**Pineview Improvement and Service District**
**Regular Meeting**
**MINUTES**
**Monday, October 19, 2020, 5:00 p.m.**
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

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| BOARD MEMBERS PRESENT: | Nancy Bock, David Collins, Michael Hardman |
| OTHERS PRESENT: | Helenanne Cathey, Mark Hines (DOWL), Darlene Fetters, Joe Moore |

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 on the project. The contractor was out there last week finishing up some reclamation – seeding and mulching. The backup generator is hooked up, but there is some start up training they are going to schedule in the near future. A pay estimate from JR Civil was reviewed. An invoice will be coming on the leak repair. They were due to have the project completed August 20th, but they didn't get done until August 26th. There have been a couple of days spent on the generator. They are into some liquidated damages, which means that their contract amount will be reduced. The contractor doesn't agree with what the engineer has calculated. The funding agencies will schedule a time with the contractor, David Collins and Mark Hines to discuss liquidated damages. DOWL has additional time and will present an amendment to the District at a future meeting after the liquidated damages with the contractor are resolved.

David Collins moved to accept and submit pay applications to the state for JR Civil's Pay Request 5 ($22,175.65) and two of DOWL's invoices ($6,221.25 and $9,289.15) and to pay JR Civil and DOWL upon receipt of grants from the State and County and the loan from the State. Nancy Bock seconded. Motion carried unanimously.

If a tap is close enough that the main line is not going to have to be extended (or it is a minimal extension), there was discussion on allowing taps now rather than wait until next year. If a new tap will require the extension of a main, the District will need to determine how that will be paid for. This will be discussed further in the coming months.

<u>BILLING THIS MONTH:</u>
JR Civil – Pay Application 5 – Water System project 9/02-10/15/20 (no retainage) $22,175.65
DOWL - Inv. 5328.26702.02-24 $6,221.25
DOWL – Inv. 5328.26702.02-25 $9,289.15
TOTAL: $37,686.05
FUNDING:

| | |
|---|---|
| Pay Request 23 – WWDC Grant | $21,277.54 |
| Pay Request 23 – SLIB Loan | $14,520.44 |
| Pay Request 11 – County Grant | $ 1,888.07 |
| Total: | $37,686.05 |

II. **Travis Hurm / Black Hills Energy / Natural Gas** – Travis Hurm had requested to be on the meeting agenda, but he was not at the meeting.

III. **Minutes Approval** – David Collins moved to approve the minutes for the September 21, 2020, regular meeting as presented. Nancy Bock seconded. Motion carried unanimously.

IV. **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 and transfer $5,000 from the reserve account to the checking account. Nancy Bock seconded. Motion carried unanimously.

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| **Water Account Balance Forward From Last Meeting:** | | | **$226,852.60** |
| 09/23-09/31/20 Deposits | | $320.00 | |
| 09/23/20 | Deposit – SLIB Loan Req 21 | $127,750.50 | |
| 09/30/20 | Interest | $23.93 | |

| | | | | |
|---|---|---|---|---|
| 10/01/20 | Deposit – WWDC Grant Req 22 | $11,483.57 | | |
| 10/01-10/19/20 | Deposits | $820.00 | | |
| 10/09/20 | Deposit – Assessments | $208.94 | | |
| 10/12/20 | