

**Pineview Improvement and Service District
Public Hearing / Regular Meeting
MINUTES
Monday, December 5, 2016, 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,
Mark Hines and Jordan Roberts (DOWL)
Joe Moore, Jim Hastings, Laura Lipton

PUBLIC HEARING

David Collins called the public hearing to order at 5:05 p.m. The following information was mailed to landowners and advertised in the Gillette News-Record.

**Pineview Improvement and Service District
Water Storage Tank, Water Meters, Water System Upgrades Project
Revised October 12, 2016**

Pineview Improvement and Service District will consider a Resolution of Intent to Order Improvements to be paid by Special Assessment for design and construction of a water storage tank, water meters to existing taps on the water system, and upgrades to pumps and the water system as needed. All members of the District will benefit from the improvements, allowing for those not on the water to eventually connect to the water system.

Total Project Cost: \$680,000 - To be funded as follows:

WWDC Grant:	\$369,840
County Grant:	\$49,000
Loan (2.5% interest):	\$261,160
District:	\$0.00

Probable cost per tap: \$11,871.00 to be paid either up front or under a 2.5% loan payable over 20 years.
Estimated loan payment: \$16,752.66 / 22 taps currently on water = \$763 per tap per year.

The resolution authorizing the improvements will be considered Monday, December 5, 2016, 5:00 p.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette (K2 Technologies Building – entrance is on 4th Street across from Arrow Printing).

Any resolution or directive in the premises may be modified, confirmed or rescinded at any time prior to the passage of the resolution authorizing the improvements.

Maps, estimates and schedules showing the approximate amounts to be assessed and all resolutions and proceedings are on file and may be seen or examined at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, WY 82716.

All complaints and objections concerning the proposed improvement by owners of property subject to assessment will be heard and considered by the Board before final action, under the provisions of the Wyoming Administrative Procedure Act.

Mark Hines from DOWL presented an overview and gave a history of the project. The project was scoped based on the EPA recommendations from the EPA Administrative Order from several years ago. Right now, water pumps from the well into some pressure tanks and directly into the system. If the power goes out or well goes down, there is no backup or storage, and everyone is out of water.

In order to get money from the state, metering is required for conservation, accurate measurement, and adequate fees to maintain the system are also required.

Various options were reviewed in developing the project – regional water, an additional water well, water tank, etc. The Wyoming Water Development Commission is a state agency of about 30 people that funds water projects throughout the state. This is the entity that funded the regional water system for the City of Gillette. They fund wells, water storage tanks, pump facilities, etc. for cities, towns and special districts.

After the project was originally submitted, the state had several recommendations. Those recommendations resulted in higher estimates, so the project was revised as listed above.

The Select Water Committee and Water Development Commission had a joint meeting that was attended by Mark Hines from DOWL and David Collins from Pineview ISD. They approved the funding package for the District. They are looking favorably on the project and anticipate approval, but there are additional meetings that board members will need to attend.

There is a WWDC meeting this week at Gillette City Hall at 5:30 p.m. on December 8, 2016. Board members will attend that meeting. DOWL will also be at that meeting.

There are meetings in Cheyenne on December 15th and 16th. One Board member will attend each day if possible. DOWL will also be there.

The other piece of the funding process is the SRF Loan application. This application can begin this winter or spring. It will be a requirement of the funding package.

Design and permitting should begin next year (2017). Construction would likely be done in 2018.

A question was asked – Is there a possibility of any additional grants that could be used to pay down the loan? Answer – Not that we are aware of. There is a chance that the loan could be reduced with some loan forgiveness, but that was not assumed for now. If other people get onto the water system, the loan payment can be spread out over all that are on the water system. An alternative is that the full amount could still be collected and pay the loan off early.

There was discussion on the project and the members of the District who may want on the water system. Mark Hines and Jordan Roberts answered questions regarding the project. One person commented that she is all for the project and will be glad to get the meters installed. There were no written comments received on the project. The only concerns that have been expressed (at the last meeting) were regarding the costs. People, in general, support the project. They are only concerned about the cost. The Board shares those concerns.

