Pineview Improvement and Service District
Budget Hearing / Regular Meeting
MINUTES
Tuesday, July 19, 2016, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT:	David Collins, Michael Hardman
BOARD MEMBERS NOT PRESENT:	Nancy Bock
OTHERS PRESENT:	Helenanne Cathey, Darlene Fetters

BUDGET HEARING

David Collins called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment. David Collins adjourned the budget hearing at 5:23 p.m.

REGULAR MEETING

David Collins called the regular meeting to order at 5:23 p.m.

I. **DOWL Engineering / Water Storage Tank Project –**
   a. **DOWL Update** – DOWL will be at the August 1, 2016, meeting.
   b. **County District Support Grant –** County grant approved 2/16/16 for $14,985. Pay Requests submitted and received to date: $11,782.50. Pay request 3 was reviewed and approved to submit for the DOWL bill reviewed at this meeting for $2,827.50.

II. **Minutes Approval** – David Collins moved to approve the minutes for the June 21, 2016, regular meeting and July 17, 2016, hearing and special meeting for the water system project. Michael Hardman 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. Michael Hardman seconded. Motion carried unanimously.

Balance Forward Water Account:			**$677.63**
06/28/16	Deposit	$299.00	
06/30/16	Deposit	$202.00	
06/30/16	Interest	$0.20	
07/06/16	Deposit	$457.00	
07/15/16	Deposit - County Grant	$6,995.00	
07/15/16	Deposit	$1,290.00	
07/19/16	Deposit	$101.00	
Bank Balance Prior to Bill Payments:			$10,021.83

Bills Paid

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electric Bill 5/10/16-7/10/16	$875.63
1041	Cathey Consulting, LLC	Inv. 3449 – June bks/postage	$571.15
1042	Charles & Cindy Bredthauer	Reimbursement	$80.00
1043	DOWL	Inv. 5328.26702.01-3	$5,995.00
1044	Gillette News-Record	Ad 00316120 – budget hearing	$66.00
1045	ProElectric, Inc.	Inv. 20160531 – water pressure	$600.72
1046	Water Guy, LLC	Inv. 2016-663 June Water Op. $484.50 Inv. 2016-663 Repair $148.44	$632.94
1047	Nancy Bock	Reimbursement (partial) $2,562.07	$854.00
TOTAL BILLS PAID:			$9,675.44

BILLS REMAINING UNPAID

Charles & Cindy Bredthauer	$3,864.55
DOWL	$2,827.50

Nancy Bock $1,708.07

BANK BALANCE END OF MEETING (WATER): $346.39

Bank Balance (Road Account): $0.00

IV. Water System Update – No update.

V. Unfinished Business

a. **Budget for 7/1/16 – 6/30/17** – David Collins moved to adopt the budget for 7/1/16 – 6/30/17 for $565,173.00. Michael Hardman seconded. Motion carried unanimously. The budget is attached to the minutes.

b. **Assessments for 7/1/16 – 6/30/17 –** David Collins moved to adopt the resolution to assess and submit assessments to the County as approved in the budget. Michael Hardman seconded. Motion carried unanimously.

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

VI. New Business

a. **Official Depository –** David Collins moved to designate First National Bank as the official depository for 7/1/16 – 6/30/17. Michael Hardman seconded. Motion carried unanimously.

b. **Public Records Notice –** David Collins completed the notice to send to the County indicating that the District's records are stored at the office of Cathey Consulting.

c. **Letter from County –** The consensus is that the District needs to be notified of any new construction in the District during the permitting process. A letter will be sent to the County.

d. **E-mail from DEQ** – The DEQ requires an e-mail address and one telephone number for one of the Board members. Michael Hardman's information will be sent to them for their records.

VII. NEXT MEETING: Monday, August 1, 2016, 5:00 p.m. – Regular Meeting

VIII. Adjourn – David Collins adjourned the meeting at 5:41 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

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David Collins, President / Date

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Michael Hardman, Vice President / Date

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Nancy Bock, Secretary/Treasurer / Date

Pineview Improvement and Service District Budget - 7/1/16 - 6/30/17

Budget Hearing: Tuesday, July 19, 2016, 5:00 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Mailing address: PO Box 3827, Gillette, WY 82717

	Last Year Actual	Current Year Budget	Current Year Actual	Next Fiscal Year
	7/1/14 - 6/30/15	7/1/15 -6/30/16	7/1/15 - 6/30/16	7/1/16 -6/30/17
Cash Carryover	2,090	1,431	1,431	2,859
Total Revenue	21,597	24,660	37,719	562,315
TOTAL CARRYOVER PLUS REVENUE	**23,687**	**26,091**	**39,150**	**565,173**
EXPENSES				
Administration	5,827	6,700	5,729	7,000
Indirect	0	605	0	105
Operations	18,191	17,355	28,485	545,368
Loan Payment	0	0	0	12,700
Miscellaneous	0	1,431	0	0
Reserves				0
TOTAL EXPENSES AND RESERVES	**24,018**	**26,091**	**34,214**	**565,173**

Approval:

David Collins, President

Michael Hardman, Vice President

Nancy Bock, Secretary/Treasurer

Budget Message - The District will meet regulary to manage the water system, and starting this fiscal year, will begin to address roads. The District will be submitting funding applications to the State and County this next fiscal year to design and construct a water storage tank, water meters, pumps and other upgrades to the water system. This is the first year that the District will assess any fees through the County.

