

Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, November 16, 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 Feters, Scott Robinson, Mark Hines (DOWL)

Nancy Bock called the meeting to order at 5:02 p.m.

- I. Water Storage Tank / Water Meters / Water System Upgrades Project** – Mark Hines provided an update on the project. It took a few tries to get the generator up and running, but it is up and working now. The project is now officially substantially complete. JR Civil's pay request 6 for \$913.22 should be the final pay request. It includes the contractor incurred liquidated damages in the amount of about \$10,400. The contractor went eight days over the allowed days for the contract. Nancy Bock moved to approve Change Order No. 4 for a decrease of \$5,729.38 which closes out the project funds for JR Civil, and approve Pay Request 6 for \$913.22 for JR Civil. Michael Hardman seconded. Motion carried unanimously. Nancy Bock moved to run the final advertisement notice which notifies any subcontractor or supplier that they must submit their claims prior to January 1, 2021, otherwise the retainage will be released to JR Civil. Michael Hardman seconded. Motion carried unanimously. DOWL has an amendment for the Board to consider at the next meeting. He will get funding agency approvals before bringing it to the District. It is basically due to the eight additional days overrun by the contractor. Nancy Bock moved to sign and submit the pay requests for the State grant and loan and County grant as soon as they are available and to pay JR Civil \$913.22 as soon as the funding is approved. Michael Hardman seconded. Motion carried unanimously.

There was discussion on a couple of power blips that occurred recently, and the red light turned on. Mark Hines explained that whenever a power outage occurs, the generator should kick on, and then it should switch back over automatically when the power comes back on (or within about a half an hour). If the red light comes on, call Water Guy at 307-299-9911. There is a one year warranty on everything with the water system, so if something isn't working right, the engineer should be contacted. The generator also has an extended warranty on it. The generator is scheduled to run once a week (on a Monday). It doesn't power anything at this time, but it runs to ensure the generator stays in running condition. Sometimes if the power blips several times, it can mess with the controls.

- II. Minutes Approval** – Nancy Bock moved to approve the minutes for the October 19, 2020, regular meeting as presented. Michael Hardman seconded. Motion carried unanimously.
- III. Treasurers Report / Pay Bills / Sign Bank Statements** – Nancy Bock moved to accept the Treasurer's Report and pay bills as presented and listed below, and sign bank statements. Michael Hardman seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting: \$56,572.17

10/20-10/31/20	Deposits	\$660.00	
10/23/20	Deposit – SLIB Loan Req 22	\$11,600.35	
10/29/20	Ck# 1312 – JR Civil LLC –		\$24,301.43
	Pay Request 4 8/24/20-9/1/20 Water Tank/Meters Project		
10/31/20	Interest	\$22.87	
11/1-11/16/20	Deposits	\$1,340.00	
11/05/20	Deposit – WWDC Grant Req 23	\$21,277.54	
11/10/20	Deposit – Assessments	\$2,565.50	
11/13/20	Deposit – County Grant Req 11	\$1,888.07	
Balance Prior to Bill Payments:			\$71,625.07

Bills paid at this meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 10/01-10/31/20	\$958.36

1313	Alternative Propane, LLC	Inv. 7546 – Propane tank, valve, propane	\$930.77
1314	Cathey Consulting	Inv. 5725 – Oct. Admin/Books/Post.	\$724.75
1315	Pineview ISD	10/31/20 Assessment for Roads	\$1,039.50
1316	Water Guy	Inv. 2020-486 – Oct. Water Op /Meters \$573.50	\$768.50
		Inv. 2020-553 – Generator start up \$195.00	

Total: \$4,421.88

BANK BALANCE END OF MEETING (WATER): \$67,203.19

Amount of Bank Balance Reserved for Retainage for JR Civil:

Pay Request 1: \$14,590.66 + Pay Request 2: \$27,837.38 = TOTAL: \$42,428.04

Amount of Bank Balance Reserved for JR Civil Pay App. 5 and two DOWL invoices

County Grant \$1,888.07 + WWDC Grant \$21,277.54 = TOTAL: \$23,165.61

(Grant and loan requests for today's JR Civil pay request not available yet.)

