

Pineview Improvement and Service District
Regular Meeting
MINUTES
Tuesday, February 7, 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, 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 from DOWL reviewed a written scope of work explaining the steps needed to complete the SRF Loan application. State Lands & Investment Board (SLIB) holds a board meeting on the first Thursday of every other month. Pineview ISD was added to the Intended Use Plan so that the loan application can be considered this year. The consensus was to take the time needed to put numbers to the scope and work for submitting the application at the August SLIB meeting. The District would like to apply for the District Support Grant to assist in the costs for the items in the Scope of Work from DOWL. DOWL will provide an amendment to be considered at the March 7th meeting.

The consensus is to submit a District Support Grant application to the County as soon as the scope is received from DOWL. Helenanne Cathey will forward the scope to the Board to review along with a draft grant application before submitting it to the County with Board member signatures.

- II. Minutes Approval** – David Collins moved to approve the minutes for the January 2, 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. Nancy Bock seconded. Motion carried unanimously.

Balance Forward Water Account: **\$7,581.35**

12/31/16 Interest \$0.41

Adjusted Balance Forward: **\$7,581.76**

01/03/17 Deposit \$988.00

01/10/17 Deposit \$480.00

01/19/17 Deposit \$80.00

01/24/17 Deposit \$160.00

01/25/17 Deposit \$80.00

01/30/17 Deposit \$80.00

01/30/17 Powder River Energy – Electricity 11/27-01/01/17 \$468.75

02/02/17 Deposit \$240.00

02/06/17 Deposit 160.00

02/06/17 Deposit \$80.00

Bank Balance Prior to Meeting: \$9,461.01

Bills Paid

Check #	Payee	Purpose	Amount
1074	Cathey Consulting	Inv. 3751 – Jan. Admin/Books	\$572.05
1075	Charles & Cindy Bredthauer	Reimbursement	\$80.00
1076	Gillette News Record	Election ad 00323993	\$68.06
1077	Postmaster	Annual Box Fee	\$70.00
1078	Water Guy, LLC	Inv. 2017-63 – Jan. Water Op.	\$484.50
AUTO	Powder River Energy	Electricity 1/1/17-2/1/17	\$453.96
TOTAL BILLS PAID:			\$1,451.55
BILLS REMAINING UNPAID			Charles & Cindy Bredthauer \$3,304.55
BANK BALANCE END OF MEETING (WATER):			\$8,009.46

Bank Balance (Road Account):			\$2,859.48
Deluxe – Checks / Endorsement Stamp		\$81.30	
12/31/16 Interest	\$0.03		
Bank Balance Prior to Meeting:			\$2,778.21
Bills Paid			
Check #	Payee	Purpose	Amount
1002	Cathey Consulting	Inv. 3751 – Jan. Admin/Books \$572.05	\$207.99
1003	Gillette News Record	Election ad 00323993 \$68.06	\$34.03
1004	Postmaster	Annual Box Fee \$70.00	\$35.00
TOTAL BILLS PAID:			\$277.02
Ending Balance (Road Account):			\$2,501.19

Receivables balances were discussed. There is one account that is three months past due. The consensus is to send a letter to the person with a shut off notice in 10 days from the date of the letter unless the account is paid.

The general guidelines were updated to reflect the shut off procedures as written in the Water User Agreement.

IV. Water System Update –

V. Unfinished Business

- Insurance (Tegeler / Local Gov't Liability Pool)** – Tabled at May, 2016 meeting.
- Director Election** – May 2, 2017 (Bock, Collins) – A legal ad will ran in the Gillette News-Record on January 4, 2017. **Applications to be on the ballot are due between February 1, 2017 and February 21, 2017.** The notice for the election was printed in the December, 2016, meeting minutes, and a neon sticker was placed on the envelopes in which those minutes were mailed notifying people that they should read the minutes to find out about the election details.

VI. New Business

- None

VII. Next Meeting: Tuesday, March 7, 2017, 5:00 p.m.

2017 MEETINGS:

Tuesday, April 4, 2017, 5:00 p.m.	Monday, June 5, 2017, 5:00 p.m.
Tuesday, May 2, 2017, 5:00 p.m.	Monday, August 14, 2017, 5:00 p.m.
Monday, July 3, 2017, 5:00 p.m.	Monday, October 9, 2017, 5:00 p.m.
Monday, September 11, 2017, 5:00 p.m.	Monday, December 4, 2017, 5:00 p.m.
Monday, November 6, 2017, 5:00 p.m.	

VIII. Adjourn – David Collins adjourned the meeting at 5:38 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date