Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, May 4, 2020, 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, Darlene Fetters, Mark Hines (DOWL)

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

I. **Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines provided an update. There are a few submittals that are being finalized. The contractor should be starting the end of May or the first week of June. There have not been any bills yet from the contractor. Since the next meeting is the end of June, if any bills come in from the contractor or engineer that need to be submitted to the state for the grant and loan, two board members will sign those pay requests between meetings as needed. David Collins moved to approve and submit the grant and loan pay requests as presented. Nancy Bock seconded. Motion carried unanimously.

Pineview Water Project - Grant/Loan Tracking – May 4, 2020

FUNDING AMOUNTS:		**563,500**	**384,473**	**49,999.92**		**997,972.92**	
INVOICES/ PAY REQUESTS	**AMOUNTS**	**WWDC**	**SRF**	**County**	**District**	**Total Calculated**	**Total Funding**
DOWL Invoice 5328.26702.02-20	2,545.00						
DOWL Invoice 5328.26702.02-21	1,557.50						
PAY REQUEST 18 (Cty = PR 6)	4,102.50	2,316.46	1,580.50	205.54	0.00	4,102.50	4,102.50
TOTAL TO DATE	**89,387.39**	**48,533.37**	**33,160.73**	**6,767.09**	**926.20**	**89,387.39**	**88,461.19**
FUNDING AMOUNT REMAINING:		**514,966.63**	**351,312.27**	**43,232.83**			**909,511.73**

II. **Minutes Approval** – David Collins moved to approve the minutes for the March 9, 2020, regular meeting, as presented. Nancy Bock seconded. Motion carried unanimously. There was no meeting in April due to COVID-19 social distancing restrictions and concerns.

III. **Treasurers Report / Pay Bills / Sign Bank Statements –** David Collins moved to accept the Treasurer's Report and pay bills as presented and listed below, and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			**$12,832.92**
03/06/20	Deposit – SLIB Loan Req 16	$514.64	
Adjusted Balance Forward:			$13,347.56
03/11/20	Deposit – WWDC Grant Req. 15	$2,075.87	
03/10-03/31/20	Deposits	$1,198.00	
03/31/20	Interest	$1.69	
04/01/20	Deposit – WWDC Grant Req. 17	$1,427.94	
04/03/20	Deposit – SLIB Loan Req 17	$1,012.00	
04/10/20	Deposit – Assessments	$476.00	
04/14/20	Deposit – County Grant Req. 5	$193.75	
04/01-04/30/20	Deposits	$2,478.00	
03/09/20	Deposit – County Grant Req. 4	$98.53	

Bills paid in April (no meeting in April)

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 2/29/30-/3/31/20	$449.57

1278	Cathey Consulting	Inv. 5416 – Mar. Admin/Books	$603.10
1279	DOWL	Inv. 5328.26702.02-20–Eng 2/20-3/28	$2,545.00
1280	Local Gov't. Liab. Pool	Inv. 12581 – Insurance 7/1/20-6/30/21	$500.00
1281	Water Guy	Inv. 2019-1294 – Mar. Water Op.	$486.50
Total:			$4,584.17

Bank Balance Prior to Meeting: $17,626.64

Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 3/31-	No bill yet
1282	Cathey Consulting	Inv. 5454 – Apr. Admin/Books	$594.30
1283	DOWL	Inv. 5328.26702.02-21–Eng 3/28-4/25	$1,557.50
1284	Pineview	3/31/20 Assessments (to Roads Acct)	$94.50
1285	Water Guy	Inv. 2019-1401 – Apr. Water Op.	$486.50
Total:			$2,732.80

