

**Pineview Improvement and Service District**  
**Regular Meeting**  
**MINUTES**  
**Monday, July 24, 2023, 5:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Nancy Bock, David Collins, Darlene Feters  
OTHERS PRESENT: Helenanne Cathey, Michael Hardman

David Collins called the meeting to order at 5:00 p.m.

- I. Customer Concerns / Requests –**  
a. No update from the owner of 33 Pineview regarding the possibility of tapping into the District's water system.
- II. Minutes Approval –** David Collins moved to approve the minutes for the June 26, 2023, budget hearing and regular meeting as presented. Nancy Bock seconded. Motion carried unanimously.
- III. Treasurers Report / Pay Bills / Sign Bank Statements –** The bills were reviewed and discussed. An application for an account with Hawkins was completed and will be submitted. Water Guy is currently billing the District for chemicals that are coming from Hawkins, and the costs are marked up in the process. Energy Laboratories billed Water Guy for the annual water quality report, and Water Guy marked the price up 30% and billed the District for \$162.50 on Invoice 2023-615. Energy Laboratories was contacted, and they said they would bill the District and credit Water Guy for the report. The cost directly from Energy Laboratories should be \$125.00. David Collins moved to accept the Treasurer's Report and pay bills as listed below and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

|                                                         |                           |                   |
|---------------------------------------------------------|---------------------------|-------------------|
| <b>Water Account Balance Forward From Last Meeting:</b> |                           | <b>\$6,265.56</b> |
| 6/1-6/26/23                                             | Deposits – Water          | \$880.00          |
| Adjusted balance forward:                               |                           | \$7,145.56        |
| 6/27-6/30/23                                            | Deposits – Water          | \$110.00          |
| 06/30/23                                                | Interest                  | \$3.12            |
| 07/06/23                                                | Deposit – Xpress bill pay | \$1,409.55        |
| Balance Prior to Bill Payments:                         |                           | \$8,668.23*       |

*\*This balance does not reflect Water Guy deposits since the end of the prior month.*

Bills paid at this meeting:

| <b>Check #</b> | <b>Payee</b>        | <b>Purpose</b>                                                        | <b>Amount</b>     |
|----------------|---------------------|-----------------------------------------------------------------------|-------------------|
| AUTO           | Powder River Energy | Electricity 6/1 – 7/1/23                                              | \$685.80          |
| 1429           | Cathey Consulting   | Inv. 7133 – June, 2023 Admin/Books/Compl.                             | \$525.00          |
| 1430           | Water Guy, LLC      | Inv. 2023-562 – June, 2023 Water Operator/meters/<br>Billing \$868.80 | \$1,696.44        |
|                |                     | Inv. 2023-626 – 5 gal. sodium hypochlorite                            | \$47.50           |
|                |                     | Inv. 2023-635 – 43 gal. sodium hypochlorite,                          |                   |
|                |                     | Call out – pumps tripped, leak/order parts                            | \$780.14          |
| <b>TOTAL</b>   |                     |                                                                       | <b>\$2,907.24</b> |

**BANK BALANCE END OF MEETING (WATER):** **\$5,760.99**

**No bills yet for Powder River Energy and Water Guy.**

*Loan payments due 10/15/23: \$8,122.93 + 3,881.05 = \$12,003.98*

**Roads Account Balance Forward From Last Meeting:** **\$7,653.48**

06/30/23 Interest \$1.47

**Roads Account Balance Prior to Meeting:** **\$7,654.95**

| <b>Check #</b> | <b>Payee</b> | <b>Purpose</b> | <b>Amount</b> |
|----------------|--------------|----------------|---------------|
|----------------|--------------|----------------|---------------|

No bills paid.

**BANK BALANCE END OF MEETING (ROADS)** **\$7,654.95**

|                                                                           |                    |
|---------------------------------------------------------------------------|--------------------|
| <b>Water System Reserve Account Balance Forward From Last Meeting:</b>    | <b>\$12,981.50</b> |
| 06/30/23 Interest \$9.25                                                  |                    |
| <b>Water System Reserve Account Balance Prior to Meeting:</b>             | <b>\$12,990.75</b> |
| <i>(Reserve account must have a minimum of \$12,003.98 at all times.)</i> |                    |

Receivables were reviewed.

**IV. Water System Update –**

- a. The water system information was reviewed.
- b. No update on the lead and copper service line inventory.

**V. Roads –** Road work was authorized at the May meeting with the consensus to try to stay around or under \$5,000. There was discussion on road work.

**VI. Unfinished Business**

- a.

**VII. New Business**

- a. 20 Island Drive assessment – \$2,620 was included in the assessment for the property as it was a past due balance authorized by the Board to collect through taxes. When Water Guy was notified after the July meeting, they reported that they had sent a statement to the title company because the property was supposed to close July 10<sup>th</sup>. Helenanne Cathey contacted the title company and the property didn't close July 10<sup>th</sup> and no closing date was scheduled. Water Guy was notified to credit the \$2,620 and send a new statement to the title company and the \$2,620 was left on the assessment schedule to be collected through taxes.
- b. There is a mandatory training that board members will need to complete by June 30, 2024. The Department of Audit is offering training in August which can be attended in person or online.

**VIII. Next Regular Meeting: Monday, August 21, 2023, 5:00 p.m. (Regular Meeting)**

2023 Meetings:

Mon., Aug. 21, 2023, 5:00 p.m. / Mon., Sept. 18, 2023, 5:00 p.m. /

Mon., Oct. 16, 2023, 5:00 p.m. / Mon., Nov. 13, 2023, 5:00 p.m. / Mon., Dec. 11, 2023, 5:00 p.m.

**IX. Adjourn –** David Collins adjourned the meeting at 5:17 p.m.

**NOTES TO LANDOWNERS:**

- **PLEASE DO NOT DRAG OR BLADE THE ROADS WITHOUT BOARD AUTHORIZATION. ANYONE INTERESTED IN HELPING TO 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

\_\_\_\_\_  
Darlene Feters, Vice President / Date

\_\_\_\_\_  
Nancy Bock, Secretary/Treasurer / Date