Pineview Improvement and Service District
Budget Hearing and Regular Meeting
MINUTES
Monday, June 28, 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, Scott Robinson, Nathan Whitley

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. The budget hearing was adjourned at 5:01 p.m.

REGULAR MEETING
David Collins called the regular meeting to order at 5:02 p.m.

I. **Budget for 7/1/21 – 6/30/22 –** David Collins moved to adopt the budget for 7/1/21 – 6/30/22 for $102,233 and adopt the resolution to assess and submit assessments as approved in the budget. Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes. David Collins moved to adopt the fee schedule with the base fee (currently $80 per month) including 6,000 gallons and additional billing of $3.00 per 1,000 gallons over 6,000 gallons each month. Nancy Bock seconded. Motion carried unanimously.

I. **Customer Request**
   a. 5/11/21 E-mail from Laura Wilkinson (ERA Priority Real Estate) – questions for a potential buyer at 37 Pineview:
      He has an existing 1998-99 Single Wide Trailer currently on a rented lot that he would like to move out there.
      #1- Need to clarify non-original is still ok? I sold another property out there a few years ago that was non-original. I don't see anything specific in the covenants.
      #2- It says the Architectural Control Committee has to approve so how do we move forward with that?

   There was discussion. The consensus is that this Board doesn't have the authority to deal with these issues or advise anyone on the issues. The District manages the roads and water. These are covenants issues, and the District doesn't manage covenants.

II. **Water Storage Tank / Water Meters / Water System Upgrades Project** – The address has been posted, and the fire department has okayed the lockbox. This closes the unfinished items with the water system project other than the final walk-through and warranty items that need to be addressed this fall. David Collins will contact the engineer and Water Guy regarding outstanding issues and any new issues and making sure they are ready to do a final walkthrough in a few months before the one year warranty is up.

III. **Water System Update –** The water system information was reviewed.

IV. **Minutes Approval** – David Collins moved to approve the minutes for the May 3, 2021, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.

V. **Treasurers Report / Pay Bills / Sign Bank Statements –** David Collins moved to accept the Treasurer's Report and pay bills as presented. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			**$964.08**
04/30/21	Interest	$0.29	
Adjusted Balance Forward:			$964.37
05/04-05/31/21	Deposits	$4,030.50	
05/27/21	AUTO Powder River Energy	Electricity 3/30/21 –4/30/21	$725.53
05/31/21	Interest	$0.25	

06/01-06/23/21 Deposits		$13,805.75	
Balance Prior to Bill Payments:			$18,075.34
Bills paid at this meeting:			

Check #	**Payee**	**Purpose**	**Amount**
AUTO	Powder River Energy	Electricity 4/30/21 – 6/1/21	$688.93
1348	Cathey Consulting	Inv. 6041 – May Admin/Books/Post. $722.00 Inv. 6059 – Copies/easements $4.50	$726.50
1349	Energy Laboratories	Inv. 393662 – Testing/CCR $125.00 Inv. 398991 – Testing $377.00	$502.00
1350	Gillette News-Record	Ad 00367818 – Budget hearing ad	$86.63
1351	Pineview ISD	4/30/21 Assessments for Roads for transfer $661.50 5/31/21 Assessments for Roads for transfer $2,655.09	$3,316.59
1352	Water Guy	Inv. 2020-480 – May, 2021. Water Op /Meters $573.50 Inv. 2021-516 – 20 gal. sodium hydrochl. $216.94 Inv. 2021-533 – 20 gal. sodium hydrochl. $218.19 Inv. 2021-587 – June, 2021 Water Op./Meters $573.50	$1,582.13
Total:			$6,902.78
BANK BALANCE END OF MEETING (WATER):			**$11,172.56**

Roads Account Balance Forward From Last Meeting:			**$12,067.67**
04/30/21	Interest	$0.69	
05/31/21	Interest	$0.72	
Roads Account Balance Prior to Meeting:			**$12,069.08**

