

Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, March 6, 2023, 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, Joe Moore

David Collins called the meeting to order at 5:01 p.m.

I. Customer Concerns / Requests –

- a. The owner of 30 Pineview sent a letter requesting a late fee be waived on their account. The account has not had a late fee since Water Guy took over the billing. They mailed their payment as usual but it didn't get to Water Guy by the 20th. David Collins moved to write off the late fee on 30 Pineview for last month. Nancy Bock seconded. Motion carried unanimously.
- b. No update from the owner of 33 Pineview regarding the possibility of tapping into the District's water system.
- c. A check was listed on a Transaction Register from Water Guy, but it didn't show up on the list of deposits in January. Helenanne Cathey contacted Water Guy regarding the discrepancy. Water Guy researched and found that the check had been deposited in a different district's bank account. Water Guy will deposit the amount in Pineview's bank account.

II. Minutes Approval – David Collins moved to approve the minutes for the February 6, 2023, regular meeting as presented. Nancy Bock seconded. Motion carried unanimously.

III. 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. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			\$359.54
01/31/23	Interest	\$0.89	
2/1-2/6/23	Deposits – Water	\$0	
02/06/23	Deposit – Xpress bill pay	\$1,082.50	
Adjusted balance Forward:			\$1,442.93
2/7-2/28/23	Deposits – Water	\$2,090.00	
02/28/23	Powder River Energy – Electricity 1/1-2/1/23	\$667.63	
02/28/23	Interest	\$0.83	
03/05/23	Deposit – Xpress Bill pay	No report yet.	
Balance Prior to Bill Payments:			\$2,866.13*

**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 2/1 – 3/1/23	Bill not available yet.
1413	Cathey Consulting	Inv. 6953 – Feb., 2022 Admin/Books/Compliance	\$525.00
1414	ProElectric, Inc.	Inv. 20230046 – Generator/pumps repairs	\$804.80
1415	Water Guy	Inv 2023-163 – Feb. Water Op., Meters, Billing, & 25 gal. sodium hypochlorite	\$1,208.31
TOTAL			\$2,538.11
BANK BALANCE END OF MEETING (WATER):			\$328.02

Roads Account Balance Forward From Last Meeting: **\$4,236.34**

01/31/23	Interest	\$1.15
02/28/23	Interest	\$1.12

Roads Account Balance Prior to Meeting: **\$4,238.61**

Check #	Payee	Purpose	Amount
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No bills paid.

BANK BALANCE END OF MEETING (ROADS) \$4,238.61

Water System Reserve Account Balance Forward From Last Meeting: \$10,936.21

01/31/23 Interest \$9.25

02/28/23 Interest \$8.40

Water System Reserve Account Balance Prior to Meeting: \$10,953.86

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

Accounts Receivable Balance: \$13,836.47 (Assessments / \$10,552.50 Monthly Billing: \$3,283.97*)

(2 properties in foreclosure–David Collins confirmed they are shut off, but they are not locked out.)

**Accounts receivable balance does not include January billing or auto payments (Xpress bill pay)*

IV. Water System Update –

- a. The water system information was reviewed. ProElectric and Water Guy went through the water system and made a few repairs relating to the generator. They believe they have it fixed and the tests they ran worked, but they won't know for certain it will work in an actual power outage until something actually happens with the power.
- b. No update on the lead and copper service line inventory.
- c. David Collins reported that he talked to Water Guy about the water loss (31% in January). Water Guy isn't concerned about the water loss at this point, but recommended the District continue to monitor it. A distribution meter would be a better meter to monitor for water loss because it measures the water going out of the tank and into the water system, but it will cost for the meter and installation. The District will consider the installation of a distribution meter after more funds are available.

V. Roads – No update.

VI. Unfinished Business

- a. Director Election – May 2, 2023 – Hardman (4 year term) – The draft ballot was reviewed and approved and will be mailed between April 7th and April 17th. The following legal ad will run in the News-Record on April 18th:

NOTICE OF DIRECTOR ELECTION
PINEVIEW IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors within the Pineview Improvement & Service District for the purpose of electing one director to the Board of Directors to serve a four (4)-year term. Candidates include Darlene Feters. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technology building – entrance is on 4th Street across from Arrow Printing), or by calling Helenanne Cathey at 307-685-8235. An "Elector Affidavit" form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Pineview Improvement & Service District by mail at Pineview Improvement & Service District, c/o Cathey Consulting, PO Box 471, Gillette, Wyoming, 82717, or at Cathey Consulting by 5:00 p.m. on Tuesday, May 2, 2023, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 2, 2023, between 9:00 a.m. and 2:00 p.m.

Nancy Bock, Secretary/Treasurer / Filing Officer
Pineview Improvement & Service District

VII. New Business

- a. The Wyoming Association of Special Districts is an organization that was set up to advocate for special districts and provide training for Board members and other public officials. The cost to become a member is \$100. The Board thought it sounded like a good idea but will wait until the District has more funds available.

- b. The Local Government Liability Pool Renewal Application was submitted online with the same responses as last year's answers. The Board reviewed and signed the renewal application.
- c. The budget for 7/1/23 – 6/30/24 was discussed and will be reviewed over the coming months with a final budget hearing and meeting to adopt the budget on June 26, 2023.

VIII. Next Regular Meeting: Monday, April 3, 2023, 5:00 p.m.

2023 Meetings:

Mon., April 3, 2023, 5:00 p.m. / Mon., May 1, 2023, 5:00 p.m. / Mon., June 26, 2023, 5:00 p.m. /
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. 4, 2023, 5:00 p.m.

IX. Adjourn – David Collins adjourned the meeting at 5:31 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