

Pineview Improvement and Service District
Regular Meeting
MINUTES
Tuesday, March 7, 2017, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Nancy Bock, David Collins
BOARD MEMBERS NOT PRESENT: Michael Hardman
OTHERS PRESENT: Helenanne Cathey, Jordan Roberts and Mark Hines (DOWL), Joe Moore

David Collins called the meeting to order at 5:06 p.m.

- I. Water Storage Tank / Water Meters / Water System Upgrades Project** – Jordan Roberts and Mark Hines from DOWL were at the meeting. David Collins reported that the County considered the District's grant request this morning at the County Commissioners meeting and the County Commissioners approved the grant request for \$4,465. The scope from DOWL is \$17,860. Mark Hines reported that the legislature finished up last week, and they approved the District's project. The current agreement with DOWL is to get the SRF funding in place (and hopefully some principal forgiveness) as well as an environmental review. DOWL will send out six letters to different state agencies for the environmental review. DOWL is hoping that the six agencies will allow a categorical exclusion which means, from a federal perspective, that there is no need for any further environmental study required. If this happens, the environmental permitting is done. If any agency comes back and says that they want to look at it further, there would be additional work required to see what type of restrictions might be required on the construction project. If any agency wants additional work, there would be additional costs from DOWL, but those would be discussed and need to be approved by the District to do that work. David Collins moved to approve the agreement with DOWL for \$17,860. Nancy Bock seconded. Motion carried unanimously. A board member will probably need to attend the meeting of State Lands & Investments for the SRF loan application, but the date isn't known yet.
- II. Minutes Approval** – David Collins moved to approve the minutes for the February 7, 2017, regular meeting. Nancy Bock seconded. Motion carried unanimously.
- III. Treasurers Report / Pay Bills / Sign Bank Statements** – 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:		\$8,009.46
01/31/17 Interest	\$0.41	
Adjusted Balance Forward:		\$8,009.87
02/08/17 Deposit	\$250.00	
02/14/17 Deposit	\$160.00	
02/22/17 Deposit	\$80.00	
02/22/17 Deposit	\$80.00	
02/24/17 Deposit	\$722.00	
02/28/17 Deposit	\$80.00	
03/07/17 Deposit	\$560.00	
Bank Balance Prior to Meeting:		\$9,941.87

Bills Paid

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Bill not received yet.	
1079	Cathey Consulting	Inv. 3793 – Feb. Admin/Books	\$572.05
1080	Charles & Cindy Bredthauer	Reimbursement	\$80.00
1081	Water Guy, LLC	Inv. 2017-174 – Feb. Water Op.	\$484.50
TOTAL BILLS PAID:			\$927.58

BILLS REMAINING UNPAID	Charles & Cindy Bredthauer	\$3,224.55
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BANK BALANCE END OF MEETING (WATER): **\$9,014.29**

Bank Balance (Road Account): **\$2,501.19**

01/31/17 Interest \$0.12

Adjusted Balance Forward: **\$2,501.31**

Bank Balance Prior to Meeting: **\$2,501.31**

Bills Paid

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
1005	Cathey Consulting	Inv. 3793 – Feb. Admin/Books	\$572.05 \$207.99
TOTAL BILLS PAID:			\$207.99
Ending Balance (Road Account):			\$2,293.32

Receivables balances were discussed. There is one account that is three months past due. The consensus is to send a letter to the person with a shut off notice in 10 days from the date of the letter unless the account is paid.

IV. Water System Update – No updates on the water system.

V. Unfinished Business

- Insurance (Tegeler / Local Gov't Liability Pool)** – Tabled at May, 2016 meeting.
- Director Election** – May 2, 2017 (Bock, Collins) – The official ballot was reviewed. The following legal ad will run on April 18th. Ballots will be mailed between April 7th and April 17th.

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 two directors to the Board of Directors to serve four (4)-year terms. Candidates include Nancy Bock and David Collins. 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, PO Box 3827, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, May 2, 2017, or at Cathey Consulting by 5:00 p.m. on Tuesday, May 2, 2017, to be valid. There will be no polling place.

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

VI. New Business

- Letter from the County regarding the County Grant** – The County now requires a 3rd party inspection of any work done which was funded in part by a County Grant. The Affidavit Concerning Verification and Acceptance of Project must be submitted before final payment will be made from the County.
- Budget** – The budget for the next fiscal year was discussed. The loan payment amount will need to be adjusted to the revised loan amount. The budget will be discussed over the next few months and submitted to the County and State by June 1st. A final budget will be approved at the July 3rd meeting.

VII. Next Meeting: **Tuesday, April 4, 2017, 5:00 p.m.** **2017 MEETINGS:**

Tuesday, May 2, 2017, 5:00 p.m.

Monday, July 3, 2017, 5:00 p.m.

Monday, September 11, 2017, 5:00 p.m.

Monday, November 6, 2017, 5:00 p.m.

Monday, June 5, 2017, 5:00 p.m.

Monday, August 14, 2017, 5:00 p.m.

Monday, October 9, 2017, 5:00 p.m.

Monday, December 4, 2017, 5:00 p.m.

VIII. Adjourn – David Collins adjourned the meeting at 5:43 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date