Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, May 3, 2021, 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, Scott Robinson, Anthony Johnson

David Collins called the meeting to order at 5:08 p.m.

I. **Customer Request –** Anthony Johnson (68 Pineview Drive) came to the meeting to discuss what would be required to get a tap on the District's water system. There was discussion. The tap fee is $10,000 and must be paid up front. A water user agreement is required. The monthly fee and tax assessment were explained. The first loan payment starts this year, and the loan runs for 20 years.

II. **Water Storage Tank / Water Meters / Water System Upgrades Project** – The address should be posted soon and the lockbox for the fire department should be done this month.

III. **Water System Update –** The water system information was reviewed. There was discussion on the water pressure issues raised at the last meeting. Nancy Bock called everyone on the water system after last month's meeting to see if they had any problems with water pressure. She then contacted Water Guy. Water Guy came out and checked all but one of the properties who had reported issues. Pressure was increased for everyone that was having these issues. **Water Guy can be contacted at 307-299-3544 for anyone that continues to have pressure issues.**

IV. **Minutes Approval –** David Collins moved to approve the minutes for the April 5, 2021, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.

V. **Treasurers Report / Pay Bills / Sign Bank Statements –** David Collins moved to accept the Treasurer's Report and pay bills as presented. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			**$889.35**
03/31/21	Interest	$0.48	
Adjusted Balance Forward:			$889.83
04/06-04/30/21	Deposits – Water	$2,984.55	
04/30/21	Interest	No statement yet.	
04/28/21	Auto payment – Powder River Energy –	Electricity 2/28-3/30/21	$738.42
05/01-05/03/21	Deposits – Water	$241.00	
Balance Prior to Bill Payments:			$3,376.96
Bills paid at this meeting:			

Check #	**Payee**	**Purpose**	**Amount**
AUTO	Powder River Energy	Electricity 3/30/21 –	No bill yet.
1344	Cathey Consulting	Inv. 5996 – Apr. Admin/Books/Post. $752.25 Inv. 5963 – Deposit tickets $44.41	$796.66
1345	Gillette News-Record	Ad 00366742 – Director election ad	$78.75
1346	Pineview ISD	3/31/21 Assessments for Roads for transfer	$94.50
1347	Water Guy	Inv. 2020-380 – Apr., 2021. Water Op /Meters & repair $640.38 Inv. 2021-317 – Air release valve replaced $186.25 Inv. 2021-417 – Chemicals & checked pressure in service lines $616.34	$1,442.97
Total:			$2,412.88
BANK BALANCE END OF MEETING (WATER):			**$964.08**
Roads Account Balance Forward From Last Meeting:			**$11,972.46**

03/31/21	Interest	$0.71	
04/30/21	No statement yet.		
Roads Account Balance Prior to Meeting:			**$11,973.17**

Bills Paid

Check #	Payee	Purpose	Amount
NONE			

05/03/21	3/31/21 Road Assessment transferred from water account	$94.50	
BANK BALANCE END OF MEETING (ROADS)			**$12,067.67**
Water System Reserve Account Balance Forward From Last Meeting:			**$10,066.19**
03/31/21	Interest	2.31	
04/30/21	No statement yet.		
BANK BALANCE END OF MEETING (WATER RESERVES)			**$10,068.50**

Accounts Receivable balances were reviewed.

VI. **Roads** – There was discussion on the roads. Street signs will be installed this spring. $2,500 was approved for rock and road work at the last meeting. Nancy Bock contacted the contractor that has been doing road work, and he said he would address the roads. We don't have a timeline yet.

VII. **Unfinished Business**

a. Director election – May 4, 2021 (Bock, Collins – 4 year terms) – Ballots were mailed and will be canvassed on Thursday, May 6, 2021, 2:00 p.m. at the office of Cathey Consulting by Helenanne Cathey, Sue Collins, and Scott Robinson.
b. The County approved the grant application for $5,132.66 to assist in the cost of repairs on the well. David Collins moved to approve all of the paperwork for the County Grant. Nancy Bock seconded. Motion carried unanimously.
c. Budget for 7/1/21 – 6/30/22 – The budget was reviewed. The average usage per tap per month has been almost 6,000 gallons a month, so the consensus is to set the water rate to include 6,000 gallons in the base fee ($80 per month) and then bill $3.00 per 1,000 over the 6,000 gallons each month. As stated last month, this is not a punishment for people watering. It is simply a way to help fund repairs like pump replacements and long term capital item replacements and improvements. Those who water more use the pumps more, so it makes sense that people who use more water pay more. This fee structure helps build funds for these large expenditures. This water overage rate will increase beginning with the July billing. This coincides with the fiscal year. David Collins moved to approve the preliminary budget as presented. Nancy Bock seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will run in the News-Record on June 15, 2021:

LEGAL NOTICE OF PUBLIC BUDGET HEARING
PINEVIEW IMPROVEMENT & SERVICE DISTRICT

Pineview Improvement and Service District will hold a public hearing to review the 7/1/21 – 6/30/22 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 28, 2021, at 5:00 p.m. Budget Summary:

Expenses: Administrative $14,900 / Indirect $500 / Operations $82,850 / Loan $12,004
Reserves $24,699
Revenue and Rollover: $134,953

The monthly fee for those on water will stay at $80 per month, but a water usage fee will start in July at a rate of $3.00 per 1,000 gallons used over 6,000 gallons each month. The assessments will stay at $189 per lot for roads and $763 per lot for the water system loan. Past due monthly bills will be added to assessments.

The complete proposed budget is available online at www.catheyconsulting.net – Pineview meeting minutes for 05/03/21. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VIII. New Business

a. None

IX. Next Regular Meeting: Monday, June 28, 2021, 5:00 p.m. (Budget Hearing and Regular Meeting)

2021 Meetings:

Mon., June 28, 2021, 5:00 p.m.	Mon., July 26, 2021, 5:00 p.m.	
Mon., Aug. 23, 2021, 5:00 p.m.	Mon., Sep. 20, 2021, 5:00 p.m.	Mon., Oct. 18, 2021, 5:00 p.m.
Mon., Nov. 15, 2021, 5:00 p.m.	Mon., Dec. 13, 2021, 5:00 p.m.	

X. Adjourn – David Collins adjourned the meeting at 5:49 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

Budget - Pineview I & S District - 7/1/2021 - 6/30/2022

Budget Hearing Monday, June 28, 2021, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717

	Actual (F32) 7/1/19 - 6/30/20	Budget 7/1/20 - 6/30/21	Actual (ESTIMATED) 7/1/20 - 6/30/21	Budget 7/1/21 - 6/30/22		
Revenue						
Monthly Fees (22 X $80/mo.)	21,120	21,120	22,960	21,120		80
Monthly Fees (Additional lots on water system)		2,000		2,000		
Water Overages	0		0	2,000	6,000 gal. in base + $3/1,000 over 6,000	
Assessments - Past Due Balances	494					
Assessments - past due - revenue reflected last year	-494					
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	23	40	23	40		**159.33**
Grant - County - Pump Repair			5,133			
Grant County - Water Tank Project	9,210	43,232	34,384	0		
Grant - State - WWDC	99,265	514,966	380,021	0		
Grant - State - SLIB Prin. Forgiveness			155,142	0		
Loan - State (2.5% for 20 years $126,629.61 / 0% $77,621.03)	67,966	351,212	291,426	0		$0
Grant - County (Road Work)		2,079			*Ineligible for grant until 2026 (approx.)*	
Interest - Bank	131	100	100	100		
Other Fees (Late, Coll., Tap, etc.)	1,352	15,000	1,000	15,000	Tap Fees Estimated	
Receivables at End of Prior Year	*0*	*0*	*0*	*0*	*Receivables end of prior yr*	
TOTAL REVENUE	224,169	974,851	915,291	65,362		
CASH CARRYOVER		***61,858***		***69,591***		
TOTAL REVENUE PLUS CASH CARRYOVER	**224,169**	**1,036,709**	**915,291**	**134,953**		
Expenditures						
Administrative						
Contract Admin./Bookkeeping ($700 X 12)	6,960	8,400	8,400	8,400		
CPA Review	596	1,000	596	6,000	*($6,000 in 21/22)*	
Legal						
Office / Postage / Advertising / Other	853	500	1,000	500		
Travel						
TOTAL ADMINSTRATIVE	**8,409**	**9,900**	**9,996**	**14,900**		
Indirect						
Insurance - Liab., Bonding	500	500	500	500	LGLP	
Insurance - Property	0	0	0	0		
TOTAL INDIRECT COSTS	**500**	**500**	**500**	**500**		
INTEREST - TOTAL COSTS	3	0	0	2,371		
DEBT - PRINCIPAL COSTS	67,966	16,786	155,142	9,633	$16,786 orig. est. loan payment	
Operations					$12,003.98 after prin. Forgiveness 21	
Misc (Cash Carryover - Water)		*4,155*		*29,492*	*Cash Carryover*	
Water Operator / Meter Reading ($486.50 + $87 X 12)	6,322	7,000	6,882	6,882		
Water System Chemicals (Chlorine)	375	1,000	791	1,000		
Water System Electricity	5,535	6,500	9,518	10,000		
Water System Propane			931	100		
Water System Repairs & Maintenance	1,226	6,070	14,352	391		
Water System - Pump Replacement (Red Tiger & ProElectric) (CAPIT.)			17,168	1,900		
Water System Testing	452	1,000	1,534	1,000	SOC/VOC 4/24/18 $1,232	
Water Tank Cleaning & Inspection					2020 - Tank installed (how often?)	
Water System - Other Items	618	1,835	412	1,835		
Water Tank / Meters / Pump Project (CAPITAL PROJECT)	177,286	909,410	683,817	0		
TO RESERVES		**6,534**		**6,534**		
Payables at End of Prior Year		*0*		*0*	*Payables at end of prior yr*	

