

**Pineview Improvement and Service District**  
**Regular Meeting**  
**MINUTES**  
**Wednesday, October 12, 2016, 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, Mark Hines (DOWL)

David Collins called the meeting to order at 5:03 p.m.

**I. DOWL Engineering / Water Storage Tank Project –**

- a. **DOWL Update** – Mark Hines reported that DOWL submitted the application to the state, and the state had some comments and changes. They want a higher amount budgeted for the project, which means the District will need to borrow more than was originally anticipated. The state is very positive about the project, and they are really wanting the project to move forward. They are trying to work with the District and get the project approved. The state is getting much more particular about the projects that they are reviewing and approving. One item they required was a 6% inflation adjustment. The funding scenarios were reviewed. The total project cost they are looking at is \$680,000 and that's on page 5-13 in the project manual. The state wanted to see various alternatives reviewed, so those are broken out in the project manual. Page 6-1 shows the financing for the WWDC Eligible costs. There are 5 different funding scenarios, and Column 4 is the projected financing scenario. There is the potential of some additional principal forgiveness, which would drop the loan amount, and thereby decrease the annual loan payment. However, the State is requiring that the District assess based on the projected financing in Column 4, which is how the projected loan amount was calculated below. Page 6-2 has the Non-Eligible costs in Table 6-2. The information is on file at Cathey Consulting if any land owners want to review the information.

The revised numbers will be considered at a public hearing December 5, 2016, at 5:00 p.m. in Resolution 2016-002. The resolution is attached. The revised proposal is explained below:

| PREVIOUS                                |           | REVISED (October, 2016)   |
|-----------------------------------------|-----------|---------------------------|
| Total Project Cost:                     | \$534,000 | \$680,000                 |
| WWDC Grant                              | \$272,000 | \$369,840                 |
| Campbell County District Support Grant: | \$ 47,000 | \$ 49,000                 |
| SRF Loan                                | \$194,000 | \$261,160 (2.5% / 20 yrs) |
| District:                               | \$ 21,000 | \$0                       |

**\$261,160 Loan at 2.5% for 20 years = \$16,752.66 Per Year / 22 taps = \$763**  
**TOTAL LOAN PAYMENT = \$763 per year / 12 = \$63.58 (\$65) per month**

There is a potential for the District paying some fees to get the project moving, but those costs will come from the annual budget and not the project budget. The budget already allows for this.

David Collins moved to adopt Resolution 2016-003 to indicate the District's agreement to pursue the funding package and go through another hearing process with the District's landowners for the \$763 per year loan payment (\$65 per month). This is an increase of approximately \$17 per month. A copy of the resolution is attached. Nancy Bock seconded. Motion carried unanimously.

The public hearing for the revised assessment amount will be held on December 5, 2016, at 5:00 p.m. prior to the regular meeting. The following notice will run in the News-Record and will be mailed to the properties on the water system who are affected by this assessment. The board will have a regular meeting on November 7, 2016, where the project will be discussed. The public hearing will be held December 5<sup>th</sup> for this specific issue. The District will consider the resolution for final adoption at the December 5<sup>th</sup> regular meeting. The District has already adopted a resolution for \$578 per year. This resolution increases that to \$763 per year. Please note that should more people get on the water, the

annual loan payment can be spread out over those lots as well, which will hopefully drop that rate down in future years. For now, the District has to use the existing 22 taps/lots.

**Pineview Improvement and Service District  
Water Storage Tank, Water Meters, Water System Upgrades Project  
Revised October 12, 2016**

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:   | \$680,000 - To be funded as follows: |
| WWDC Grant:           | \$369,840                            |
| County Grant:         | \$49,000                             |
| Loan (2.5% interest): | \$261,160                            |
| District:             | \$0.00                               |

Probable cost per tap: \$11,871.00 to be paid either up front or under a 2.5% loan payable over 20 years.  
Estimated loan payment: \$16,752.66 / 22 taps currently on water = \$763 per tap per year.

The resolution authorizing the improvements will be considered Monday, December 5, 2016, 5:00 p.m. at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette (K2 Technologies Building – entrance is on 4<sup>th</sup> 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** – The final grant money has been received, and the final bill from DOWL paid. The final paperwork to close out the grant was signed and will be submitted to the County.

**II. Minutes Approval** – David Collins moved to approve the minutes for the September 6, 2016, regular meeting. 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.

|                                       |          |               |
|---------------------------------------|----------|---------------|
| <b>Balance Forward Water Account:</b> |          | <b>\$9.84</b> |
| 08/31/16                              | Interest | \$0.15        |
| <b>ADJUSTED BALANCE FORWARD:</b>      |          | <b>\$9.99</b> |
| 08/05/16                              | Deposit  | \$180.00      |
| 08/16/16                              | Deposit  | \$440.00      |
| 08/16/16                              | Deposit  | \$80.00       |
| 08/16/16                              | Deposit  | \$130.00      |
| 08/25/16                              | Deposit  | \$80.00       |
| 08/30/16                              | Deposit  | \$180.00      |
| 09/07/16                              | Deposit  | \$240.00      |
| 09/30/16                              | Interest | \$0.10        |
| 10/05/16                              | Deposit  | \$637.00      |
| 10/11/16                              | Deposit  | \$302.00      |



