

**Pineview Improvement and Service District**  
**Regular Meeting**  
**MINUTES**  
**Monday, August 24, 2020, 5:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Nancy Bock, David Collins  
BOARD MEMBERS NOT PRESENT: Michael Hardman  
OTHERS PRESENT: Helenanne Cathey, Mark Hines (DOWL), Joe Moore (by phone)

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

- I. Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines provided an update on the project. They are close to substantial completion. They are finishing up testing and will be cycling through everything (like pumps) this week. There were a few leaks in the tank that were due to some loose bolts. There is still one small leak that is being addressed. Duaine Faucett is working on the chlorination and testing. Once the bacteria samples come back negative, then the water system can go live. Seeding and reclamation won't be required to be considered substantially complete as it will be better to wait 4 to 6 weeks before seeding and reclamation to be done. A change order was reviewed to allow substantial completion without the backup generator installed. They have wiring done for the generator, but the generator isn't here yet to be wired in. It should be completed in September. This is a no dollar change on the change order being considered today. David Collins moved to authorize David Collins to sign Change Order 2 that is a stop work order when substantial completion is achieved. Nancy Bock seconded. Motion carried unanimously. It basically stops the clock, and then the final few items will be completed when the timing is right. DOWL presented an amendment for consideration that included six extra days. If there are any overruns due to the contractor requiring DOWL to be out there, they will bill it at DOWL's regular billing rate for time and materials. David Collins moved to accept the amendment with DOWL for an amount not to exceed \$10,225. Nancy Bock seconded. Motion carried unanimously.

David Collins moved to accept and submit pay applications to the state for DOWL's invoice (\$17,073.87) and JR Civil's Pay Request 3 (\$310,107.80) and to pay DOWL and JR Civil upon receipt of grants from the State and County and the loan from the State. Nancy Bock seconded. Motion carried unanimously.

Mark Hines is working with JR Civil for a few items that were not included in the bid such as rip rap. One other item that needs to be addressed is a meter pit that needs to be moved. Mark Hines is working with the contractor for a price and SLIB for authorization for funding. David Collins will also talk to the contractor. There will be a change order for the price for the items that were not in the bid. There may be an additional change order to close out the job. When the project is complete a final map will be provided with all of the meters and valves marked – at least everything that they dug up.

**BILLING THIS MONTH:**

|                                                                                 |              |
|---------------------------------------------------------------------------------|--------------|
| DOWL Inv. 5328.26702.02-23 6/28-7/25/20                                         | \$17,083.87  |
| JR Civil – Pay Application 3 – Water System project 7/23-8/23/20 (no retainage) | \$310,107.80 |

**FUNDING:**

|                              |              |
|------------------------------|--------------|
| Pay Request 21 – WWDC Grant  | \$183,048.86 |
| Pay Request 21 – SLIB Loan   | \$127,750.50 |
| Pay Request 9 – County Grant | \$ 16,392.31 |
| Total:                       | \$327,191.67 |

**RETAINAGE HELD:**

|                                                       |                                           |
|-------------------------------------------------------|-------------------------------------------|
| JR Civil - Pay Application 1 – Retainage 6/15-6/23/20 | \$14,590.66 (Total Req. 1 = \$145,906.62) |
| JR Civil – Pay Application 2 – Retainage 6/23-7/23/20 | \$27,837.38 (Total Req. 2 = \$278,373.75) |
| TOTAL RETAINAGE                                       | \$42,428.04                               |

- II. Minutes Approval** – David Collins moved to approve the minutes for the July 27, 2020, regular meeting, and August 11, 2020, special meeting, as presented. 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 presented and listed below, and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