Bank Balance Available End of Meeting: \$1,609.54

Bills Remaining Unpaid at End of Meeting (Water Project):

DOWL – Inv. 5328.26702.02-24 \$6,221.25

DOWL – Inv. 5328.26702.02-25 \$9,289.15

DOWL Credit -\$10.00 \$15,500.40

JR Civil Pay Req. 1 Retainage on hand: \$14,590.66

JR Civil Pay Req. 2 Retainage on hand: \$27,837.38

JR Civil Pay Req. 5 \$22,175.65 \$64,603.69

JR Civil Pay Req. 6 \$913.22

Total: \$80,104.09 + \$913.22

Pending State Loans \$14,520.44

To be paid upon receipt of state loan:

DOWL \$15,500.40

JR Civil Pay Req 5 \$22,175.65

TOTAL: \$37,676.05

JR Civil Pay Req 6 \$913.22 (this meeting)

Roads Account Balance Forward From Last Meeting: \$9,941.38

10/31/20 Interest \$0.65

11/13/20 Boller payment and donation for roads \$719.50

Roads Account Balance Prior to Meeting: \$10,661.53

Transfer to Roads from Checking (Assessments): \$1,039.50

Bills Paid

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
1037	Best Out West Spraying	Inv. 4049–2 lds gravel (Boller)	\$367.50
		Inv. 4050 – 6 loads of gravel	\$1,207.50

TOTAL BILLS PAID: \$1,575.00

BANK BALANCE END OF MEETING (ROADS) \$10,126.03

Water System Reserve Account Balance Forward From Last Meeting: \$41,546.64

10/31/20 Interest \$4.57

BANK BALANCE END OF MEETING (WATER RESERVES) \$41,551.21

IV. Roads – There was discussion on road work. Thank you to Matt Blakeman for blading the roads at no cost to the District.

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

VI. Unfinished Business

- Bennett, Weber and Hermstad completed the compilation. Nancy Bock moved to accept the compilation as presented from Bennett, Weber & Hermstad. Michael Hardman seconded. Motion carried unanimously.

VII. New Business

- a. Patrick Carpenter, the attorney for the District, is leaving Stevens, Edwards, Hallock and Carpenter. He is moving his practice to Sundance. Nancy Bock moved to stay with the local law firm of Stevens, Edwards, and Hallock. Michael Hardman seconded. Motion carried unanimously.
- b. Director election – May 4, 2021 (Bock, Collins – 4 year terms) – The following legal ad will run on January 12, 2021.

NOTICE OF DIRECTOR ELECTION PINEVIEW IMPROVEMENT & SERVICE DISTRICT CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, May 4, 2021, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the Pineview Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 4, 2021, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 3827, Gillette, WY 82717) or with Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette) between February 3, 2021, and February 23, 2021. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Nancy Bock, Secretary/Treasurer / Filing Officer
Pineview Improvement & Service District

- c. 2021 meetings were scheduled.

VIII. Next Regular Meeting: **Monday, December 14, 2020, 5:00 p.m. (Regular Meeting)**

2020 Meetings: Monday, Dec. 14, 2020, 5:00 p.m.

2021 Meetings:

Monday, Jan. 11, 2021, 4:30 p.m. (NOTE time difference due to Cathey Consulting meeting schedule)

Mon., Feb. 8, 2021, 5:00 p.m. Mon., Mar. 8, 2021, 5:00 p.m. Mon., Apr. 5, 2021, 5:00 p.m.

Mon., May 3, 2021, 5:00 p.m. 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.

IX. Adjourn – Nancy Bock moved to adjourn. Michael Hardman seconded. The meeting adjourned at 5:48 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