Pineview Improvement and Service District
Budget Hearing and Regular Meeting
MINUTES
Monday, June 29, 2020, 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, Lance McCollum, Amber Baker, Darlene Fetters, Matthew Blakeman, Mark Hines (DOWL), Rebecca Powers, Joe Moore

BUDGET HEARING
David Collins called the budget hearing to order at 5:09 p.m. The budget was reviewed. There were public comments and questions. David Collins adjourned the budget hearing at 5:16 p.m.

REGULAR MEETING
David Collins called the regular meeting to order at 5:16 p.m.

I. **Budget –** David Collins moved to adopt the budget for 7/1/20 – 6/30/21 for $1,036,709. Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines provided an update on the project. The contractor is digging at the well site. Not everything was where they thought it was and they ended up hitting lines, resulting in some water outages. The District does not have reliable maps and has no tracer wire on water lines. They now have temporary connections at the well site, and can isolate a little better going forward to prevent as many outages. They are doing excavations for the foundation this week. They will also start putting in meter pits this week. There are a lot of unknowns with water lines, so there could be a number of temporary outages if they hit a line. Every service will have a meter pit installed as part of this project. They may need to get on private property just a little bit, and landowner cooperation is appreciated. A few landowners know where their lines are, and that information was shared with the contractor. They will try to keep everyone's meter pit and curb stop in either the road right-of-way or a platted easement. Any assistance people can provide to the contractor is greatly appreciated. When a meter is installed, people may see slightly less pressure, but once the water tank is installed, that should improve. The project should be completed within about six weeks. One landowner reported reduced pressure now. Mark Hines advised that pressure should be better once the project is done. The project needs to be operational in August, but there will be some work in the fall. Reclamation and seeding will be done later in the year. The project is warrantied for a year.

David Collins moved to approve and submit the grant and loan pay requests as presented and pay the bills when the money is received. Nancy Bock seconded. Motion carried unanimously. The invoices from DOWL and JR Civil and the grant and loan requests are as follows:

BILLING

DOWL – Invoice 5328.26702.02-22 – Engineering 5/24/20 – 6/27/20	$10,629.13
JR Civil – Pay Application 1 – Water System project 6/15-6/23/20	$131,315.96
TOTAL:	$141,945.09

FUNDING:

Pay Request 19 – WWDC Grant	$80,142.20
Pay Request 19 – SLIB Loan	$54,691.44
Pay Request 7 – County Grant	$7,111.45
Total:	$141,945.09

RETAINAGE HELD (NOT ON GRANT AND LOAN REQUESTS)
Jr Civil - Pay Application 1 – Retainage 6/15-6/23/20 $14,590.66 (Total Req. 1 = $145,906.62)

David Collins signed a letter that will be sent to the County requesting a six month extension on the County grant.

III. **Minutes Approval** – David Collins moved to approve the minutes for the May 4, 2020, regular meeting, as presented. Nancy Bock seconded. Motion carried unanimously.

IV. **Treasurers Report / Pay Bills / Sign Bank Statements –** David Collins moved to accept the Treasurer's Report and pay bills as presented and listed below, and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:				**$14,893.84**
04/30/20	Interest	$1.49		
Adjusted Balance Forward:				$14,895.33
05/05-05/31/20	Deposits	$2,070.00		
05/11/20	Deposit – Assessments	$1,617.00		
05/21/20	Deposit – WWDC Grant Req. 18	$2,316.27		
05/31/20	Interest	$1.63		
05/27/20	Powder River Energy – Elect. 3/31-4/28/20		$418.23	
05/31/20	Balance			$20,482.00
06/01-06/30/20	Deposits	$2,105.00		
06/03/20	Deposit – SLIB Loan Req. 18 *$.19 short	$1,580.50*		
06/09/20	Deposit – Assessments	$7,483.73		
06/16/20	Deposit – County Grant PR 6	$205.54		
06/16/20	Deposit – Capital Credits	$178.85		
06/29/20	Deposit – Assessments	$94.50		
Balance Prior to Bill Payments:				$32,130.12

Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 4/28-5/31/20 $496.89 Capital Credits applied -$327.24	$169.65
1286	Cathey Consulting	Inv. 5493 – May Admin/Books	$601.45
1287	VOID		
1288	Gillette News-Record	Ad 003611687 – Budget hearing ad	$84.00
1289	Pineview	$6,534 To Reserves per budget $16,786.00 loan payment to Reserves	$23,320.00
1290	Water Guy	Inv. 2019-1490 – May Water $486.50 Inv. 2020-97 – Locate Curb stops $368.99	$855.49
1291	Pineview ISD	4/30 Assessments to Rds. $472.50 5/31 Assessments to Rds. $2,277.23 6/30 Assessments to Rds. $94.50	$2,844.23
1292	Energy Laboratories	Inv. 317469 – Testing / CCR	$100.00
Total:			$27,974.82

BANK BALANCE END OF MEETING (WATER): **$4,155.30**

Roads Account Balance Forward From Last Meeting:			**$13,301.87**
04/30/20	Interest	$1.08	
05/31/20	Interest	$1.13	
Roads Account Balance Prior to Meeting:			**$13,304.08**

Bills Paid

Check #	Payee	Purpose	Amount
1031	Best Out West Spraying	Inv. 3921 – Haul rock, rd. work Installed culvert (donated culvert)	$3,565.00
1032	Fuller Construction	Inv. 10903 – 2" minus scoria	$1,408.00
TOTAL BILLS PAID:			$4,973.00

06/29/20 – Deposit – ck# 1291 above for 4/30, 5/31 & 6/30 Assessments for Roads $2,844.23

BANK BALANCE END OF MEETING (ROADS) $11,175.31

Water System Reserve Account Balance Forward From Last Meeting:			**$23,198.91**
04/30/20	Interest	$3.80	
05/31/20	Interest	$3.93	
06/29/20	Transfer to Reserves (Ck# 1289 above)	$23,320.00	
BANK BALANCE END OF MEETING (WATER RESERVES)			**$46,526.64**

V. **Roads** – There was discussion on roads. Dave Shannon has done quite a bit of road work including the installation of a culvert that he donated to the District. David Collins reported that another culvert will be installed at the corner of Wild Cat and Robinson. More work will be done as time allows. There was discussion on why some areas have received rock and others have not. The hills need to be addressed first to avoid ongoing problems at the bottom of the hills. There are 8 to 10 loads of rock that will be put down in various areas on the roads. Concerns were noted that rock was put down before the road was bladed. David Collins suggested it may be that a base is being built up before spending much time crowning, but he said he would follow up with Dave Shannon.

A landowner has been talking to the company that has a tower out there to try to get them to help with some road work.

Matthew Blakeman has done some blading and is willing to continue to help blade, but he would like to make sure rock will be put down before he re-crowns areas that need rock. Landowners at the meeting and the Board thanked him for his work and complimented the work he has done. He has volunteered all of his time and the blade. Homeowners also expressed a concern that the District didn't put any rock down on the area that Mr. Blakeman bladed when he had finished.

VI. **Water System Update –** No update.

VII. **Unfinished Business**

a.

VIII. **New Business**

b. David Collins moved to designate First National Bank as the official depository for 7/1/20 – 6/30/21. Nancy Bock seconded. Motion carried unanimously.
c. Public Records notice – Two board members signed the form to submit to the County indicating that the District's records are stored at the office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette.
d. Nancy Bock moved to keep the officers the same for the next year (currently David Collins, President / Michael Hardman, Vice President / Nancy Bock, Secretary/Treasurer). David Collins seconded. Motion carried unanimously.
e. David Collins moved to have Crystal Ninas do the self-audit for this fiscal year for a cost estimate of $500. Nancy Bock seconded. Motion carried unanimously

IX. **Next Regular Meeting: Monday, July 27, 2020, 5:00 p.m. (Regular Meeting)**

2020 Meetings:

Monday, Jul. 27, 2020, 5:00 p.m.	Monday, Aug. 24, 2020, 5:00 p.m.	Monday, Sep. 21, 2020, 5:00 p.m.
Monday, Oct. 19, 2020, 5:00 p.m.	Monday, Nov. 16, 2020, 5:00 p.m.	Monday, Dec. 14, 2020, 5:00 p.m.

