Pineview Improvement and Service District
Regular Meeting
MINUTES
Wednesday, May 25, 2016, 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 Fetters, Mark Hines & Jordan Roberts (DOWL Engineering),

David Collins called the Pineview Improvement and Service District regular meeting to order at 5:00 p.m.

I. DOWL Engineering / Water Storage Tank Project –

a. **DOWL Proposal –** The proposed spot for the tank is at a location near the well. The landowner will need to be contacted for an easement. Cost estimates for the project were reviewed. David Collins moved to authorize a hearing and special meeting on July 17, 2016, 5:00 p.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette, to consider and approve the project, project costs and assessments as listed below, and to advertise in the News-Record and mail to all 22 lots currently on the water system. Nancy Bock seconded. Motion carried unanimously.

Pineview Improvement and Service District
Water Storage Tank, Water Meters, Water System Upgrades Project

Pineview Improvement and Service District will consider a Resolution of Intent to Order Improvements to be paid by Special Assessment for design and construction of a water storage tank, water meters to existing taps on the water system, and upgrades to pumps and the water system as needed. All members of the District will benefit from the improvements, allowing for those not on the water to eventually connect to the water system.

Total Project Cost: $534,000 - To be funded as follows:

WWDC Grant:	$272,000
County Grant:	$47,000
Loan (2.5% interest):	$194,000
District:	$21,000

Probable cost per tap: $9,773.00 to be paid either up front or under a 2.5% loan payable over 20 years. Estimated loan payment: $12,700 / 22 taps currently on water = $578 per tap per year.

The resolution authorizing the improvements will be considered Sunday, July 17, 2016, 5:00 p.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette (K2 Technologies Building – entrance is on 4th Street across from Arrow Printing).

Any resolution or directive in the premises may be modified, confirmed or rescinded at any time prior to the passage of the resolution authorizing the improvements.

Maps, estimates and schedules showing the approximate amounts to be assessed and all resolutions and proceedings are on file and may be seen or examined at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, WY 82716.

All complaints and objections concerning the proposed improvement by owners of property subject to assessment will be heard and considered by the Board before final action, under the provisions of the Wyoming Administrative Procedure Act.

b. **County District Support Grant –** County grant approved 2/16/16 for $14,985. The first pay request was submitted to the County for $4,787.50.

II. Minutes Approval – David Collins moved to approve the April 27, 2016, regular meeting minutes as written. 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:			$4,464.90
04/30/16	Interest	$0.20	
05/03/16	Deposit	$160.00	
05/05/16	Deposit	$160.00	
05/13/16	Deposit	$490.00	
05/19/16	Deposit	$240.00	
05/24/16	Deposit	$138.00	
Bank Balance Prior to Bill Payments:			$5,653.10

Bills Paid

Check #	**Payee**	**Purpose**	**Amount**
AUTO	Powder River Energy	Electric Bill 3/9/16-4/9/16	$677.45
1028	Cathey Consulting, LLC	Inv. 3372 – Lien release $12.00 Inv. 3362 – Apr. bks/postage $428.68 Inv. 3384 – Grant, project $100.00	$540.68
1029	Charles & Cindy Bredthauer	Reimbursement	$80.00
1030	Water Guy, LLC	Inv. 2016-423 April Water Operator	$484.50
1031	DOWL	Inv. 5328.26702.01-2 – eng.4/3-4/30 $4,667.50 total (partial payment)	$2,000.00
TOTAL BILLS PAID:			$3,782.63
BANK BALANCE END OF MEETING:			**$1,870.47**

BILLS REMAINING UNPAID

Charles & Cindy Bredthauer	$4,024.55
DOWL	$2,667.50

Receivables balance: -$749.00 + $4,787.50 (County Grant)

IV. Water System Update – No update.

V. Unfinished Business

a. Budget for 7/1/16 – 6/30/17 – The budget was reviewed and updated. David Collins moved to approve the preliminary budget as discussed. Nancy Bock seconded. Motion carried unanimously. The budget is attached to these minutes. The budget will be reviewed and updated at the July Budget Hearing and Regualr Meeting. The following legal notice will run in the News-Record at least a week prior to the budget hearing.

