

Pineview Improvement and Service District
Regular Meeting
MINUTES
Tuesday, May 2, 2017, 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, Jordan Roberts and Mark Hines (DOWL), Darlene Feters,
Joe Moore, one other landowner

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

I. Water Storage Tank / Water Meters / Water System Upgrades Project – The following is a notice of public meeting that was run in the News-Record and included in last month's minutes and mailed to landowners.

The Pineview Improvement and Service District located ten miles north of Gillette, Wyoming, will conduct a public meeting at 5:00 PM, local time, on May 2nd 2017, in the office of Cathey Consulting, 4000 South Gillette Avenue Suite 106, Gillette WY 82716. The purpose of the meeting is to allow citizens to review and comment on the Pineview ISD Water Storage Tank Project. The project will consist of construction of a new bolted steel water storage tank and control building with pumps and a backup generator, plus individual meter pits for each lot. The District currently has no water storage.

At the meeting, the Pineview ISD Board will present the preliminary design of the proposed project and will discuss the estimated cost of the improvements and the plan for funding the improvements. A preliminary plan of improvements, cost estimates, and the funding plan can also be reviewed at the office of DOWL in Gillette. Contact Jordan Roberts at (307) 686-4181.

Based on current cost estimates, the Pineview ISD plans to borrow \$261,160 from the Wyoming Drinking Water State Revolving Loan Fund administered by the Wyoming Office of State Lands and Investments. The assessment of \$65/month per user, adopted by the Board on December 5, 2016, will repay the loan. Loan terms will be at an interest rate of 2.5% for 20 years for \$162,160, and an interest rate of 0% for the remaining \$99,000.

Written comments are also welcome. Send written comments to Pineview Improvement and Service District, PO Box 3827, Gillette, WY 82717 by 5:00 PM on May 2nd, 2017.

A note to landowners – this is the same loan that the District has already advertised for and approved at the hearings in 2016. This is NOT an increase. It is the loan already discussed and approved. The state is requiring the additional hearing as part of the SRF (State Revolving Fund) loan application process.

PUBLIC HEARING

David Collins moved to leave the regular meeting and enter the public hearing at 5:02 p.m. Nancy Bock seconded. Motion carried unanimously. Mark Hines and Jordan Roberts reviewed the project. David Collins reported that three people had called him and discussed the project with him, but there was no opposition. There were no public comments at the hearing. There were no public comments received in writing. There was no opposition on the project. There was discussion on the funding for the project. David Collins moved to adjourn the public hearing and return to the regular meeting at 5:06 p.m. Nancy Bock seconded. Motion carried unanimously.

REGULAR MEETING

Mark Hines and Jordan Roberts gave an update on the project. DOWL has received letters back from 4 of the 6 agencies stating that no further study is required.

Part 1 of the SRF application needs to be submitted by May 22nd. Part 2 needs to be submitted no later than June 23rd. Nancy Bock moved to authorize David Collins to sign the SRF applications for the District as needed and submit the applications for the loan. Michael Hardman seconded. Motion carried unanimously.

- a. DOWL Agreement approved 3/7/17 to complete SRF loan application and send letters to agencies for environmental review (\$17,860.00)

Date	Invoice	Amount	Balance
4/4/17	Invoice 5328.26702.01-6 for 2/26/17-4/1/17	\$3,486.25	\$14,373.75

- b. County grant approved 3/7/17 (\$4,465.00) – David Collins moved to submit Pay Request 1 for the invoice from DOWL. Nancy Bock seconded. Motion carried unanimously.

Pay Request 1 – 5/2/17 for Inv. 5328.26702.01-6 for 2/26-4/1/17 \$871.56

Balance Remaining: \$3,593.44

II. Minutes Approval – David Collins moved to approve the minutes for the April 4, 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.

