Pineview Improvement and Service District
Budget Hearing and Regular Meeting
MINUTES
Monday, June 26, 2023, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

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

BUDGET HEARING
David Collins called the budget hearing to order at 5:02 p.m. The budget was reviewed. There is one past due account that will be added to this year's assessments. There was an opportunity for public comment. There were no public comments. David Collins adjourned the budget hearing at 5:03 p.m.

REGULAR MEETING
David Collins called the regular meeting to order at 5:03 p.m.

I. **Budget –** David Collins moved to adopt the budget for 7/1/23 – 6/30/24 for $111,129.00 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Darlene Fetters seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Customer Concerns / Requests –**
   a. No update from the owner of 33 Pineview regarding the possibility of tapping into the District's water system.

III. **Minutes Approval –** David Collins moved to approve the minutes for the May 1, 2023, regular meeting as presented. Darlene Fetters seconded. Motion carried unanimously.

IV. **Treasurers Report / Pay Bills / Sign Bank Statements –** The bills were reviewed and discussed. David Collins moved to accept the Treasurer's Report and pay bills as listed below and sign bank statements. Darlene Fetters seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:				**$1,058.20**
04/30/23	Interest	$1.19		
5/1-5/1/23	Deposits – Water	$0		
Adjusted balance forward:				$1,059.39
05/05/23	Deposit – Xpress bill pay	$2,385.00		
05/10/23	Deposit – Assessments	$2,380.00		
5/2-5/31/23	Deposits – Water	$1,233.52		
	(Unreconciled number / no bank statement yet to verify.)			
05/30/23	Powder River Energy – Electricity 4/1-5/1/23		$635.09	
05/31/23	Interest	$1.78		
06/07/23	Deposit – Xpress Bill pay	$807.87		
06/12/23	Deposit – Assessments	$6,375.49		
Balance Prior to Bill Payments:				$13,607.96*

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

Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 5/1 – 6/1/23	$621.86
1424	Cathey Consulting	Inv. 7088 – May, 2023 Admin/Books/Compl. $525.00	$525.00
1425	Gillette News-Record	Inv. 4937 – Budget hearing ad	$110.50
1426	Pineview ISD	4/30/23 Assessments to Roads Acct $472.50 5/31/23 Assessments to Roads Acct $2,465.99	$2,938.49
1427	Water Guy, LLC	Inv. 2023-448 – May, 2023 Water Operator/meters/ Billing $868.80	$1,146.55

		Inv. 2023-489 – 20 gal. sodium hypochlorite $277.75		
1428	Pineview ISD	Transfer to Water System Reserves		$2,000.00
TOTAL				$7,342.40
BANK BALANCE END OF MEETING (WATER):				**$6,265.56**

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

Roads Account Balance Forward From Last Meeting:			**$4,712.37**	
04/30/23	Interest	$1.22		
05/31/23	Interest	$1.40		
Roads Account Balance Prior to Meeting:			**$4,714.99**	
Check #	**Payee**	**Purpose**		**Amount**
No bills paid.				
06/26/23	04/30/23 Roads Assessment Transfer	$472.50	$2,938.49	
	05/31/23 Roads Assessment Transfer	$2,465.99		
BANK BALANCE END OF MEETING (ROADS)			**$7,653.48**	

Water System Reserve Account Balance Forward From Last Meeting:			**$10,963.17**
04/30/23	Interest	$9.01	
05/31/23	Interest	$9.32	
06/26/23	Transfer from Checking Account	$2,000.00	
Water System Reserve Account Balance Prior to Meeting:			**$12,981.50**

(Reserve account must have a minimum of $12,003.98 at all times. Will transfer money back into this account as soon as possible.)

Receivables Review / District current billing for Water: 22 taps X $110 per month = $2,420.00

(1 past due account will be added to assessments. 1 past due account was for a property that has sold and the amount was paid.)

V. Water System Update –

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

VI. Roads – Road work was authorized at the May meeting with the consensus to try to stay around or under $5,000. Matt Blakeman bladed the roads. No bill has been received yet. When it stops raining, David Collins will get ahold of a contractor to put some rock down.

VII. Unfinished Business

a. Director Election May 2, 2023 – Votes for one director to serve a four-year term.
   Darlene Fetters – 9 votes
   Darlene Fetters completed the oath as required.