BANK BALANCE END OF MEETING (WATER): $14,893.84

Roads Account Balance Forward From Last Meeting: $13,206.10

03/31/20 Interest $1.27

Roads Account Balance Prior to Meeting: $13,207.37

Bills Paid

Check #	Payee	Purpose	Amount
None			

05/04/20 – Deposit – ck# 1284 above for 3/31/20 Assessments for Roads $94.50

BANK BALANCE END OF MEETING (ROADS) $13,301.87

Water System Reserve Account Balance Forward From Last Meeting: $23,192.22

03/31/20 Interest $6.69

BANK BALANCE END OF MEETING (WATER RESERVES) $23,198.91

IV. Roads – There was discussion on roads. A culvert is needed at the base of the road that goes up to the well house. David Collins moved to approve road work for an amount not to exceed $10,000 for a culvert (to County specification) at the base of the road that comes off of the well house where it meets North Pineview and then use the remainder of the money for rock (scoria) where it is most needed on the roads. Nancy Bock seconded. Motion carried unanimously. David Collins will call Dave Shannon to schedule the work.

V. Water System Update – No update.

VI. Unfinished Business

a. Budget – The budget was reviewed and updated. David Collins moved to approve the preliminary budget and run the following legal ad in the News-Record on June 16, 2020. 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 7/1/20 – 6/30/21 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 29, 2020, at 5:00 p.m. Budget Summary:

Expenses: Administrative $14,900 / Indirect $500 /
Water Operations & Project $949,284 /
Roads $22,316 / Loan $17,851
Reserves $29,734
Revenue and Rollover: $1,034,585

The monthly fee for those on water will stay at $80 per month, and 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 05/04/20. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VII. New Business

a. There are a number of street signs that are missing. David Collins will make a list of signs that are missing, and Helenanne Cathey will call the County to order the signs.

VIII. Next Regular Meeting: Monday, June 29, 2020, 5:00 p.m. (Budget Hearing and Regular Meeting)

2020 Meetings:

Monday, June 29, 2020, 5:00 p.m.

Monday, Jul. 27, 2020, 5:00 p.m.	Monday, Aug. 24, 2020, 5:00 p.m.	Monday, Sep. 21, 2020, 5:00 p.m.
Monday, Oct. 19, 2020, 5:00 p.m.	Monday, Nov. 16, 2020, 5:00 p.m.	Monday, Dec. 14, 2020, 5:00 p.m.

