Balance Forward From Last Meeting: **$4,238.61**
03/31/23 Interest No statement yet.
Roads Account Balance Prior to Meeting: **$4,238.61**

Check #	Payee	Purpose	Amount
No bills paid.			
BANK BALANCE END OF MEETING (ROADS)			**$4,238.61**

Water System Reserve Account Balance Forward From Last Meeting: **$10,953.86**
03/31/23 Interest No statement yet.
Water System Reserve Account Balance Prior to Meeting: **$10,953.86**

(Reserve account must have a minimum of $12,003.98 at all times. Will transfer money back into this account as soon as possible.)

Receivables Review / District current billing for Water: 22 taps X $110 per month = $2,420.00
Accounts Receivable Balance: $3,466.49 (Assessments / $10,552.50 Monthly Billing: $3,466.49*)
(2 properties in foreclosure–David Collins confirmed they are shut off, but they are not locked out.)
**Accounts receivable balance does not include March billing or auto Xpress bill payments*

IV. Water System Update –

a. The water system information was reviewed.
b. No update on the lead and copper service line inventory.

V. Roads – A culvert is plugged up with ice / snow / mud and is causing water to run down the road. The ground is frozen and there isn't much that can be done until the frost is out of the ground. The consensus is to have David Collins talk to Earth Work Solutions to see if they can come out and provide an estimate for some grading and adding rock and working on the culvert when the weather is better.

VI. Unfinished Business

a. Director Election – May 2, 2023 – Hardman (4 year term) – Ballots will be mailed between April 7th and April 17th. Helenanne Cathey, David Collins, and Nancy Bock will count ballots on Thursday May 4th at 4:30 p.m. at the office of Cathey Consulting.

VII. New Business

a. The budget for 7/1/23 – 6/30/24 was discussed and will be reviewed over the coming months with a final budget hearing and meeting to adopt the budget on June 26, 2023. David Collins moved to approve the proposed budget as discussed. Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes.

VIII. Next Regular Meeting: Monday, May 1, 2023, 5:00 p.m.
2023 Meetings:
Mon., May 1, 2023, 5:00 p.m. / Mon., June 26, 2023, 5:00 p.m. (Budget Hearing and Regular Meeting) /
Mon., July 24, 2023, 5:00 p.m. / Mon., Aug. 21, 2023, 5:00 p.m. / Mon., Sept. 18, 2023, 5:00 p.m. /
Mon., Oct. 16, 2023, 5:00 p.m. / Mon., Nov. 13, 2023, 5:00 p.m. / Mon., Dec. 4, 2023, 5:00 p.m.

IX. Adjourn – David Collins adjourned the meeting at 5:24 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!**
- **WHENEVER THERE IS A PROBLEM WITH THE WATER SYSTEM, RESIDENTS NEED TO CALL WATER GUY AT 307-299-3544 OR 307-299-9911.**

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 - 7/1/2023 - 6/30/2024

Budget Hearing Monday, June 26, 2023, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717

	Actual (F32) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23	Actual (EST) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24		
Revenue						
Monthly Fees (22 X $110/mo.)	24,575	29,040	29,040	29,040		110
Monthly Fees (Additional lots on water system)		2,000		2,000		
Water Overages	42	1,000	120	400	12,000 gal. in base	
Assessments - Past Due Balances					+ $3/1,000 over 12,000	
Special Assessment / Billing ($250 each lot billed April, 2022)	5,500		5,500			
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	10	40	23	40		**189.33**
Grant - County (Road Work) not eligible until 2026 (approx.)						
Grant - County (Water System) not eligible until 2026 (approx.)						
Interest - Bank	28	100	50	100		
Other Fees (Late, Coll., Tap, etc.)	1,220	15,000	1,500	15,000	Tap Fees Estimated	
Receivables at End of Prior Year	*0*		*0*			
TOTAL REVENUE	56,477	72,282	61,335	71,682		
CASH CARRYOVER		***36,323***		***38,481***		
TOTAL REVENUE PLUS CASH CARRYOVER	**56,477**	**108,605**	**61,335**	**110,163**	Budget Amount	
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($525 X 12)	7,475	6,300	6,300	6,300		
CPA Review & Legal	4,500	0	0	0		
Office / Postage / Advertising / Other	617	600	500	600		
Travel						
TOTAL ADMINSTRATIVE	**12,592**	**6,900**	**6,800**	**6,900**		
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	720	2,198	3,106	2,198		
DEBT - PRINCIPAL COSTS	8,933	8,933	8,898	8,933	Annual pmnt $12,003.98	
Operations						
Misc (Cash Carryover - Water)		*2,897*		*18,496*	*Cash Carryover*	
Water Operator / Meter Reading / Billing ($868.80 per month)	7,674	10,426	10,426	10,426		
Water System Chemicals (Chlorine)	900	1,300	1,000	1,300		
Water System Electricity	7,789	10,000	6,500	10,000		
Water System Propane	0	100	100	100		
Water System Repairs & Maintenance	11,966	7,775	1,109	7,775		
Water System Testing	177	1,300	215	1,300	SOC/VOC 4/24/18 $1,232	
Water Tank Cleaning & Inspection					2020 - Tank installed	
Water System - Other Items	65		300	7,400	(how often to clean?)	
TO RESERVES		**6,534**		**6,534**		
Payables at End of Prior Year		*8,000*				
TOTAL WATER SYSTEM	**28,571**	**48,332**	**19,650**	**63,331**	*Includes Cash Carryover*	
Misc Roads Expenses (Cash Carryover less reserves)		*21,341*		*7,900*		
Roads (3.5 miles total = 18,480 feet)	2,677		21,556			
Roads (Amount Assessed - Apply for County Grant)		8,316		8,316		
TOTAL ROADS	**2,677**	**29,657**	**21,556**	**16,216**		
TOTAL OPERATIONS COSTS	**31,248**	**77,989**	**41,206**	**79,547**		
TOTAL EXPENDITURES	**53,993**	**96,520**	**60,510**	**98,078**	This # plus Reserves	

		6/30/2021	6/30/2022 (EST)	6/30/2022	6/30/2023 (EST)	
Receivables Start of FY		1,307		3,592		= revenue + carryover
Payables Balance Start of FY		2,862		3,339		110,163
BEGINNING OF FISCAL YEAR BALANCES						
GENERAL FUND - ROADS		15,386	21,341	21,341	7,900	
GENERAL FUND - WATER		11,270	2,897	2,898	18,496	
UNDEPOSITED FUNDS				1,080		
RESERVES BALANCES		10,072	12,085	12,084	12,085	
TOTAL FUNDS BEGINNING OF YEAR		**36,728**	**36,323**	**37,403**	**38,481**	
Receivables Balance End of FY		3,592				
Payables Balance End of FY		3,339				
Accountant adjustment / rounding						
End of Year Bank Balance	(F32)	37,404		38,481		
Net per year (Revenue minus Expenses)		2,484	0	825	0	

Budget Message: The District manages the roads and water. This year saw fewer expenses than the past few years. If additional taps are added to the system, tap fees will be used to improve the system and/or will be transferred to reserves.

Board Member Signature

Board Member Signature

Directors: David Collins (Pres.) and Nancy Bock (Sec./Treas.) terms end May, 2025, Michael Hardman (Vice Pres.) term ends May, 2023
Regular meetings are held monthly. The meeting schedule is set for the year if possible with meeting dates published in minutes which are e-mailed and posted online.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.