Bills Paid

Check #	**Payee**	**Purpose**	**Amount**
NONE			
06/28/21	4/30/21 & 5/31/21 Road Assessments transferred from water account		$3,316.59
BANK BALANCE END OF MEETING (ROADS)			**$15,385.67**

Water System Reserve Account Balance Forward From Last Meeting:			**$10,068.50**
04/30/21	Interest	$1.15	
05/31/21	No statement yet.	$1.03	
BANK BALANCE END OF MEETING (WATER RESERVES)			**$10,070.68**

Accounts Receivable balances were reviewed.

VI. **Roads** – There was discussion on the roads. Street signs will be installed. $2,500 was approved for rock and road work at the April meeting. No update.

VII. **Unfinished Business**

a. Director election – May 4, 2021 (Bock, Collins – 4 year terms) – Election results:

Votes for 2 directors to serve four-year terms:

Nancy Bock – 10 votes

David Collins – 10 votes

Congratulations to Nancy and David. They completed the oaths as required.

VIII. **New Business**

a. Official Depository – David Collins moved to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Nancy Bock seconded. Motion carried unanimously.

b. Public Records Notice – Two Board members signed the Public Records Notice.

c. There was discussion on water quality.

IX. **Next Regular Meeting: Monday, July 26, 2021, 5:00 p.m. (Regular Meeting)**

2021 Meetings:

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.

X. **Adjourn –** David Collins adjourned the meeting at 5:30 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

Budget - Pineview I & S District - 7/1/2021 - 6/30/2022

Budget Hearing Monday, June 28, 2021, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717

	Actual (F32) 7/1/19 - 6/30/20	Budget 7/1/20 - 6/30/21	Actual (ESTIMATED) 7/1/20 - 6/30/21	Budget 7/1/21 - 6/30/22		
Revenue						
Monthly Fees (22 X $80/mo.)	21,120	21,120	22,960	21,120		80
Monthly Fees (Additional lots on water system)		2,000		2,000		
Water Overages	0		0	2,000	6,000 gal. in base + $3/1,000 over 6,000	
Assessments - Past Due Balances	494					
Assessments - past due - revenue reflected last year	-494					
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	23	40	23	40		**159.33**
Grant - County - Pump Repair			5,133			
Grant County - Water Tank Project	9,210	43,232	34,384	0		
Grant - State - WWDC	99,265	514,966	380,021	0		
Grant - State - SLIB Prin. Forgiveness			155,142	0		
Loan - State (2.5% for 20 years $126,629.61 / 0% $77,621.03	67,966	351,212	291,426	0		$0
Grant - County (Road Work)		2,079			*Ineligible for grant until 2026 (approx.)*	
Interest - Bank	131	100	100	100		
Other Fees (Late, Coll., Tap, etc.)	1,352	15,000	1,000	15,000	Tap Fees Estimated	
Receivables at End of Prior Year	*0*	*0*	*0*	*0*	*Receivables end of prior yr*	
TOTAL REVENUE	224,169	974,851	915,291	65,362		
CASH CARRYOVER		***61,858***		***36,871***		
TOTAL REVENUE PLUS CASH CARRYOVER	**224,169**	**1,036,709**	**915,291**	**102,233**	Budget Amount	
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($700 X 12)	6,960	8,400	8,400	8,400		
CPA Review	596	1,000	3,000	6,000	*($6,000 in 21/22)*	
Legal						
Office / Postage / Advertising / Other	853	500	1,000	500		
Travel						
TOTAL ADMINSTRATIVE	**8,409**	**9,900**	**12,400**	**14,900**		
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	3	0	2,672	2,371		
DEBT - PRINCIPAL COSTS	67,966	16,786	155,142	9,633	$16,786 orig. est. loan payment	
Operations					$12,003.98 after prin. Forgiveness 21	
Misc (Cash Carryover - Water)		*4,155*		*11,400*	*Cash Carryover*	
Water Operator / Meter Reading ($486.50 + $87 X 12)	6,322	7,000	6,882	6,882		
Water System Chemicals (Chlorine)	375	1,000	1,226	1,000		
Water System Electricity	5,535	6,500	9,518	10,000		
Water System Propane			931	100		
Water System Repairs & Maintenance	1,226	6,070	14,352	391		
Water System - Pump Replacement (Red Tiger & ProElectric) (CAPIT.)			17,168	1,900		
Water System Testing	452	1,000	2,036	1,000	SOC/VOC 4/24/18 $1,232	
Water Tank Cleaning & Inspection					2020 - Tank installed (how often?)	
Water System - Other Items	618	1,835	640	1,835		
Water Tank / Meters / Pump Project (CAPITAL PROJECT)	177,286	909,410	683,817	0		
TO RESERVES		**6,534**		**6,534**		
Payables at End of Prior Year		*0*		*0*	*Payables at end of prior yr*	