VIII. New Business

a. Annual Election of Officers – David Collins moved to have the following slate of officers for the year: David Collins, President / Darlene Fetters, Vice President / Nancy Bock, Secretary/Treasurer. Darlene Fetters seconded. Motion carried unanimously.
b. The December meeting is scheduled for December 11th and not December 4th as was reported in prior agendas and minutes. This was a clerical error.
c. Public Records Notice – The public records notice was signed and will be submitted to the County noting that the District's records are stored at the office of Cathey Consulting with office hours most Mondays through Thursdays, 9 a.m. to 5 p.m.
d. Official Depository – David Collins moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Darlene Fetters seconded. Motion carried unanimously.
e. David Collins moved to add Darlene Fetters to the bank account and remove Michael Hardman. Darlene Fetters seconded. Motion carried unanimously.

IX. Next Regular Meeting: Monday, July 24, 2023, 5:00 p.m. (Regular Meeting)
2023 Meetings:
Mon., July 24, 2023, 5:00 p.m. / 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.

X. Adjourn – David Collins adjourned the meeting at 5:21 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

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David Collins, President / Date

____
Michael Hardman, Vice President / Date

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Nancy Bock, Secretary/Treasurer / Date

Budget - Pineview I & S District - 7/1/2023 - 6/30/2024

Budget Hearing Monday, June 26, 2023, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717

	Actual (F32) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23	Actual (EST) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24		
Revenue						
Monthly Fees (22 X $110/mo.)	24,575	29,040	29,040	29,040		110
Monthly Fees (Additional lots on water system)		2,000		2,000		
Water Overages	42	1,000	120	400	12,000 gal. in base	
Assessments - Past Due Balances				2,692	+ $3/1,000 over 12,000	
Special Assessment / Billing ($250 each lot billed April, 2022)	5,500		5,500			
Assessments for Roads (42 parcels/44 lots X $189 / $15.75/mo.)	8,316	8,316	8,316	8,316		15.75
Assessments (Loan) - $578 FYE 2017 / $763 FYE 2018	16,786	16,786	16,786	16,786		63.58
Assessments - Interest	10	40	23	40		**189.33**
Grant - County (Road Work) not eligible until 2026 (approx.)						
Grant - County (Water System) not eligible until 2026 (approx.)						
Interest - Bank	28	100	50	100		
Other Fees (Late, Coll., Tap, etc.)	1,220	15,000	1,500	15,000	Tap Fees Estimated	
Receivables at End of Prior Year	*0*		*0*			
TOTAL REVENUE	56,477	72,282	61,335	74,374		
CASH CARRYOVER		***36,323***		***36,755***		
TOTAL REVENUE PLUS CASH CARRYOVER	**56,477**	**108,605**	**61,335**	**111,129**	Budget Amount	
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($525 X 12)	7,475	6,300	6,300	6,300		
CPA Review & Legal	4,500	0	0	0		
Office / Postage / Advertising / Other	617	600	500	600		
Travel						
TOTAL ADMINSTRATIVE	**12,592**	**6,900**	**6,800**	**6,900**		
Indirect						
Insurance - Liab., Bonding	500	500	500	500	LGLP	
Insurance - Property	0	0	0	0		
TOTAL INDIRECT COSTS	**500**	**500**	**500**	**500**		
INTEREST - TOTAL COSTS	720	2,198	3,106	3,070		
DEBT - PRINCIPAL COSTS	8,933	8,933	8,898	8,933	Annual pmnt $12,003.98	
Operations						
Misc (Cash Carryover - Water)		*2,897*		*16,770*	*Cash Carryover*	
Water Operator / Meter Reading / Billing ($868.80 per month)	7,674	10,426	10,426	10,426		
Water System Chemicals (Chlorine)	900	1,300	1,100	1,300		
Water System Electricity	7,789	10,000	7,935	9,903		
Water System Propane	0	100	100	100		
Water System Repairs & Maintenance	11,966	7,775	1,300	7,000		
Water System Testing	177	1,300	215	1,300	SOC/VOC 4/24/18 $1,232	
Water Tank Cleaning & Inspection					2020 - Tank installed	
Water System - Other Items	65		300	7,400	(how often to clean?)	
TO RESERVES		**6,534**		**9,226**		
Payables at End of Prior Year		*8,000*				
TOTAL WATER SYSTEM	**28,571**	**48,332**	**21,376**	**63,425**	*Includes Cash Carryover*	
Misc Roads Expenses (Cash Carryover less reserves)		*21,341*		*7,900*		
Roads (3.5 miles total = 18,480 feet)	2,677		21,556			
Roads (Amount Assessed - Apply for County Grant)		8,316		8,316		
TOTAL ROADS	**2,677**	**29,657**	**21,556**	**16,216**		
TOTAL OPERATIONS COSTS	**31,248**	**77,989**	**42,932**	**79,641**		
TOTAL EXPENDITURES	**53,993**	**96,520**	**62,236**	**99,044**	This # plus Reserves	

