

**Pineview Improvement and Service District
Regular Meeting
MINUTES
Tuesday, June 21, 2016, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

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

David Collins called the Pineview Improvement and Service District regular meeting to order at 5:00 p.m.

I. DOWL Engineering / Water Storage Tank Project –

- a. **DOWL Update** – The project was discussed.

**Pineview Improvement and Service District
Water Storage Tank, Water Meters, Water System Upgrades Project**

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: \$534,000 - To be funded as follows:

WWDC Grant:	\$272,000
County Grant:	\$47,000
Loan (2.5% interest):	\$194,000
District:	\$21,000

Probable cost per tap: \$9,773.00 to be paid either up front or under a 2.5% loan payable over 20 years. Estimated loan payment: \$12,700 / 22 taps currently on water = \$578 per tap per year.

The resolution authorizing the improvements will be considered Sunday, July 17, 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Any resolution or directive in the premises may be modified, confirmed or rescinded at any time prior to the passage of the resolution authorizing the improvements.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.

- b. **County District Support Grant** – County grant approved 2/16/16 for \$14,985. Pay Requests submitted and received to date: \$4,787.50. Pay request 2 was reviewed and approved to submit for the DOWL bill reviewed at this meeting for \$6,995.00.

II. Minutes Approval – David Collins moved to approve the May 25, 2016, regular meeting minutes as written. Nancy Bock seconded. Motion carried unanimously.

III. Treasurers Report / Pay Bills / Sign Bank Statements – There was discussion on the bills. There were problems with the well this past month. The pump failed because of a hole in the down hole pipe. The well had to be pulled and the pump replaced and one section of pipe (25') was replaced. Nancy Bock paid for the pump because Tru Tech required payment up front. The consensus was to divide up the cost of the pump and bill each lot on water so that Nancy Bock can be reimbursed (\$2,684.07 / 22 lots = \$122 per lot). This bill

will be added to each water user's next monthly billing. Without Nancy paying for the pump, we would not have been able to repair the well. It's important that everyone pay this bill as soon as possible so that we can pay Nancy back. Thank you to Nancy Bock for your generous contribution to keep our water flowing. Thank you to board members who spent numerous hours on the well repair project to figure out what was going wrong and to get it fixed.

Thank you to David Collins for fabricating and installing a screen door on the well house for better circulation to keep the pump from overheating. He didn't charge the District anything for the materials and time spent on the project.

Board members went door to door to notify people of the work being done. Board members are volunteers. They were not compensated for any of the time or work they did on this project – and the time and work was significant!

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:			\$1,870.47
05/24/16	Check returned for insuf. funds	-\$80.00	
Adjusted Balance Forward:			\$1,790.47
05/27/16	Deposit	\$400.00	
05/31/16	Interest	\$0.21	
06/01/16	Deposit	\$80.00	
06/08/16	Deposit	\$622.00	
06/10/16	Deposit	\$80.00	
06/10/16	Deposit	\$272.00	
06/16/16	Deposit - County Grant	\$4,787.50	
06/21/16	Deposit	\$80.00	
Bank Balance Prior to Bill Payments:			\$8,112.18
Bills Paid			
Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electric Bill 4/9/16-5/10/16	\$739.96
1032	Cathey Consulting, LLC	Inv. 3406 – May bks/postage	\$372.22
1033	Charles & Cindy Bredthauer	Reimbursement	\$80.00
1034	VOID		
1035	Energy Laboratories	Inv. 360500316 – CCR 2015	\$75.00
1036	Gillette News-Record	Ad 00316090 – legal notice of hearing	\$94.88
1037	ProElectric, Inc.	Inv. 2016488 – water pressure/overheat	\$512.50
1038	Water Guy, LLC	Inv. 2016-520 May Water Operator	\$484.50
1039	DOWL	Inv. 5328.26702.01-2 (bal) \$2,667.50	\$3,667.50
		Inv. 5328.26702.01-3 (partial)	\$1,000
		Invoice amount	\$6,995.00
1040	JC Well Service	Inv. 10542 – pull well – replace pump and section of pipe	\$1,407.99
TOTAL BILLS PAID:			\$7,434.55
BILLS REMAINING UNPAID			
	Charles & Cindy Bredthauer	\$3,944.55	
	DOWL	\$5,995.00	
	Nancy Bock	\$2,684.07	
BANK BALANCE END OF MEETING (WATER):			\$677.63

Bank Balance (Road Account):	\$0.00
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IV. Water System Update – No update.

V. Unfinished Business

- a. **Budget for 7/1/16 – 6/30/17** – A preliminary budget was approved at the May meeting. It will be finalized and adopted at the July 19, 2016, budget hearing and regular meeting.
- b. **Policy for assessing past due accounts.**
(Considered April 27, May 25 and for final consideration at this meeting (June 21st))
The Pineview Improvement and Service District adopts this policy for assessing past due accounts.
 - Any unpaid balance on any account as of July 1st of each year may be assessed along with County taxes for the upcoming fiscal year.
 - Statements are mailed monthly so customers are fully aware of their account balances.REMINDER: All accounts with water are required to pay the monthly fee each month (or in advance).

A notice of this policy will be added to monthly statements.

David Collins moved to adopt the policy for assessing past due accounts as listed above. Nancy Bock seconded. Motion carried unanimously.

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

II. New Business

- a. The Annual Water Quality Report (CCR) is available at www.wateryuywyoming.com or by calling Water Guy at 307-299-3544 or by stopping at their office at 512 State Hwy 50, Gillette.

VI. Upcoming Meetings: Sunday, July 17, 2016: 5:00 p.m. Public Hearing and Special Meeting for considering and approving the water storage tank, water meters, pumps and other water system upgrades project.
Tuesday, July 19, 2016, 5:00 p.m. Budget Hearing / Regular Meeting
Monday, August 1, 2016, 5:00 p.m. Regular Meeting

Meetings are at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette – K2 Technologies Building – office entrance is on 4th Street across from Arrow Printing).

VII. Adjourn – David Collins adjourned the meeting at 5:51 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date