

Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, February 8, 2021, 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 (DOWL)

David Collins called the meeting to order at 5:05 p.m.

- I. **Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines provided the Record drawings, the Operations and Maintenance manual, and a map of the service area with connections located. One set of everything will be submitted to Water Guy and the other one kept with the rest of the District's records. The completion report and affidavit to close out the County grant were signed and will be submitted. The box for the key for the fire department is being ordered with a check approved at this meeting.
- II. **Water System Update** – The water system information was reviewed.
- III. **Minutes Approval** – David Collins moved to approve the minutes for the January 11, 2021, regular meeting minutes as written. Nancy Bock seconded. Motion carried unanimously.
- IV. **Treasurers Report / Pay Bills / Sign Bank Statements** – David Collins moved to accept the Treasurer's Report and pay bills as presented and transfer \$6,000 from the Water System Reserve to the Water Checking Account. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting: **\$13,667.20**

01/19/21	Deposit – County Grant Req 12 & 13	\$939.80
01/20/21	Deposit – SLIB Loan Req 24	\$351.86
01/20/21	Deposit – SLIB Loan Req 25	\$4,453.10
01/21/21	Deposit – Water	\$680.00
Bills Paid After Funding Received:		
01/21/21	Ck# 1329 – DOWL – Inv. 5328.26702.02-26 Engineering Water Project 9/27/20 - 12/5/20	\$11,557.50
01/21/21	Ck# 1330 – JR Civil – Pay App. 6 10/15-11/10/20	\$913.22
01/27/21	Deposit – Water	\$160.00
01/31/21	Interest	\$3.15
2/1-2/8/21	Deposits	\$660.00
Balance Prior to Bill Payments:		\$8,444.39

Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 12/31 –	No bill yet.
1331	Cathey Consulting	Inv. 5860 – Jan. Admin/Books/Post.	\$728.60
1332	Gillette News-Record	Ad 00364793 – Director election ad	\$89.25
1333	VOID	VOID	--
1334	Postmaster	Annual post office box fee	\$76.00
1335	Six Gun Drilling	Inv. 3777 – Pull well, replace pump & motor & Cable	\$10,411.18
1336	Water Guy	Inv. 2021-52 – Jan. Water Op /Meters	\$573.50
1337	KNOX Company	Lock box for key for fire department	\$412.00
Total:			\$12,290.53
02/08/21	Transfer from Water System Reserve	\$6,000.00	

Balance After Bills:

BANK BALANCE END OF MEETING (WATER): **\$2,153.86**

Roads Account Balance Forward From Last Meeting:	\$11,971.19
01/31/21 Interest	\$0.63
Roads Account Balance Prior to Meeting:	\$11,971.82
Bills Paid	
Check # Payee Purpose Amount	
NONE	
BANK BALANCE END OF MEETING (ROADS)	\$11,971.82
Water System Reserve Account Balance Forward From Last Meeting:	\$37,559.30
01/31/21 Interest	\$3.83
02/08/21 Ck# 9003 – Transfer to Water Checking Account	\$6,000.00
BANK BALANCE END OF MEETING (WATER RESERVES)	\$31,563.13

Accounts Receivable balances were reviewed. A letter was received from a homeowner regarding a past due balance. The account has had several past due fees, and the homeowner has requested a reduction in those late fees as there have been a number of difficulties that have affected the household financially. There was discussion. David Collins moved to write off \$246 in late fees as long as the account has a payment of the regular monthly fee plus a certain amount additional each month to go toward the past due balance and waive late fees going forward so long as the account has a payment each month as discussed. Nancy Bock seconded. Motion carried unanimously.

V. **Roads** – Street signs will be installed as time allows.

VI. **Unfinished Business**

- a. Director election – May 4, 2021 (Bock, Collins – 4 year terms) – The first ad ran 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.

VII. **New Business**

- a. None

VIII. **Next Regular Meeting: Monday, March 8, 2021, 5:00 p.m. (Regular Meeting)**

2021 Meetings:

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 5:49 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!**
- **WHENEVER THERE IS A PROBLEM WITH THE WATER SYSTEM, RESIDENTS NEED TO CALL WATER GUY AT 307-299-3544 OR 307-299-9911.**

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date