Receivables Start of FY		1,307		3,592	
Payables Balance Start of FY		2,862		3,339	
		6/30/2021	**6/30/2022 (EST)**	**6/30/2022**	**6/30/2023 (EST)**
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - ROADS		15,386	21,341	21,341	7,900
GENERAL FUND - WATER		11,270	2,897	2,898	16,770
UNDEPOSITED FUNDS				1,080	
RESERVES BALANCES		10,072	12,085	12,084	12,085
TOTAL FUNDS BEGINNING OF YEAR		**36,728**	**36,323**	**37,403**	**36,755**
Receivables Balance End of FY		3,592			
Payables Balance End of FY		3,339			
Accountant adjustment / rounding					
End of Year Bank Balance	(F32)	37,404		36,755	
Net per year (Revenue minus Expenses)		2,484	0	-901	0

= revenue + carryover
111,129

Budget Message: The District manages the roads and water. This year saw fewer expenses than the past few years. If additional taps are added to the system, tap fees will be used to improve the system and/or will be transferred to reserves.

Board Member Signature

Board Member Signature

Directors: David Collins (Pres.) and Nancy Bock (Sec./Treas.) terms end May, 2025, Michael Hardman (Vice Pres.) term ends May, 2023
Regular meetings are held monthly. The meeting schedule is set for the year if possible with meeting dates published in minutes which are e-mailed and posted online.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

SLIB Loans:
2.5% loan for 20 years (1st pmnt 2021) $116,560.12
0% loan for 20 years (1st pmnt 2021) $69,858.93
Total loan balance $186,419.05 9as of 6/30/23)
Loan payments due in October 15th.

Miscellaneous Information:
22 taps currently billed
1 tap not billed: Melton, Dawn
2 other taps connected (???)

Pineview Roads (5,280 ft/mile)		
North Pineview	2640	0.5
Ranchette Drive	2640	0.5
Island Drive	2640	0.5
Robinson Street	1584	0.3
Wild Cat Court	1056	0.2
Pineview Drive	7920	1.5
Total	**18480**	**3.5**

Estimate for 1,600 feet of 4" of scoria on 24' wide road $9,000
$22.50 per cubic yard
To do all 18,480 feet in the District (18,480/1600 = 11.55*9000) = $103,950

Annual Repairs Expenditures:		
Fiscal Year	Amount	
22-23	1,225.03	As of 2/2/23
21-22	11,965.72	
20-21	14,351.00	
19-20	1,226.00	
18-19	199	
17-18	2,751.00	
16-17	179	
15-16	5,471.00	

ACTUAL COLUMN (current yr.)	
This Year's Revenue	61,335
Revenue Roads	8,316
Net Revenue (without roads)	53,019
Expenses w/out roads	40,680
NET	12,339

Consider transferring net to reserves at some point (future year) - enough built up for unexpected annual expenses/pump repl., etc.

Not eligible for county grant until 2026
Additional taps on water system
Monthly revenue ($110 X 22 lots = $2,420)

Monthly bills:	
Water Guy $868.80	868.80
Cathey Consulting $525	525.00
Powder River Energy $750 (+/-)	750.00
Chemicals $$75 (+/-)	75.00
Total: $2,218.80 – for avg. monthly bills.	2,218.80

100.85	22 lots	
105.66	21 lots (1 not paying)	
96.47	23 lots	
92.45	24 lots	
88.75	25 lots	
85.34	26 lots	
82.18	27 lots	
79.24	28 lots - Lowest # of lots to keep rate at $80.	