Water Account Balance Forward From Last Meeting: **\$8,289.61**

03/31/17 Interest \$0.58

Adjusted Balance Forward: **\$8,290.19**

04/07/17 Deposit - Assessments \$1,941.50

04/13/17 Deposit \$753.00

04/21/17 Deposit \$80.00

04/25/17 Deposit \$320.00

04/26/17 Deposit \$160.00

04/27/17 Powder River Energy Auto Deduction 2/25-3/25/17 \$423.10

05/02/17 Deposit \$330.00

Bank Balance Prior to Meeting: \$11,451.59

Bills Paid

Check #	Payee	Purpose	Amount
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1086 VOID

1087 Cathey Consulting Inv. 3846 – Election mailing \$33.71 \$396.30

Out of \$67.41 bill

Inv. 3877 – Apr. Admin/Books \$362.59

Out of \$570.58 bill

1088 Charles & Cindy Bredthauer Reimbursement \$80.00

1089 DOWL Engineering 2/26-4/1/17 \$3,486.25

1090 VOID

1091 Pineview ISD Transfer to Roads Account for 3/31/17 \$472.50

1092 Water Guy, LLC Inv. 2017-421 – Apr. Water \$484.50

1093 Gillette News-Record Ad 00326863 Election ad \$30.94 \$111.38

Out of \$61.88 bill

Ad 0000328000 Hearing notice \$80.44

TOTAL BILLS PAID: \$5,030.93

BANK BALANCE END OF MEETING (WATER): **\$6,419.66**

BILLS REMAINING UNPAID Charles & Cindy Bredthauer \$3,064.55

Roads Account Balance Forward From Last Meeting: **\$2,085.47**

03/31/17 Interest \$0.14

Adjusted Balance Forward: \$2,085.61

Bank Balance Prior to Meeting: **\$2,085.61**

Bills Paid

Check #	Payee	Purpose	Amount
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1007 Cathey Consulting Inv. 3846 – Election mailing \$33.70 \$241.69

Out of \$67.41 bill

Inv. 3877 – Apr. Admin/Books \$207.99

Out of \$570.58 bill

1008	Gillette News-Record	Ad 00326863 Election ad \$30.94	\$30.94
		Out of \$61.88 bill	
	TOTAL BILLS PAID:		\$272.63
	Transfer from Water Account (for 3/31/17 Assessments)	\$472.50	
	BANK BALANCE END OF MEETING (ROADS)		\$2,285.48

Receivables balances were discussed.

IV. Water System Update – No update 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) – Ballots to be canvassed May 3, 2017, at 9:00 a.m. by Michael Hardman, Darlene Feters and Helenanne Cathey at the office of Cathey Consulting.
- Budget** – The preliminary budget was approved at the last meeting. David Collins moved to accept the following legal ad to run in the News-Record at least one week prior to the July 3rd budget hearing. Nancy Bock seconded. Motion carried unanimously.

LEGAL NOTICE OF PUBLIC BUDGET HEARING PINEVIEW IMPROVEMENT & SERVICE DISTRICT

Pineview Improvement and Service District will hold a public hearing to review the 7/1/17 – 6/30/18 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 July 3, 2017, at 5:00 p.m. Budget Summary:

Expenses: Administrative \$7,400.00 / Operations/Water Tank \$717,838 / Loan \$16,786
Revenue and Rollover: \$742,024

The monthly fee for those on water is not anticipated to change. Total assessment per lot will remain the same.

The complete proposed budget is available online at www.catheyconsulting.net – Pineview meeting minutes for 04/04/17. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

II. New Business

- A letter was reviewed from the Department of Audit regarding changes to special district budget laws.
- David Collins moved to revise the by-laws, changing the date for the budget hearing to comply with state statute (budget hearing is to be no later than the third Thursday in July instead of no later than five days after the third Thursday of July) and to simplify the wording on the election of officers – to be done annually. Nancy Bock seconded. Motion carried unanimously.
- A letter was reviewed from County Public Works along with a new form that is required for any County District Support grant application for road work.
- There was discussion on the condition of the roads. There are some areas that are almost impossible to get through. The bus won't go in some areas. A homeowner bladed last weekend. There are limited funds in the bank account. Is it throwing our money away to put rock on it before the drainage is fixed? The consensus is to wait until there are more funds in the account and fix the drainage before adding rock.

VI. Next Meeting: Monday, June 5, 2017, 5:00 p.m.

2017 MEETINGS:

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

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

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

VII. Adjourn – David Collins adjourned the meeting at 5:46 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date