|                                                                                              |                                                      |                                                                          |                     |
|----------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------|---------------------|
| <b>Water Account Balance Forward From Last Meeting:</b>                                      |                                                      |                                                                          | <b>\$90,810.98</b>  |
| 07/28/20                                                                                     | Deposit – SLIB Loan Req 19                           | \$60,313.22                                                              |                     |
| 07/28-07/31/20                                                                               | Deposits                                             | \$160.00                                                                 |                     |
| 07/31/20                                                                                     | Interest                                             | \$3.45                                                                   |                     |
| 08/01-08/24/20                                                                               | Deposits                                             | \$1,582.58                                                               |                     |
| 08/06/20                                                                                     | Deposit – WWDC Grant Req. 20                         | \$157,169.82                                                             |                     |
| 08/11/20                                                                                     | Deposit – Cty Grant Req 7                            | \$7,842.45                                                               |                     |
| 08/11/20                                                                                     | Ck# 1296 DOWL – Inv. 5328.26702.02-22 Eng. 5/24-6/27 |                                                                          | \$10,629.13         |
| 08/11/20                                                                                     | Ck# 1297 JR Civil – Pay Ap. 1                        |                                                                          | \$131,315.96        |
| Balance Prior to Bill Payments:                                                              |                                                      |                                                                          | \$175,937.41        |
| Bills paid at this meeting:                                                                  |                                                      |                                                                          |                     |
| <b>Check #</b>                                                                               | <b>Payee</b>                                         | <b>Purpose</b>                                                           | <b>Amount</b>       |
| AUTO                                                                                         | Powder River Energy                                  | Electricity 7/1-7/31/20                                                  | \$509.50            |
| 1298                                                                                         | Cathey Consulting                                    | Inv. 5583 – July Admin/Books                                             | \$736.85            |
| 1299                                                                                         | Energy Laboratories                                  | Inv. 334951 – Testing                                                    | \$302.00            |
| 1300                                                                                         | Pineview ISD                                         | 7/31/20 Assessments                                                      | \$97.58             |
| 1301                                                                                         | Water Guy                                            | Inv. 2020-145 – July Water Oper.<br>& locate line & sodium hydrochloride | \$968.00            |
| Total:                                                                                       |                                                      |                                                                          | \$2,613.93          |
| <b>BANK BALANCE END OF MEETING (WATER):</b>                                                  |                                                      |                                                                          | <b>\$173,323.48</b> |
| <b>Amount of Bank Balance Reserved for Retainage for JR Civil:</b>                           |                                                      |                                                                          |                     |
| Pay Request 1: \$14,590.66                                                                   |                                                      |                                                                          |                     |
| <b>Amount of Bank Balance Available After Bills:</b>                                         |                                                      |                                                                          | <b>\$158,732.82</b> |
| Bills outstanding at the end of the meeting:                                                 |                                                      |                                                                          |                     |
| DOWL – Inv. 5328.26702.02-23 \$17,073.87                                                     |                                                      |                                                                          |                     |
| JR Civil Pay Req. 1 Retainage on hand: \$14,590.66                                           |                                                      |                                                                          |                     |
| JR Civil Pay Req. 2 \$250,536.37 + \$27,837.38 retainage = \$278,373.75                      |                                                      |                                                                          |                     |
| JR Civil Pay Req. 3 \$310,107.80                                                             |                                                      |                                                                          |                     |
| Pending State Loan \$107,257.41 and County Grant \$13,946.52 (\$121,203.93 total)            |                                                      |                                                                          |                     |
| (Upon receipt of this loan and grant request, JR Civil Pay Req 2 \$250,536.37 will be paid.) |                                                      |                                                                          |                     |
| Today's pay applications pending:                                                            |                                                      |                                                                          |                     |
| WWDC Grant \$183,048.86                                                                      |                                                      |                                                                          |                     |
| SLIB Loan \$127,750.50                                                                       |                                                      |                                                                          |                     |
| County Grant \$16,392.31                                                                     |                                                      |                                                                          |                     |
| (Upon receipt of these funds, DOWL \$17,073.87 and JR Civil PR 3 \$310,107.80 will be paid.) |                                                      |                                                                          |                     |
| <b>Roads Account Balance Forward From Last Meeting:</b>                                      |                                                      |                                                                          | <b>\$10,824.41</b>  |
| 07/31/20                                                                                     | Interest                                             | \$0.92                                                                   |                     |
| <b>Roads Account Balance Prior to Meeting:</b>                                               |                                                      |                                                                          | <b>\$10,825.33</b>  |
| Transfer to Roads Account from Checking (Ck# 1300 above):                                    |                                                      |                                                                          | \$97.58             |
| Bills Paid                                                                                   |                                                      |                                                                          |                     |
| <b>Check #</b>                                                                               | <b>Payee</b>                                         | <b>Purpose</b>                                                           | <b>Amount</b>       |
| 1034                                                                                         | Fuller Construction                                  | Inv. 110960 – 2" minus scoria                                            | \$176.00            |
| TOTAL BILLS PAID:                                                                            |                                                      |                                                                          | \$176.00            |
| <b>BANK BALANCE END OF MEETING (ROADS)</b>                                                   |                                                      |                                                                          | <b>\$10,746.91</b>  |
| <b>Water System Reserve Account Balance Forward From Last Meeting:</b>                       |                                                      |                                                                          | <b>\$46,530.57</b>  |
| 07/31/20                                                                                     | Interest                                             | \$6.76                                                                   |                     |
| <b>BANK BALANCE END OF MEETING (WATER RESERVES)</b>                                          |                                                      |                                                                          | <b>\$46,537.33</b>  |

- IV. Roads** – There was discussion on roads. Dave Shannon is scheduled to complete adding rock to Ranchette Drive. Wayne Ruby and some other residents are reimbursing the District for three loads of rock. Street signs have been picked up and will be installed this fall.

V. **Water System Update** – No update.

VI. **Unfinished Business**  
a. None

VII. **New Business**  
a. None

VIII. **Next Regular Meeting: Monday, September 21, 2020, 5:00 p.m. (Regular Meeting)**  
**2020 Meetings:**  
Monday, Sep. 21, 2020, 5:00 p.m.  
Monday, Oct. 19, 2020, 5:00 p.m.      Monday, Nov. 16, 2020, 5:00 p.m.      Monday, Dec. 14, 2020, 5:00 p.m.

IX. **Adjourn** – David Collins adjourned the meeting at 5:45 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