Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, November 15, 2021, 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, Scott Robinson, Erica Mund and Ryan Gemar (Bennett, Weber & Hermstad)

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

I. **CPA Review For Fiscal year Ending 6/30/2021 –** The CPA Review has been completed. Erica Mund reviewed the financial statements for the fiscal year ending June 30, 2021. The restricted cash should be $23,028 which is a requirement in the loan documents. The revenue and expenditures were reviewed and discussed. Water expenses were up by $21,000 due to well problems. Ryan Gemar, partner at Bennett, Weber & Hermstad, encouraged the District to get the Water System Reserve back up to $23,028 as soon as possible to comply with the loan agreement. He also reviewed the amounts that have been assessed for the loan. The Board agreed that a top priority is to get the Water System Reserve back up to comply with the loan documents. The two major expenditures really hurt, along with other repair costs and the cost to do the CPA review, for which the bill hasn't been received yet. Hopefully by the end of the fiscal year the financial situation will be better.

II. **Minutes Approval –** David Collins moved to approve the minutes for the October 18, 2021, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.

III. **Treasurers Report / Pay Bills / Sign Bank Statements –** The total bills presented for payment for the water system amounted to $15,232.97. The District doesn't have the funds to pay all of these bills at this time. David Collins moved to accept the Treasurer's Report and pay bills as follows: JR Civil $2,360.83, transfer to roads, $1,134.00, Powder River Energy $621.19 and three water Guy invoices for $1,524.75, for a total of $5,640.77. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			**$244.70**
10/22-10/31/21	Deposits	$533.00	
10/31/21	Interest	$0.08	
11/01-11/12/21	Deposits	$5,235.50	
Balance Prior to Bill Payments:			$6,013.28
Bills paid at this meeting:			

Check #	**Payee**	**Purpose**	**Amount**
AUTO	Powder River Energy	Electricity 10/1-11/1/21	$621.19
1363	JR Civil	9/28/21 – Replace PVC line fittings with brass fittings	$2,360.83
1364	Pineview	10/31/21 Assessment transfer to Roads Acct	$1,134.00
1365	Water Guy	Inv. 2021-941 – Fix leak, ProElectric repair $740.00	$1,524.75
		Inv. 2021-1045 – Call out for no water $211.25	
		Inv. 2021-1022 – Oct. Water Operator/Meter Rdg $573.50	
TOTAL:			$5,640.77
BANK BALANCE END OF MEETING (WATER):			**$372.51**

Bills remaining unpaid:

Cathey Consulting – Invoice 6274 – Oct. Admin/Bookkeeping/Compliance/Postage	$723.20
Pineview ISD – Transfer to Reserves Account (to meet required minimum)	$3,000.00
Water Guy – Inv. 2021-942 – Tie in new well line to pump house/move chlorine pump	$5,869.00
Total:	$9,592.20

The bill for the CPA Review will be approximately $6,000. No billing has been received yet for this work.

Roads Account Balance Forward From Last Meeting:			**$15,485.33**
10/31/21	Interest	$0.92	
Roads Account Balance Prior to Meeting:			**$15,486.25**

Bills Paid

Check #	Payee	Purpose	Amount
None			
Transfer from Checking (10/31/21 Road Assessm.)		$1,134.00	
BANK BALANCE END OF MEETING (ROADS)			**$ 16,620.25**

Water System Reserve Account Balance Forward From Last Meeting:			**$9,074.64**
10/31/21	Interest	$0.77	
Water System Reserve Account Balance Prior to Meeting:			**$9,075.41**

Accounts Receivable balances were reviewed. There are two past due accounts that each owe three months. There was discussion on having a shut off policy for people who aren't paying their water bills. The consensus is to start on developing a shut off policy after the first of the year.

IV. Water System Update – The water system information was reviewed.

V. Roads – There was discussion on road work. Up to $10,000 has been approved for rock and road work. Some work has been done. No bills have been received yet.

VI. Unfinished Business

a. None

VII. New Business

a. 2022 meetings will be scheduled at the next meeting.

VIII. Next Regular Meeting: Monday, December 13, 2021, 5:00 p.m.

2021 Meetings: Mon., Dec. 13, 2021, 5:00 p.m.

IX. Adjourn – David Collins moved to adjourn. Nancy Bock seconded. The meeting adjourned at 5:35 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