IX. Adjourn – David Collins adjourned the meeting at 5:55 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!**

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 - 7/1/2020 - 6/30/2021					
Budget Hearing Monday, June 29, 2020, 5:00 p.m. at office of Cathey Consulting / PO Box 3827, Gillette, WY 82717					
	Actual (F32)	**Budget**	**Actual (ESTIMATED)**	**Budget**	
	7/1/18 - 6/30/19	**7/1/19 - 6/30/20**	**7/1/19 - 6/30/20**	**7/1/20 - 6/30/21**	
Revenue					
Monthly Fees (22 X $80/mo.)	22,960	21,120	22,960	21,120	80
Monthly Fees (Additional lots on water system)		2,000		2,000	
Assessments - Past Due Balances		494		494	
Assessments - past due - revenue reflected last year		-494		-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	21	40	15	40	**159.33**
Grant County - Water Tank Project	3,057	44,601	1,368	43,232	
Grant - State - WWDC	20,389	330,852	10,885	514,966	
Loan - State (2.5% for 20 years)	13,278	236,652	7,653	351,212	$909,410
Grant - County (Road Work)		2,079		2,079	
Interest - Bank	62	100	100	100	
Other Fees (Late, Coll., Tap, etc.)	1,859	15,000	1,000	15,000	Tap Fees Estimated
Water Overages	0		0		
Receivables at End of Prior Year	*0*	*2,800*	*0*	*0*	*Receivables end of prior yr*
TOTAL REVENUE	86,728	680,346	69,083	974,851	
CASH CARRYOVER		***45,042***		***59,734***	
TOTAL REVENUE PLUS CASH CARRYOVER	**86,728**	**725,388**	**69,083**	**1,034,585**	
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($700 X 12)	7,558	8,400	6,960	8,400	*Meter Readings Increase*
CPA Review		6,000	596	6,000	
Contract Legal (Easements)					Included in Project Costs
Office / Postage / Advertising / Other	679	500	1,000	500	
Travel					
TOTAL ADMINSTRATIVE	**8,237**	**14,900**	**8,556**	**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	0	0	0	0	
DEBT - PRINCIPAL COSTS	0	17,851	0	17,851	$16,786 loan payment +
Operations					$1,065 to pay off Bredthauer
Misc (Cash Carryover less reserves)		*8,746*		*13,164*	*Cash Carryover*
Water Operator / Meter Reading ($583 (EST) X 12)	5,967	7,000	5,967	7,000	*Meter Readings Increase*
Water System Chemicals (Chlorine)	851	1,000	1,000	1,000	
Water System Electricity	5,721	6,500	6,500	6,500	
Water System Repairs & Maintenance	200	2,841	1,226	2,841	
Water System Testing	260	1,000	352	1,000	SOC/VOC 4/24/18 $1,232
Water Tank Cleaning & Inspection					
Water System - Other Items	65	1,835	0	1,835	
Water Tank / Meters / Pump Project (Engin.)					
Water Tank / Meters / Pump Project (CAPITAL PROJECT)	37,624	612,105	20,381	909,410	
TO RESERVES		**6,534**		**6,534**	
Payables at End of Prior Year		*3,196*		*0*	*Payables at end of prior yr*
TOTAL WATER SYSTEM	**50,688**	**650,757**	**35,426**	**949,284**	*Includes Cash Carryover*
Misc Roads Expenses (Cash Carryover less reserves)		*7,879*		*14,000*	
Roads (3.5 miles total = 18,480 feet)	5,873	2,079	1,764		
Roads (Amount Assessed - Apply for County Grant)		8,316		8,316	
TOTAL ROADS	**5,873**	**18,274**	**1,764**	**22,316**	
TOTAL OPERATIONS COSTS	**56,561**	**669,031**	**37,190**	**971,600**	
TOTAL EXPENDITURES	**65,298**	**702,282**	**46,246**	**1,004,851**	This # plus Reserves
Receivables Start of FY	18,627		2,800		= revenue + carryover
Payables Balance Start of FY	21,519		3,637		
	6/30/2018	**6/30/2019 (EST)**	**6/30/2019**	**6/30/2019 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUND - ROADS	6,503	7,879	7,880	14,000	
GENERAL FUND - WATER	19,180	14,057	14,059	16,000	
RESERVES BALANCES	0	23,106	23,116	29,734	*6/30/21 reser. $36,268*
TOTAL FUNDS BEGINNING OF YEAR	**25,683**	**45,042**	**45,055**	**59,734**	
Receivables Balance End of FY	2,800				
Payables Balance End of FY	3,637				
End of Year Bank Balance (Excluding Reserves)	45,058		67,055		
Net per year (Revenue minus Expenses)	21,430	0	22,837	0	

Budget Message: The District manages the roads and water. The District will complete the construction of a water storage tank and installation of water meters to meet EPA requirements and serve the needs of the members of the District this fiscal year. There are other properties in the District that will be connected to the water system if possible this fiscal year. The District is working on roads as funds allow. A reserve account is set up as per the State's funding requirements, and the District will move funds to reserves if tap fees are received this fiscal year and the money is not needed for repairs this fiscal year. The District will develop a fee structure for meter readings over the coming months.

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**	Miscellaneous Information:
Roads:	**North Pineview**	**0.5**	22 taps currently billed
	Ranchette Drive	**0.5**	1 tap not billed: Melton, Dawn
Estimate for 1,600 feet of 4" of scoria on 24' wide road $9,000	**Island Drive**	**0.5**	2 other taps connected (???)
$22.50 per cubic yard	**Robinson Street**	**0.3**	
To do all 18,480 feet in the District (18,480/1600 = 11.55*9000) =	**Wild Cat Court**	**0.2**	
$103,950	**Pineview Drive**	**1.5**	18480 total feet in District
	TOTAL	**3.5**	5,280 feet in a mile