Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, May 16, 2022, 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, Darlene Fetters, Dawn Melton, Joe Moore, Rebecca Powers

David Collins called the meeting to order at 5:00 p.m.

I. **Minutes Approval** – David Collins moved to approve the minutes for the April 4, 2022, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.

II. **Treasurers Report / Pay Bills / Sign Bank Statements –** The bills were reviewed and discussed. The total bills presented for payment for the water system are still more than is available to pay the bills, but the amount remaining unpaid after bills were paid is decreasing after the additional billing and monthly rate increase last month and the receipt of some assessments. 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:			**$594.36**
03/31/22	Interest	$0.07	
04/01-04/30/22	Deposits	$1,921.40	
04/28/22	Powder River Energy	Electricity 3/1-4/1/22	$656.53
04/30/22	Interest	$0.07	
05/05/22	Xpress Bill Pay Deposit	$285.53	
05/10/22	Assessments Deposit	$4,473.00	
Balance Prior to Bill Payments:			$6,617.90*

**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 4/1/22 – 5/1/22	$636.12
1378	Alternative Propane	Inv. 11038 – replaced liquid line with vapor line	$519.25
1379	Cathey Consulting	Inv. 6319 – Nov., 2021 Admin/Books/Compl $125.52* (orig. $725.52 / balance remaining) Inv. 6361 – Dec., 2021 Admin/Books/Compl $651.68 Inv. 6407 – Jan., 2022 Admin/Books/Compl $649.94	$1,427.14
1380	Local Gov't Liab. Pool	Inv. 13760 – Insurance 7/1/22-6/30/23	$500.00
1381	Pineview ISD	4/30/22 Assessments for Roads to Roads Acct.	$1,039.50
1382	Water Guy	Inv 2021-942 – repairs $1,000.00 Orig. invoice amt. $5,869 Inv. 2022-219 – 5 gal. sodium hydrochloride $47.50 Inv. 2022-313 – 32 gal. sodium hydrochloride $360.54 Inv. 2022-275 – Mar. 2022 Water oper., meter rdgs., billing, supplies $906.62	$2,314.66
TOTAL			$6,436.67
BANK BALANCE END OF MEETING (WATER):			**$181.23**

Bills remaining unpaid:

Cathey Consulting Inv. 6462 – Feb. Admin./Bookkeeping/Compliance	$648.20
Cathey Consulting Inv. 6506 – Mar. Admin./Bookkeeping/Compliance	$525.00
Cathey Consulting Inv. 6545 – Apr. Admin./Bookkeeping/Compliance	$525.00
Water Guy Inv. 2021-942 – Tie in new well line/move chlor. Pump Original invoice amount $5,869.00 - $2,100 paid	$3,769.00
Water Guy Inv. 2022-181 – Feb. Water Oper., Leak at 6 N Pinev.	$2,082.95
Water Guy Inv. 2022-322 – 4/5/22 called out for no water / generator	$225.00

	didn't start		
	Water Guy Inv. 2022-380 – Apr. Water Oper., meters, billing		$771.50
	Total		$8,546.65

Roads Account Balance Forward From Last Meeting:			**$18,019.74**
03/31/22	Interest	$1.07	
04/30/22	Interest	$1.04	
Roads Account Balance Prior to Meeting:			**$18,021.85**
05/16/22	4/30/22 Assessments transferred from Water Account	$1,039.50	
BANK BALANCE END OF MEETING (ROADS)			**$19,061.35**

Water System Reserve Account Balance Forward From Last Meeting:			**$12,079.54**
03/31/22	Interest	$1.23	
04/30/22	Interest	$1.19	
Water System Reserve Account Balance Prior to Meeting:			**$12,081.96**
(Reserve account must have a minimum of $12,003.98 at all times.)			

III. **Water System Update –** The water system information was reviewed. There was discussion on taps. Dawn Melton was paying two monthly fees at one time because someone was renting on the lot, and she paid for the two taps. The property now has one meter for one tap because it's one lot. A question was asked about what would be required to get water on another lot – someone on the water system that owns a couple of lots, and may want to rent out a trailer on the second lot. A tap fee would be required because it's a service to a separate lot. The tap fee was set at $10,000, and there was discussion on if it should be lowered a little to try to get more people on the water system. The problem is costs. There are lots where the line will have to be extended, which is very expensive.

The main reason the District got so far behind on bills is repairs. The well went down twice last year with significant costs to repair it, and that was the majority of the costs. There were other repair costs as well.

IV. **Roads** – David Collins reported that we are waiting for the contractor to blade the roads when he can.

V. **Unfinished Business**

a. Budget for 7/1/22 – 6/30/23 – David Collins moved to approve the proposed budget and run the following legal ad on June 14, 2022. Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes.

LEGAL NOTICE OF PUBLIC BUDGET HEARING
PINEVIEW IMPROVEMENT & SERVICE DISTRICT

Pineview Improvement and Service District will hold a public hearing to review the 7/1/22 – 6/30/23 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on June 27, 2022, at 5:00 p.m. Budget Summary:

Expenses: Administrative $6,900 / Indirect $500 / Operations $68,770 / Loan $11,131
Reserves $12,079
Revenue and Rollover: $99,380

The monthly fee for those on water is $110 per month plus $3 per 1,000 over 12,000 gallons a month. The assessments will stay at $189 per lot for roads and $763 per lot for the water system. Past due monthly bills may be added to assessments.

The complete proposed budget is available online at www.catheyconsulting.net – Pineview meeting minutes for 05/16/22. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VI. New Business

a. DOWL has recommended work on the backup generator system that should fix the problems with the generator not working. David Collins reported that he has explained to DOWL that they will be sent the bills because the District thinks that DOWL is responsible for the problems with the backup generator system because they were the engineer in charge of it and it has never worked right. The generator company, TW Enterprises Inc., was instructed by David Collins to invoice DOWL and not the District.

VII. Next Regular Meeting: Monday, June 27, 2022, 5:00 p.m. (Budget Hearing and Regular Meeting)

2022 Meetings:
Mon., July 25, 2022, 5:00 p.m. / Mon., Aug. 22, 2022, 5:00 p.m. / Mon., Sep. 19, 2022, 5:00 p.m.
Mon., Oct. 17, 2022, 5:00 p.m. / Mon., Nov. 14, 2022, 5:00 p.m. / Mon., Dec. 12, 2022, 5:00 p.m.

VIII. Adjourn – David Collins adjourned the meeting at 5:39 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

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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 - 7/1/2022 - 6/30/2023						
Budget Hearing Monday, June 27, 2022, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717						
	Actual (F32)	**Budget**	**Actual (ESTIMATED)**	**Budget**		
	7/1/20 - 6/30/21	**7/1/21 - 6/30/22**	**7/1/21 - 6/30/22**	**7/1/22 - 6/30/23**		
Revenue						
Monthly Fees (22 X $110/mo.)	21,120	21,120	24,000	29,040		110
Monthly Fees (Additional lots on water system)		2,000		2,000		
Water Overages	0	2,000	2,000	1,000	12,000 gal. in base + $3/1,000 over 12,000	
Assessments - Past Due Balances						
Special Assessment / Billing ($250 each lot billed April, 2022)			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	33	40	23	40		**189.33**
Grant - County - Pump Repair	5,133					
Grant County - Water Tank Project	34,384	0		0		
Grant - State - WWDC	380,021	0		0		
Grant - State - SLIB Prin. Forgiveness	155,142	0		0		
Loan - State (2.5% for 20 years $126,629.61 / 0% $77,621.03)	265,933	0		0		$0
Grant - County (Road Work)					*Ineligible for grant until 2026 (approx.)*	
Interest - Bank	127	100	16	100		
Other Fees (Late, Coll., Tap, etc.)	2,218	15,000	1,200	15,000	Tap Fees Estimated	
Receivables at End of Prior Year	*0*	*0*	*0*			
TOTAL REVENUE	889,213	65,362	57,841	72,282		
CASH CARRYOVER		***36,871***		***27,098***		
TOTAL REVENUE PLUS CASH CARRYOVER	**889,213**	**102,233**	**57,841**	**99,380**	Budget Amount	
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($525 X 12)	8,900	8,400	7,575	6,300	*Reduce rate from $700 to $525/mo.*	
CPA Review	3,000	6,000	4,500	0	*($6,000 in 21/22)*	
Legal						
Office / Postage / Advertising / Other	1,064	500	1,000	600		
Travel						
TOTAL ADMINSTRATIVE	**12,964**	**14,900**	**13,075**	**6,900**		
Indirect						
Insurance - Liab., Bonding	2,339	500	500	500	LGLP	
Insurance - Property	0	0	0	0		
TOTAL INDIRECT COSTS	**2,339**	**500**	**500**	**500**		
INTEREST - TOTAL COSTS	3,460	2,371	2,198	2,198	$11,131 payment in 2021	
DEBT - PRINCIPAL COSTS	155,159	9,633	8,933	8,933	Annual payment $12,003.98	
Operations						
Misc (Cash Carryover - Water)		*11,400*		*1,215*	*Cash Carryover*	
Water Operator / Meter Reading / Billing ($868.80 per month)	7,281	6,882	7,674	10,426	*Increase to $868.80 /mo. fr. $573.50/mo.*	
Water System Chemicals (Chlorine)	1,226	1,000	1,000	1,300		
Water System Electricity	9,130	10,000	9,500	10,000		
Water System Propane	931	100	100	100		
Water System Repairs & Maintenance	14,352	391	10,736	7,775		
Water System - Pump Replacement (Red Tiger & ProElectric) (CAPIT.)		1,900				
Water System Testing	2,036	1,000		1,300	SOC/VOC 4/24/18 $1,232	
Water Tank Cleaning & Inspection					2020 - Tank installed (how often to clean?)	
Water System - Other Items	672	1,835	200			
Water Tank / Meters / Pump Project (CAPITAL PROJECT)	699,146	0		0		
TO RESERVES		**6,534**		**6,534**		
Payables at End of Prior Year		*0*		*8,000*		
TOTAL WATER SYSTEM	**734,774**	**41,042**	**29,210**	**46,650**	*Includes Cash Carryover*	
Misc Roads Expenses (Cash Carryover less reserves)		*15,400*		*13,804*		
Roads (3.5 miles total = 18,480 feet)	5,149		12,000			

Roads (Amount Assessed - Apply for County Grant)		8,316		8,316	
TOTAL ROADS	**5,149**	**23,716**	**12,000**	**22,120**	
TOTAL OPERATIONS COSTS	**739,923**	**64,758**	**41,210**	**68,770**	
TOTAL EXPENDITURES	**913,845**	**92,162**	**65,916**	**87,301**	This # plus Reserves
Receivables Start of FY	156,946		1,307		= revenue + carryover
Payables Balance Start of FY	158,478		2,862		99,380
	6/30/2020	**6/30/2021 (EST)**	**6/30/2021**	**6/30/2022 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - ROADS	11,176	15,400	15,386	13,804	
GENERAL FUND - WATER	4,318	11,400	11,270	1,215	
RESERVES BALANCES	46,530	10,071	10,072	12,079	
TOTAL FUNDS BEGINNING OF YEAR	**62,024**	**36,871**	**36,728**	**27,098**	
Receivables Balance End of FY	1,307				
Payables Balance End of FY	2,862				
Accountant adjustment / rounding	(687)				
End of Year Bank Balance (F32)	36,728		27,098		
Net per year (Revenue minus Expenses)	-24,632	0	-8,075	0	

Budget Message: The District manages the roads and water. The District once again had very high repair bills for the water system with costs exceeding $10,000. Water Guy bills increased as they have taken over billing and collections from Cathey Consulting, and Cathey Consulting's bills decreased. The District still hopes to add additional taps onto the water system when requests are made which will generate additional revenue with minimal cost increases. A reserve account is set up to maintain the $12,004 (previously was over $23,000 but the state has reduced the required amount as the annual loan payment amount decreased) required by the state as well as build reserves for future major repairs and capital improvement projects. Due to high costs, the District was unable to contribute anything to reserves this last year but hopes to put some in reserves next year. The District raised the monthly fee to $110 from $80 and increased the gallons in the base fee from 6,000 to 12,000. A special billing was done in April, 2022 for $250 per lot to help cover costs from the large repair bills this last fiscal year.

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.