X. **Adjourn –** David Collins adjourned the meeting at 5:58 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!**

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

Budget - Pineview I & S District - 7/1/2020 - 6/30/2021					
Budget Hearing Monday, June 29, 2020, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717					
	Actual (F32) 7/1/18 - 6/30/19	Budget 7/1/19 - 6/30/20	Actual (ESTIMATED) 7/1/19 - 6/30/20	Budget 7/1/20 - 6/30/21	
Revenue					
Monthly Fees (22 X $80/mo.)	22,960	21,120	22,960	21,120	80
Monthly Fees (Additional lots on water system)		2,000		2,000	
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	21	40	15	40	**159.33**
Grant County - Water Tank Project	3,057	44,601	1,368	43,232	
Grant - State - WWDC	20,389	330,852	10,885	514,966	
Loan - State (2.5% for 20 years)	13,278	236,652	7,653	351,212	$909,410
Grant - County (Road Work)		2,079		2,079	
Interest - Bank	62	100	100	100	
Other Fees (Late, Coll., Tap, etc.)	1,859	15,000	1,000	15,000	Tap Fees Estimated
Water Overages	0		0		
Receivables at End of Prior Year	*0*	*2,800*	*0*	*0*	*Receivables end of prior yr*
TOTAL REVENUE	86,728	680,346	69,083	974,851	
CASH CARRYOVER		***45,042***		***61,858***	
TOTAL REVENUE PLUS CASH CARRYOVER	**86,728**	**725,388**	**69,083**	**1,036,709**	
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($700 X 12)	7,558	8,400	6,960	8,400	
CPA Review		6,000	596	1,000	
Legal					
Office / Postage / Advertising / Other	679	500	1,000	500	
Travel					
TOTAL ADMINSTRATIVE	**8,237**	**14,900**	**8,556**	**9,900**	
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	0	0	0	0	
DEBT - PRINCIPAL COSTS	0	17,851	0	16,786	$16,786 loan payment +
Operations					
Misc (Cash Carryover - Water)		*8,746*		*4,155*	*Cash Carryover*
Water Operator / Meter Reading ($583 (EST) X 12)	5,967	7,000	5,967	7,000	*Meter Readings Increase*
Water System Chemicals (Chlorine)	851	1,000	1,000	1,000	
Water System Electricity	5,721	6,500	6,500	6,500	
Water System Repairs & Maintenance	200	2,841	1,226	6,070	
Water System Testing	260	1,000	352	1,000	SOC/VOC 4/24/18 $1,232
Water Tank Cleaning & Inspection					
Water System - Other Items	65	1,835	0	1,835	
Water Tank / Meters / Pump Project (Engin.)					
Water Tank / Meters / Pump Project (CAPITAL PROJECT)	37,624	612,105	23,320	909,410	
TO RESERVES		**6,534**		**6,534**	
Payables at End of Prior Year		*3,196*		*0*	*Payables at end of prior yr*
TOTAL WATER SYSTEM	**50,688**	**650,757**	**38,365**	**943,504**	*Includes Cash Carryover*
Misc Roads Expenses (Cash Carryover less reserves)		*7,879*		*11,176*	
Roads (3.5 miles total = 18,480 feet)	5,873	2,079	1,764		
Roads (Amount Assessed - Apply for County Grant)		8,316		8,316	
TOTAL ROADS	**5,873**	**18,274**	**1,764**	**19,492**	
TOTAL OPERATIONS COSTS	**56,561**	**669,031**	**40,129**	**962,996**	
TOTAL EXPENDITURES	**65,298**	**702,282**	**49,185**	**990,182**	This # plus Reserves
Receivables Start of FY	18,627		2,800		= revenue + carryover
Payables Balance Start of FY	21,519		3,637		
	6/30/2018	**6/30/2019 (EST)**	**6/30/2019**	**6/30/2020 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - ROADS	6,503	7,879	7,880	11,176	
GENERAL FUND - WATER	19,180	14,057	14,059	4,155	
RESERVES BALANCES	0	23,106	23,116	46,527	*6/30/21 reser. $38,057*
TOTAL FUNDS BEGINNING OF YEAR	**25,683**	**45,042**	**45,055**	**61,858**	
Receivables Balance End of FY	2,800				
Payables Balance End of FY	3,637				
End of Year Bank Balance (Excluding Reserves)	45,058		64,116		
Net per year (Revenue minus Expenses)	21,430	0	19,898	0	

Budget Message: The District manages the roads and water. The District will complete the construction of a water storage tank and installation of water meters to meet EPA requirements and serve the needs of the members of the District this fiscal year. There are other properties in the District that will be connected to the water system if possible this fiscal year. The District is working on roads as funds allow. A reserve account is set up as per the State's funding requirements, and the District will move funds to reserves if tap fees are received this fiscal year and the money is not needed for repairs this fiscal year. The District will develop a fee structure for meter readings over the coming months. The District transferred $23,320 to reserves (the original budget plus the loan payment amount that is not due yet.) on 6/29/20.

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