

Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, December 14, 2020, 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, Darlene Feters, Joe Moore (by phone)
Mark Hines (DOWL) (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. The Certificate of Occupancy from the County has been approved. DOWL's record drawings and maps and maintenance manual are finalized. David Collins moved to accept final acceptance for the project and sign the paperwork as needed to close out the project. Nancy Bock seconded. Motion carried unanimously. The Permit to Construct was signed to submit to the County which will close out the DEQ permit.

After the final advertisement has run in the News-Record and as long as no issues are raised (for example – a subcontractor files a notice that they haven't been paid), retainage can be paid to JR Civil January 1st. David Collins moved to pay the retainage after the 41 day time period (after January 1st) after a written notice from Mark Hines is received confirming the money can be released. Nancy Bock seconded. Motion carried unanimously.

The funding request for JR Civil's bill that was reviewed last month for \$913.22 was approved upon receipt of money from funding agencies, but clarification wasn't provided from the funding agencies until last week to finalize the funding applications. David Collins moved to approve the pay requests to the State and County. Nancy Bock seconded. Motion carried unanimously. The funding applications are as follows:

WWDC Pay Request 24:	\$515.60
SLIB Loan Request 24:	\$351.86
County Grant Request 12:	\$45.76
Total:	\$913.22

DOWL incurred additional charges and an amendment was reviewed for \$10,817.50, bringing the total for DOWL to \$135,567.50. The funding agencies approved the additional expenses. David Collins moved to approve Amendment No. 3 for DOWL for \$10,817.50. Nancy Bock seconded. Motion carried unanimously.

DOWL's invoice for \$11,557.50 is the only item on the funding applications to the state, but the Gillette News-Record ad for \$315 is on the County's grant request form along with DOWL's invoice for this month. David Collins moved to approve the pay requests to send to the funding agencies and pay DOWL upon receipt of funds. Nancy Bock seconded. Motion carried unanimously. The funding applications are as follows:

DOWL invoice \$11,557.50 + News-Record ad \$315.00 = \$11,872.50	
WWDC Pay Request 25:	\$6,525.36
SLIB Loan Request 25:	\$4,453.10
County Grant Request 13:	\$894.04
Total:	\$11,872.50

Mark Hines will get with David Collins on a few things that need to be done including posting an address and installing a lockbox for a building key for the fire department which has to be ordered through the fire marshal. The cost for this could be submitted on the County grant to get at least part of it paid for.

- II. Minutes Approval** – David Collins moved to approve the minutes for the November 16, 2020, regular 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 including the bill for Fuller Construction for \$1,056 which was received after the agenda was printed and sign bank statements. Nancy Bock seconded. Motion carried unanimously. David Collins moved to transfer \$4,000 from the reserve account to the main water account. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting: **\$67,203.19**

11/20-11/30/20	Deposits	\$800.00	
11/20/20	Deposit – SLIB Loan Req 23	\$14,520.44	
11/30/20	Ck# 1317 – DOWL	\$15,500.40	
	Inv. 5328.26702.02-24 Engineering 7/26-8/22/20 water tank / meters project		\$6,221.25
	Inv. 5328.26702.02-25 Engineering 8/23-9/26/20 water tank / meters project		\$9,289.15
	Credit overpayment		-\$10.00
	Ck# 1318 – JR Civil	\$22,175.65	
	Pay Req. 5 Water project 9/2-10/15/20 water tank / meters project		
11/30/20	Interest	\$5.30	
12/1-12/11/20	Deposits	\$580.00	
12/11/20	Deposit	\$620.00	

Balance Prior to Bill Payments: **\$46,052.88**

Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 10/31-12/01/20	\$945.95
1319	Scott Warner	Refund overpayment (property sold)	\$80.00
1320	Bennett, Weber & Hermstad	CPA Compilation for FYE 6/30/2020	\$3,000.00
1321	Cathey Consulting	Inv. 5771 – Nov. Admin/Books/Post.	\$723.65
1322	Gillette News-Record	Ad 00364792 – Final notice of project	\$315.00
1323	Water Guy	Inv. 2020-612 – Nov. Water Op /Meters	\$573.50
		Inv. 2020-649 – Sodium hydrochloride	\$242.14
Total:			\$5,880.24

Transfer from Reserves: **\$4,000.00**

BANK BALANCE END OF MEETING (WATER): **\$44,172.64**

To Pay January 1, 2021 upon confirmation by Mark Hines, Engineer:

Check #	Payee	Purpose	Amount
1324	JR Civil	Request 1 Retainage	\$14,590.66
	JR Civil	Request 2 Retainage	\$27,837.38

Bills Remaining Unpaid at End of Meeting (Water Project) to be paid upon receipt of grant funds from the State and County and loan funds from the State:

DOWL	Inv. 5328.26702.02-26 Engineering water tank / meters project 9/27/20–12/5/20	\$11,557.50
JR Civil	Pay Request 5 water tank / meters project 9/2-1/10/20	\$913.22

Roads Account Balance Forward From Last Meeting: **\$10,126.03**

11/30/20	Interest	\$0.59
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Roads Account Balance Prior to Meeting: **\$10,126.62**

Bills Paid

Check #	Payee	Purpose	Amount
1038	Fuller Construction	Inv. 11067 – 2" minus scoria	\$880.00
1039	Fuller Construction	Inv. 11110 – 2" minus scoria	\$1,056.00

TOTAL BILLS PAID: **\$1,936.00**

BANK BALANCE END OF MEETING (ROADS) **\$8,190.62**

Water System Reserve Account Balance Forward From Last Meeting: **\$46,551.21**

11/30/20	Interest	\$4.09
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BANK BALANCE END OF MEETING (WATER RESERVES) **\$41,555.30**

Transfer to Checking: **\$4,000.00**

ENDING BALANCE IN RESERVES: **\$37,555.30**

- IV. Roads** – The total spent on roads comes to \$10,474.25 less the reimbursements from Ruby and Boller leaving a net spent of \$9,754.75.
- V. Water System Update** – The water system information was reviewed.
- VI. Unfinished Business**
- Director election – May 4, 2021 (Bock, Collins – 4 year terms) – The first ad will run January 12, 2021. Applications to be on the ballot are due between February 3rd and February 23rd. The application is available online at www.catheyconsulting and also from the office of Cathey Consulting.
 - A homeowner raised a concern about low water pressure. David Collins reported that he addressed the concern with the engineer after the last meeting. David Collins will follow up with the engineer or the water operator.
- VII. New Business**
- There was discussion on an account that is past due. The homeowner was not at the meeting to address the Board.
- VIII. Next Regular Meeting: Monday, January 11, 2020, 4:30 p.m. (Regular Meeting) (NOTE DIFFERENT START TIME THAN USUAL.)**
2021 Meetings:
Monday, Jan. 11, 2021, 4:30 p.m. (NOTE time difference due to Cathey Consulting meeting schedule)
Mon., Feb. 8, 2021, 5:00 p.m. Mon., Mar. 8, 2021, 5:00 p.m. Mon., Apr. 5, 2021, 5:00 p.m.
Mon., May 3, 2021, 5:00 p.m. Mon., June 28, 2021, 5:00 p.m. Mon., July 26, 2021, 5:00 p.m.
Mon., Aug. 23, 2021, 5:00 p.m. Mon., Sep. 20, 2021, 5:00 p.m. Mon., Oct. 18, 2021, 5:00 p.m.
Mon., Nov. 15, 2021, 5:00 p.m. Mon., Dec. 13, 2021, 5:00 p.m.
- IX. Adjourn** – David Collins adjourned the meeting at 5:41 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