David Collins adjourned the public hearing at 5:36 p.m. and called to order the regular meeting.

REGULAR MEETING

David Collins called the regular meeting to order at 5:36 p.m.

I. Water Storage Tank / Water Meters / Water System Upgrades Project –

David Collins moved to adopt the resolution to approve the project with the revised numbers as discussed in the public hearing today (Resolution 2016-002). Nancy Bock seconded. Motion carried unanimously. There were no written comments received. Public comments expressed at today's hearing were favorable.

II. Minutes Approval – David Collins moved to approve the minutes for the November 7, 2016, 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. Nancy Bock seconded. Motion carried unanimously. The Powder River Energy bill has not been received yet. It will be automatically deducted as authorized by the District and will be listed in the next minutes.

Balance Forward Water Account:

11/09/16	Deposit – Assessments (County)	\$5,362.00
11/10/16	Deposit	\$640.00

\$715.56

11/22/16	Deposit	\$282.00	
11/23/16	Deposit	\$80.00	
11/29/16	Deposit	\$80.00	
12/06/16	Deposit	\$402.00	

Bank Balance Prior to Bill Payments: \$7,561.56

Bills Paid

Check #	Payee	Purpose	Amount
1065	Cathey Consulting	Inv. 3582 – Sept. Admin/Books \$570.41	\$1,721.65
		Inv. 3635 – Oct. Admin/Books \$581.02	
		Inv. 3674 – Nov. Admin/Books \$570.21	
1066	Charles & Cindy Bredthauer	Reimbursement	\$80.00
1067	Water Guy, LLC	Inv. 2016-925 – Chemicals \$369.48	\$1,822.98
		Inv. 2016-997 – Sep. Water Op. \$484.50	
		Inv. 2016-1111 – Oct. Water Op. \$484.50	
		Inv. 2016-1224 – Nov. Water Op. \$484.50	

TOTAL BILLS PAID: \$3,624.63

Transfer to Road Account – Ck# 1068 \$799.47

BANK BALANCE END OF MEETING (WATER): \$3,137.46

BILLS REMAINING UNPAID Charles & Cindy Bredthauer \$3,464.55

Bank Balance (Road Account): \$0.00

9/30/16 Deposit: \$189

10/31/16 Deposit: \$1,890

Bills paid from Water Account for 7/1/16 – 12/5/16: \$1,279.53 (See attached spreadsheet)

Net to Transfer to Road Account: \$799.47

Ending Balance: \$799.47

David Collins moved to order checks, an endorsement stamp and deposit slips for the Roads Account. Nancy Bock seconded. Motion carried unanimously. Helenanne Cathey will call the bank to order these items.

IV. Water System Update – No update.

V. Unfinished Business

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

VI. New Business

- Director Election** – May 2, 2017 (Bock, Collins) – The following legal ad will run on January 4, 2017, in the Gillette News-Record. Anyone interested in having their name on the ballot to run for the board needs to submit an application between February 1st and February 21st.

NOTICE OF DIRECTOR ELECTION PINEVIEW IMPROVEMENT & SERVICE DISTRICT CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, May 2, 2017, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the Pineview Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. There will be no polling place.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 3827, Gillette, WY 82717) or with Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette) between February 1, 2017, and February 21, 2017. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election

Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Nancy Bock, Secretary/Treasurer / Filing Officer
Pineview Improvement & Service District

- b. Nancy Bock moved to authorize travel reimbursement to David Collins if he goes to the Cheyenne meeting December 15th and 16th. Michael Hardman seconded. Motion carried unanimously.

VII. UPCOMING MEETINGS:

Monday, January 2, 2017, 5:00 p.m.	Tuesday, February 7, 2017, 5:00 p.m.
Tuesday, March 7, 2017, 5:00 p.m.	Tuesday, April 4, 2017, 5:00 p.m.
Tuesday, May 2, 2017, 5:00 p.m.	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 6:05 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date