Pineview Improvement and Service District
Regular Meeting
MINUTES
Tuesday, April 4, 2017, 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, Jordan Roberts and Mark Hines (DOWL), Darlene Fetters

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

I. Water Storage Tank / Water Meters / Water System Upgrades Project – Jordan Roberts and Mark Hines from DOWL were at the meeting and provided a written update. They have started on the SRF application and will be submitting the first part after the May meeting. The letters were mailed to agencies as required. The state is requiring a public hearing for the SRF application. It will be held immediately prior to the May meeting on May 2, 2017. An advertisement will run as follows in the News-Record as soon as possible:

Notice of Public Meeting

The Pineview Improvement and Service District located ten miles north of Gillette, Wyoming, will conduct a public meeting at 5:00 PM, local time, on May 2nd 2017, in the office of Cathey Consulting, 400 South Gillette Avenue Suite 106, Gillette WY 82716. The purpose of the meeting is to allow citizens to review and comment on the Pineview ISD Water Storage Tank Project. The project will consist of construction of a new bolted steel water storage tank and control building with pumps and a backup generator, plus individual meter pits for each lot. The District currently has no water storage.

At the meeting, the Pineview ISD Board will present the preliminary design of the proposed project and will discuss the estimated cost of the improvements and the plan for funding the improvements. A preliminary plan of improvements, cost estimates, and the funding plan can also be reviewed at the office of DOWL in Gillette. Contact Jordan Roberts at (307) 686-4181.

Based on current cost estimates, the Pineview ISD plans to borrow $261,160 from the Wyoming Drinking Water State Revolving Loan Fund administered by the Wyoming Office of State Lands and Investments. The assessment of $65/month per user, adopted by the Board on December 5, 2016, will repay the loan. Loan terms will be at an interest rate of 2.5% for 20 years for $162,160, and an interest rate of 0% for the remaining $99,000.

Written comments are also welcome. Send written comments to Pineview Improvement and Service District, PO Box 3827, Gillette, WY 82717 by 5:00 PM on May 2nd, 2017.

A note to landowners – this is the same loan that the District has already advertised for and approved at the hearings in 2016. This is NOT an increase. It is the loan already discussed and approved. The state is requiring the additional hearing as part of the SRF (State Revolving Fund) loan application process.

Part of the application process is to get a DUNS number for the District. If you are taking federal money, the District has to have a DUNS number. The state has a vendor management form that needs to be submitted along with the application. Helenanne Cathey will work on these items.

The County District Support Grant program shows that the money taken so far does not count toward the five year maximum of $1,500 per lot. The District will use District Support Grant money on the water project. The District needs to submit a provisional application to the County for a District Support grant so that the County will provide a letter for the State showing that the County will provide money. Helenanne Cathey will e-mail Kevin King regarding this issue and see what he needs to provide a letter to submit to the state with the SRF application.

The SRF application should be ready for approval and signature at the May 2nd meeting. All of the above information needs to be completed by then. Part 2 of the application needs to be submitted near the end of June.

The District will apply for principal forgiveness, but there is no guarantee any will be given. The money for the meter pits should be funded at 0% interest.

The County grant was approved March 7, 2017 for $4,465.00 for DOWL's completing the SRF application and initial environmental review.

II. Minutes Approval – David Collins moved to approve the minutes for the March 7, 2017, 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 discussed and as printed below. Michael Hardman seconded. Motion carried unanimously.

Balance Forward Water Account:				**$9,014.29**
02/28/17	Interest	$0.50		
Adjusted Balance Forward:				**$9,014.79**
03/08/17	Deposit	$100.00		
03/09/17	Deposit	$80.00		
03/15/17	Deposit	$462.00		
03/22/17	Deposit	$160.00		
03/29/17	Deposit	$160.00		
03/29/17	Powder River Energy Auto Deduction 2/1/17-2/25/17		$361.63	
04/04/17	Deposit	$160.00		
Bank Balance Prior to Meeting:			$9,775.16	

Bills Paid

Check #	Payee	Purpose	Amount
1082	Cathey Consulting	Inv. 3832 – Mar. Admin/Books $569.60	$361.61
1083	Charles & Cindy Bredthauer	Reimbursement	$80.00
1084	Energy Laboratories	Testing	$380.00
1085	Water Guy, LLC	Inv. 2017-316 – Mar. Water $484.50 Inv. 2017-271 – Repair $179.44	$663.94
TOTAL BILLS PAID:			$1,485.55
BANK BALANCE END OF MEETING (WATER):			**$8,289.61**

BILLS REMAINING UNPAID	Charles & Cindy Bredthauer	$3,144.55	
Bank Balance (Road Account):			**$2,293.32**
02/28/17 Interest	$0.14		
Adjusted Balance Forward:			$2,293.46
Bank Balance Prior to Meeting:			**$2,293.46**

Bills Paid

Check #	Payee	Purpose	Amount
1006	Cathey Consulting	Inv. 3832 – Mar. Admin/Books $569.60	$207.99
TOTAL BILLS PAID:			$207.99
Ending Balance (Road Account):			**$2,085.47**

Receivables balances were discussed.

IV. Water System Update – No updates on the water system.

V. Unfinished Business

a. **Insurance (Tegeler / Local Gov't Liability Pool) –** Tabled at May, 2016 meeting.

b. **Director Election** – May 2, 2017 (Bock, Collins) – Ballots will be mailed between April 7th and April 17th. Michael Hardman, Darlene Fetters and Helenanne Cathey will canvass ballots May 3, 2017, at 9:00 a.m. at the office of Cathey Consulting.

c. **Budget** – The budget for the next fiscal year was discussed. David Collins moved to approve the preliminary budget as presented and discussed. Nancy Bock seconded. Motion carried unanimously. The budget will be submitted to the County and State by June 1st. A final budget will be approved at the July 3rd meeting. The preliminary budget is attached to these minutes.