LEGAL NOTICE OF PUBLIC BUDGET HEARING
PINEVIEW IMPROVEMENT & SERVICE DISTRICT

Pineview Improvement and Service District will hold a public hearing to review the 7/1/16 – 6/30/17 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 19, 2016, at 5:00 p.m. Budget Summary:

Expenses: Administrative $7,000.00 / Indirect $105.00 / Operations $544,807 / Loan $12,700
Revenue and Rollover: $564,612

The monthly fee for those on water is not anticipated to change. Assessments will be added this next fiscal year for water, roads and loan repayment.
Assessments will be billed through Campbell County along with property taxes. Any unpaid balance for monthly fees at the time of assessment may also be submitted along with annual assessments.

The complete proposed budget is available online at www.catheyconsulting.net – Pineview meeting minutes for 05/25/16. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

b. Cathey Consulting provided a proposal starting with the 7/1/16 billing for $550 per month. David Collins moved to approve the proposal from Cathey Consulting for $550 per month. Nancy Bock seconded. Motion carried unanimously.

c. Policy for assessing past due accounts. There has been no public comment. The policy was reviewed and discussed.
(Consider April 27, May 25 and final consideration / approval June 21st)
The Pineview Improvement and Service District adopts this policy for assessing past due accounts.
   - Any unpaid balance on any account as of July 1st of each year may be assessed along with County taxes for the upcoming fiscal year.
   - Statements are mailed monthly so customers are fully aware of their account balances.

A notice of this policy will be added to monthly statements.
REMINDER: All accounts with water are required to pay the monthly fee each month (or in advance).

II. New Business

a. Letter from Tegeler & Associates regarding insurance / Local Government Liability Pool – There was discussion on insurance.

b. Roads – David Collins reported that he called a couple of contractors after the last meeting. Depending on the quality of rock, it's approximately $8.50 a yard for 3" rock. An estimate for actually repairing the road (versus just a band aid – the contractor suggested a band aid would be just a waste of money) for 20' wide and 4" thick with good rock is $25,000 a mile. That isn't fixing culverts. For delivering rock it's $95 per hour for the truck plus the cost of scoria. The average load of rock will be about 2 hours. So, a minimum of $300 a load for having rock brought out. No one has brought in any money for roads. A bank account has been set up, but there is no money to deposit. Nothing will be done on roads at this time. The District will start assessing this next fiscal year to start working on the roads next year.

VI. Upcoming Meetings: Tuesday, June 21, 2016, 5:00 p.m. Regular Meeting
Sunday, July 17, 2016: 5:00 p.m. Public Hearing and Special Meeting for considering and approving the water storage tank, water meters, pumps and other water system upgrades project.
Tuesday, July 19, 2016, 5:00 p.m. Budget Hearing / Regular Meeting
Monday, August 1, 2016, 5:00 p.m. Regular Meeting

Meetings are at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette – K2 Technologies Building – office entrance is on 4th Street across from Arrow Printing).

VII. Adjourn – David Collins adjourned the meeting at 6:59 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

____
David Collins, President / Date

____
Michael Hardman, Vice President / Date

____
Nancy Bock, Secretary/Treasurer / Date

Pineview Improvement and Service District Budget - 7/1/16 - 6/30/17

Budget Hearing: Tuesday, July 19, 2016, 5:00 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Mailing address: PO Box 3827, Gillette, WY 82717

	Last Year Actual	Current Year Budget	Current Year Actual (Estimated)	Next Fiscal Year
	7/1/14 - 6/30/15	7/1/15 -6/30/16	7/1/15 - 6/30/16	7/1/16 -6/30/17
Cash Carryover	2,090	1,431	1,431	5,500
Total Revenue	21,597	24,660	40,001	559,112
TOTAL CARRYOVER PLUS REVENUE	**23,687**	**26,091**	**41,432**	**564,612**
EXPENSES				
Administration	5,827	6,700	5,529	7,000
Indirect	0	605	0	105
Operations	18,191	17,355	24,939	544,807
Loan Payment	0	0	0	12,700
Miscellaneous	0	1,431	0	0
TOTAL EXPENSES	**24,018**	**26,091**	**30,467**	**564,612**

Approval:

David Collins, President

Michael Hardman, Vice President

Nancy Bock, Secretary/Treasurer

Budget Message - The District will meet regulary to manage the water system, and starting this fiscal year, will begin to address roads. The District will be submitting funding applications to the State and County this next fiscal year to design and construct a water storage tank, water meters, pumps and other upgrades to the water system. This is the first year that the District will assess any fees through the County.