TOTAL WATER SYSTEM	**191,814**	**943,504**	**735,405**	**59,134**	*Includes Cash Carryover*
Misc Roads Expenses (Cash Carryover less reserves)		*11,176*		*15,400*	
Roads (3.5 miles total = 18,480 feet)	7,089		5,149		
Roads (Amount Assessed - Apply for County Grant)		8,316		8,316	
TOTAL ROADS	**7,089**	**19,492**	**5,149**	**23,716**	
TOTAL OPERATIONS COSTS	**198,903**	**962,996**	**740,554**	**82,850**	
TOTAL EXPENDITURES	**275,781**	**990,182**	**906,192**	**110,254**	This # plus Reserves
Receivables Start of FY	2,800		156,946		= revenue + carryover
Payables Balance Start of FY	3,637		158,478		
	6/30/2019	**6/30/2020 (EST)**	**6/30/2020**	**6/30/2021 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - ROADS	7,880	11,176	11,176	15,400	
GENERAL FUND - WATER	14,059	4,155	4,318	29,492	
RESERVES BALANCES	23,116	46,527	46,530	24,699	
TOTAL FUNDS BEGINNING OF YEAR	**45,055**	**61,858**	**62,024**	**69,591**	
Receivables Balance End of FY	156,946				
Payables Balance End of FY	158,478				
End of Year Bank Balance (Excluding Reserves)	-5,862		69,591		
Net per year (Revenue minus Expenses)	-51,612	0	9,099	0	

Budget Message: The District manages the roads and water. A water storage tank and water meters were installed this last fiscal year. A billing structure for water usage will be established and started July 1, 2021, to help with major costs and long term capital improvements. In addition to the construction of a water tank and installation of meters, there were two major repairs on the water system in this last fiscal year that required pump and motor replacements for a cost of over $30,000. The County approved an emergency grant to assist in the costs, but it still took a large share of the District's reserves. The District still hopes to allow additional taps onto the water system when requests are made. A reserve account is set up to maintain the $23,320 required by the state as well as build reserves for future major repairs and capital improvement projects.

Board Member Signature

Board Member Signature

Directors: David Collins (Pres.) and Nancy Bock (Sec./Treas.) terms end May, 2021, 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 mailed monthly.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

	STREETS	MILES
Roads:	**North Pineview**	**0.5**
	Ranchette Drive	**0.5**
	Island Drive	**0.5**
	Robinson Street	**0.3**
	Wild Cat Court	**0.2**
	Pineview Drive	**1.5**
	TOTAL	**3.5**

Miscellaneous Information:
22 taps currently billed
1 tap not billed: Melton, Dawn
2 other taps connected (???)

18480 total feet in District

5,280 feet in a mile

Estimate for 1,600 feet of 4" of scoria on 24' wide road $9,000
$22.50 per cubic yard
To do all 18,480 feet in the District (18,480/1600 = 11.55*9000) =
$103,950

SLIB Loan Balances 6/30/21:

2.5% loan for 20 years (1st pmnt 2021) $126,629.61

0% loan for 20 years (1st pmnt 2021) $77,621.03