VI. New Business

a. There was some discussion on roads. It will take a few years to have enough money in the account to do anything beneficial on the roads. Putting rock down now won't do any good.

VII. Next Meeting: Tuesday, May 2, 2017, 5:00 p.m.

2017 MEETINGS:

Monday, June 5, 2017, 5:00 p.m.
Monday, July 3, 2017, 5:00 p.m. **Monday, August 14, 2017, 5:00 p.m.**
Monday, September 11, 2017, 5:00 p.m. **Monday, October 9, 2017, 5:00 p.m.**
Monday, November 6, 2017, 5:00 p.m. **Monday, December 4, 2017, 5:00 p.m.**

VIII. Adjourn – David Collins adjourned the meeting at 5:50 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

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David Collins, President / Date

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Michael Hardman, Vice President / Date

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Nancy Bock, Secretary/Treasurer / Date

Budget - Pineview I & S District - 7/1/17 - 6/30/18 - DRAFT						
Budget Hearing Monday, July 3, 2017, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717						
	Actual	Budget	Actual (Estim.)	Budget		
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18		
Revenue					**17-18**	**16-17**
Monthly Fees (22 X $80/mo.)	15,280	21,120	21,120	21,120	80	80
Assessments - Past Due Balances			1,110			
Assessments - past due - revenue reflected last year			-1,110			
Assessments for Water ($180 X 22 = $15/mo.)		3,960	3,960		0	15
Assessments for Roads (42 parcels/44 lots X $189 / $15.75/mo.)		8,316	8,316	8,316	15.75	15.75
Assessments (Loan) - $578 FYE 2017 / $763 FYE 2018		12,716	12,716	16,786	63.58	48.17
Assessments - Interest					**159.33**	**158.92**
Pump replacement Fee	2,684					
Grant - County - Formation	4,500					
Grant - County - Water Tank Project - Engineer	11,783	3,203	3,203			
Grant County - SRF app & envir. Review			4,465			
Grant County - Water Tank Project		47,000		49,000		
Grant - State		272,000		369,840		
Loan - State (2.5% for 20 years)		194,000		261,160		
Interest - Bank	1		2	2		
Glory Hole Balance Forward	2,558					
Other Fees (Late, Coll., Tap, etc.)	913		587	800		
Water Overages	0	0	0	0		
TOTAL REVENUE	37,719	562,315	54,368	727,024		
CASH CARRYOVER	***2,090***	***1,431***	***2,859***	***15,000***		
TOTAL REVENUE PLUS CASH CARRYOVER	**39,809**	**563,746**	**57,227**	**742,024**		
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($550 X 12)	3,340	6,600	6,600	6,600		
Contract Legal						
Office / Postage / Advertising / Other	2,389	400	598	400		
Travel			397	400		
TOTAL ADMINSTRATIVE	**5,729**	**7,000**	**7,595**	**7,400**		
Indirect						
Insurance - Liab., Bonding	0	0	0	0		
Insurance - Property	0	0	0	0		
TOTAL INDIRECT COSTS	**0**	**0**	**0**	**0**		
INTEREST - TOTAL COSTS	0	0	0	0		
DEBT - PRINCIPAL COSTS	0	0	12,700	16,786	Total payment	
Operations						
Misc (Cash Carryover less reserves)	*2,090*	*1,431*	*2,859*	*12,000*		
Water Operator / Meter Reading ($484.50 X 12)	4,423	5,814	5,814	5,814		
Water System Chemicals (Chlorine)	256	300	782	900		
Water System Electricity	5,493	5,300	5,300	5,300		
Water System Repairs & Maintenance	5,471	668	179	4,240		
Water System Testing	100	500	555	500		
Water Tank Cleaning & Inspection						
Water System - Other Items	960	1,084	93	1,084		
Water Tank Project Environmental Study		10,500				
Water Tank / SRF Loan appl/prel Env. Review			17,860			
Water Tank application to the State for Funding			1,000			
Water Tank / Meters / Pump Project (Engin.)	11,783	3,203	3,203			
Water Tank / Meters / Pump Project		513,000		680,000		
TOTAL WATER SYSTEM	**30,575**	**541,799**	**37,645**	**709,838**		
Misc (Cash Carryover less reserves)	*0*	*0*	*0*	*3,000*		
Roads	0	5,000	0	5,000		
TOTAL ROADS	**0**	**5,000**	**0**	**8,000**		
TOTAL OPERATIONS COSTS	**30,575**	**546,799**	**37,645**	**717,838**		
TOTAL EXPENDITURES	**36,304**	**553,799**	**57,940**	**742,024**		
Capital Improvements / Reserves						
Deposits into Reserves	0	0	0	0		
Payments from Reserves	0		0	0		
TOTAL DEPOSITS TO RESERVES	0	0	0	0		
TOTAL EXP. PLUS NET RESERVES	36,304	553,799	57,940	742,024		
	7/1/2015	**7/1/2016**	**7/1/2016**	**6/30/17 (Estim.)**		
BEGINNING OF FISCAL YEAR BALANCES						
GENERAL FUND - ROADS	0	0	0	3,000	***CASH CARRYOVER***	
GENERAL FUND - WATER	2,090	1,431	2,859	12,000		
RESERVES BALANCES	0	0	0			
TOTAL FUNDS BEGINNING OF YEAR	**2,090**	1,431	**2,859**	**15,000**		
Net per year (Revenue minus Expenses)	3,505	9,946	-713	0		
Net (including cash carryover)	3,505	9,946	-713	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. The District hopes to begin working on roads this next fiscal year or at least start planning a road improvement project.

Board Member Signature

Board Member Signature