\$2,654.09

Nancy Bock, Secretary/Treasurer / Date

Resolution Number: 2016-002

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A WYOMING WATER DEVELOPMENT GRANT APPLICATION AND STATE LOAN APPLICATIONS ON BEHALF OF THE GOVERNING BODY FOR THE:

**PINEVIEW IMPROVEMENT & SERVICE DISTRICT**

FOR THE PURPOSE OF: WATER STORAGE TANK, WATER METERS, WATER SYSTEM UPGRADES PROJECT

**WHEREAS**, the Governing Body for the **PINEVIEW IMPROVEMENT AND SERVICE DISTRICT** desires to participate in the WYOMING WATER DEVELOPMENT GRANT program AND STATE LOAN PROGRAM to assist in financing this project; and

**WHEREAS**, the Governing Body of the **PINEVIEW IMPROVEMENT AND SERVICE DISTRICT** recognizes the need for the project; and

**WHEREAS**, the Wyoming Water Development Grant program and State loan program require that certain criteria be met, and to the best of our knowledge this application meets those criteria; and

**WHEREAS**, the Governing Body of the **PINEVIEW IMPROVEMENT AND SERVICE DISTRICT** plans to fund the above listed project with the following sources:

**PROJECT FUNDING / COST SUMMARY**

| PREVIOUS                                |           | REVISED (October, 2016)   |
|-----------------------------------------|-----------|---------------------------|
| Total Project Cost:                     | \$534,000 | \$680,000                 |
| WWDC Grant                              | \$272,000 | \$369,840                 |
| Campbell County District Support Grant: | \$ 47,000 | \$ 49,000                 |
| SRF Loan                                | \$194,000 | \$261,160 (2.5% / 20 yrs) |
| District:                               | \$ 21,000 | \$0                       |

\$261,160 Loan at 2.5% for 20 years = \$16,752.66 Per Year / 22 taps = \$763

TOTAL LOAN PAYMENT = \$763 per year / 12 = \$63.58 (\$65) per month

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE PINEVIEW IMPROVEMENT AND SERVICE DISTRICT**, that a grant application in the amount of \$369,840 be submitted to the Wyoming Water Development Office and a loan application in the amount of \$261,160 for consideration by the State Lands & Investment Board to assist in funding the Pineview Improvement and Service District Water Storage Tank, Water Meters, and Water System Upgrades Project.

**BE IT FURTHER RESOLVED**, that David Collins, President and Michael Hardman, Vice President are hereby designated as the authorized representatives of the **PINEVIEW IMPROVEMENT AND SERVICE DISTRICT** to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title)

STATE OF WYOMING )

County of Campbell )

David Collins, President and Michael Hardman, Vice President, of Pineview Improvement & Service District, personally appeared before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2016. Witness my hand and official seal.

\_\_\_\_\_  
Signature of Notarial Officer

\_\_\_\_\_  
Title and Rank

My commission expires: \_\_\_\_\_



A RESOLUTION BY THE PINEVIEW IMPROVEMENT AND SERVICE DISTRICT CLARIFYING FUNDING FOR THE PROPOSED WATER STORAGE TANK PROJECT

WITNESSETH

**WHEREAS**, the Pineview Improvement and Service District (District) desires to construct an improvement project to their existing water system, with improvements consisting of a new storage tank, pump station, connecting piping and associated improvements as described in a preliminary engineering report (PER) dated September 2016; and

**WHEREAS**, that PER has been submitted to the Wyoming Water Development Commission (WWDC) with an application for Level III funding in 2017; and

**WHEREAS**, the PER included cost estimates for the project and a proposed funding plan, including increasing the assessments (water rates) for the users of the system to help pay for these improvements; and

**WHEREAS**, it is recognized by the District Board that final costs and funding sources are not known at this time, and that the assessment increases previously proposed may not be sufficient to cover all the costs; and

**WHEREAS**, the District strongly supports this project and desires to obtain WWDC funding to allow this project to move forward in 2017 for the design and construction of these improvements; and

**WHEREAS**, the WWDC will consider the District's application for funding at their meetings in November and December, with a final recommendations to go to the Legislature for funding during their 2017 session;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE PINEVIEW IMPROVEMENT AND SERVICE DISTRICT** that they will immediately proceed with a public hearing process in accordance with Wyoming State Statutes 18-12-116 thru 18-12-118 to authorize increased assessments to the amount necessary to pay for remaining costs should the WWDC funding be approved in order to proceed with the design and construction of the above described project; and recognizing that if this process is not successful, the application for WWDC funding will be withdrawn;

**BE IT FURTHER RESOLVED**, that David Collins, President of the District, is hereby designated as the authorized representative of the District, to act on behalf of the Governing Body on all matters relating to this application.

PASSED, APPROVED AND ADOPTED THIS 12<sup>th</sup> day of October, 2016.

David Collins  
District President

Attest:

Nancy Bock  
District Secretary