TOTAL WATER SYSTEM	191,814	943,504	736,570	41,042	*Includes Cash Carryover*
Misc Roads Expenses (Cash Carryover less reserves)		*11,176*		*15,400*	
Roads (3.5 miles total = 18,480 feet)	7,089		5,149		
Roads (Amount Assessed - Apply for County Grant)		8,316		8,316	
TOTAL ROADS	**7,089**	**19,492**	**5,149**	**23,716**	
TOTAL OPERATIONS COSTS	**198,903**	**962,996**	**741,719**	**64,758**	
TOTAL EXPENDITURES	**275,781**	**990,182**	**912,433**	**92,162**	This # plus Reserves
Receivables Start of FY	2,800		156,946		= revenue + carryover
Payables Balance Start of FY	3,637		158,478		102,233
	6/30/2019	**6/30/2020 (EST)**	**6/30/2020**	**6/30/2021 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - ROADS	7,880	11,176	11,176	15,400	
GENERAL FUND - WATER	14,059	4,155	4,318	11,400	
RESERVES BALANCES	23,116	46,527	46,530	10,071	
TOTAL FUNDS BEGINNING OF YEAR	**45,055**	**61,858**	**62,024**	**36,871**	
Receivables Balance End of FY	156,946				
Payables Balance End of FY	158,478				
End of Year Bank Balance (Excluding Reserves)	-5,862				
Net per year (Revenue minus Expenses)	-51,612	0	2,858	0	

Budget Message: The District manages the roads and water. A water storage tank and water meters were installed this last fiscal year. A billing structure for water usage will be established and started July 1, 2021, to help with major costs and long term capital improvements. In addition to the construction of a water tank and installation of meters, there were two major repairs on the water system in this last fiscal year that required pump and motor replacements for a cost of over $30,000. The County approved an emergency grant to assist in the costs, but it still took a large share of the District's reserves. The District still hopes to allow additional taps onto the water system when requests are made. A reserve account is set up to maintain the $23,320 required by the state as well as build reserves for future major repairs and capital improvement projects.

Board Member Signature

Board Member Signature

Directors: David Collins (Pres.) and Nancy Bock (Sec./Treas.) terms end May, 2021, 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 mailed monthly.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

	STREETS	MILES	Miscellaneous Information:
Roads:	**North Pineview**	**0.5**	22 taps currently billed
	Ranchette Drive	**0.5**	1 tap not billed: Melton, Dawn
	Island Drive	**0.5**	2 other taps connected (???)
	Robinson Street	**0.3**	
	Wild Cat Court	**0.2**	
	Pineview Drive	**1.5**	18480 total feet in District
	TOTAL	**3.5**	5,280 feet in a mile

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

SLIB Loan Balances 6/30/21:

2.5% loan for 20 years (1st pmnt 2021) $126,629.61
0% loan for 20 years (1st pmnt 2021) $77,621.03