	Last Year Actual	Current Year Budget	Current Year Actual	Next Fiscal Year	
	7/1/14 - 6/30/15	**7/1/15 -6/30/16**	**7/1/15 - 6/30/16**	**7/1/16 -6/30/17**	
Cash Carryover	**2,090.20**	**1,431.01**	**1,431.01**	**2,858.83**	
Revenue					
Homeowners Fees (water - billed monthly)	21,291.00	20,160.00	15,280.00	21,120.00	22 taps X $80 / mo.
Assessments (for 22 parcels - for water system)				3,960.00	$180 per 22 taps ($15/mo.)
Assessments (42 parcels/44 lots - roads)				8,316.00	$189 per 44 taps ($15.75/mo.)
Assessments (Loan)				12,716.00	Annual loan / 22 taps X $578 ($48/mo.)
Pump Replacement Fee			2,684.00		
Balance Forward (From Glory Hole HOA)			2,557.73		
Capital Credits			44.96		
Interest Income			1.39		
Late Fees	306.00		668.00		
Shut Off/Turn On Fees			200.00		
Grant (County-Formation)		4,500.00	4,500.00		
Grant (County-Water Tank Project)-Engineering			11,782.50	3,202.50	
Grant (County-Water Tank Project)				47,000.00	
Grant (State)				272,000.00	
Loan (State)				194,000.00	
Total Revenue	**21,597.00**	**24,660.00**	**37,718.58**	**562,314.50**	
Total Revenue Plus Cash Carryover	**23,687.20**	**26,091.01**	**39,149.59**	**565,173.33**	
Expenses					
Administration					
Advertising		150.00	94.88	150.00	
Administration / Bookkeeping	4,320.00	4,800.00	3,340.00	6,600.00	$550 X 12
Business License and Permits	25.00				
Collection Expenses			39.00		
Legal Fees	1,028.00	1,000.00			
Office Supplies		100.00	374.45	100.00	
Postage and Delivery	186.31	150.00	246.29	150.00	
Special District Formation	267.76	500.00	1,633.93		
Total Administration	**5,827.07**	**6,700.00**	**5,728.55**	**7,000.00**	
Indirect					
Bond		105.00		105.00	
Insurance (Local Gov't Liab. Pool)		500.00			
Total Indirect	**0.00**	**605.00**	**0.00**	**105.00**	
Operations					
Roads				5,000.00	
Total Roads	**0.00**	**0.00**	**0.00**	**5,000.00**	

Water		4,217.00			
Chemicals (Hawkins)	40.00	400.00	256.00	300.00	
Locates	62.00	124.00		124.00	
Repairs - Water System	5,166.03		5,471.12	667.83	
Shut Off/Turn On Fees					
Testing	1,740.00	1,500.00	100.00	500.00	
Utilities - Electric	5,151.93	5,300.00	5,492.91	5,300.00	
Water System Costs (Bredthauer)			960.00	960.00	$80 per mo.
Water Operator	5,814.00	5,814.00	4,422.50	5,814.00	$484.50 X 12
Water Operator Call Outs	217.00				
Water Tank Project Environmental Study				10,500.00	($21,000 split over 2 years)
Water Tank / Meters / Pump Project (Engin.)			11,782.50	3,202.50	
Water Tank / Meters / Pump Project				513,000.00	($534,000-$21,000 listed above)
Total Water	**18,190.96**	**17,355.00**	**28,485.03**	**540,368.33**	
Total Operations	**18,190.96**	**17,355.00**	**28,485.03**	**545,368.33**	
Loan Payment (State)				**12,700.00**	
Total Expenses	**24,018.03**	**24,660.00**	**34,213.58**	**565,173.33**	
Miscellaneous		**1,431.01**			
Total Expenses Plus Misc.	**24,018.03**	**26,091.01**	**34,213.58**	**565,173.33**	
NET (CURRENT YR PLUS CARRYOVER MINUS ALL EXPENSES)	**(330.83)**	**0.00**	**4,936.01**	**0.00**	
	6/30/2013	**6/30/2014**	**6/30/2015**	**6/30/2016**	
Bank Balance	9,293	2,090	1,431	2,859	(Cash Carryover + Receivables
Bredthauer Balance Owed 6/30/16	**3,944.55**				excluding grant)
	960	7/1/16-6/30/17			
	960	7/1/17-6/30/18	22 taps currently billed		
	960	7/1/18-6/30/19	1 tap not being billed: Melton, Dawn		
	960	7/1/19-6/30/20	2 other taps connected (?) - To be investigated		
	104.55	7/1/20-6/30/21			
	0				
Assessments - for all 44 lots (Roads / General Maintenance of District):					
2,400	Bookkeeping ($200 total per mo.)				
5,000	Roads ($20 per mo. X 44 lots)				
150	Advertising				
750	Miscellaneous				
8,300	Total				
189	per lot assessment				