	Last Year Actual	Current Year Budget	Current Year Actual (Estimated)	Next Fiscal Year	
	7/1/14 - 6/30/15	7/1/15 -6/30/16	7/1/15 - 6/30/16	7/1/16 -6/30/17	
Cash Carryover	**2,090.20**	**1,431.01**	**1,431.01**	**5,500.00**	
Revenue					
Homeowners Fees (water - billed monthly)	21,291.00	20,160.00	15,200.00	21,120.00	22 taps X $80 / mo.
Assessments (for 22 parcels - for water system)				3,960.00	$180 per 22 taps ($15/mo.)
Assessments (42 parcels/44 lots - roads)				8,316.00	$189 per 44 taps ($15.75/mo.)
Assessments (Loan)				12,716.00	Annual loan / 22 taps X $578 ($48/mo.)
Balance Forward (From Glory Hole HOA)			4,610.25		
Capital Credits			44.96		
Interest Income			0.68		
Late Fees	306.00		660.00		
Grant (County-Formation)		4,500.00	4,500.00		
Grant (County-Water Tank Project)			14,985.00	47,000.00	
Grant (State)				272,000.00	
Loan (State)				194,000.00	
Total Revenue	**21,597.00**	**24,660.00**	**40,000.89**	**559,112.00**	
Total Revenue Plus Cash Carryover	**23,687.20**	**26,091.01**	**41,431.90**	**564,612.00**	
Expenses					
Administration					
Advertising		150.00		150.00	
Administration / Bookkeeping	4,320.00	4,800.00	3,240.00	6,600.00	$550 X 12
Business License and Permits	25.00				
Collection Expenses			27.00		
Legal Fees	1,028.00	1,000.00			
Office Supplies		100.00	374.45	100.00	
Postage and Delivery	186.31	150.00	153.14	150.00	
Shut Off/Turn On Fees			100.00		
Special District Formation	267.76	500.00	1,633.93		
Total Administration	**5,827.07**	**6,700.00**	**5,528.52**	**7,000.00**	
Indirect					
Bond		105.00		105.00	
Insurance (Local Gov't Liab. Pool)		500.00			
Total Indirect	**0.00**	**605.00**	**0.00**	**105.00**	
Operations					
Roads				5,000.00	
Total Roads	**0.00**	**0.00**	**0.00**	**5,000.00**	

Water		4,217.00			
Chemicals (Hawkins)	40.00	400.00	256.00	400.00	
Locates	62.00	124.00		124.00	
Repairs - Water System	5,166.03		117.40	1,000.00	
Testing	1,740.00	1,500.00		500.00	
Utilities - Electric	5,151.93	5,300.00	4,500.00	5,300.00	
Water System Costs (Bredthauer)			720.00	960.00	$80 per mo.
Water Operator	5,814.00	5,814.00	4,360.50	5,814.00	$484.50 X 12
Water Operator Call Outs	217.00				
Water Repairs / Improvements / Reserves				2,209.00	(Part of reserves to envir. study for 2 yrs)
Water Tank Project Environmental Study				10,500.00	($21,000 split over 2 years)
Water Tank / Meters / Pump Project			14,985.00	513,000.00	
Total Water	**18,190.96**	**17,355.00**	**24,938.90**	**539,807.00**	
Total Operations	**18,190.96**	**17,355.00**	**24,938.90**	**544,807.00**	
Loan Payment (State)				**12,700.00**	
Total Expenses	**24,018.03**	**24,660.00**	**30,467.42**	**564,612.00**	
Miscellaneous		**1,431.01**			
Total Expenses Plus Misc.	**24,018.03**	**26,091.01**	**30,467.42**	**564,612.00**	
NET (CURRENT YR PLUS CARRYOVER MINUS ALL EXPENSES	**(330.83)**	**0.00**	**10,964.48**	**0.00**	
	6/30/2013	**6/30/2014**	**6/30/2015**	**6/30/16 (Est.)**	
Bank Balance	9,293	2,090	1,431	5,500	
Bredthauer Balance Owed 6/30/16	**3,944.55**				
	960	7/1/16-6/30/17			
	960	7/1/17-6/30/18	22 taps currently billed		
	960	7/1/18-6/30/19	1 tap not being billed: Melton, Dawn		
	960	7/1/19-6/30/20	2 other taps connected (?) - To be investigated		
	104.55	7/1/20-6/30/21			
	0				
Assessments - for all 44 lots (Roads / General Maintenance of District):					
2,400	Bookkeeping ($200 total per mo.)				
5,000	Roads ($20 per mo. X 44 lots)				
150	Advertising				
750	Miscellaneous				
8,300	Total				
189	per lot assessment				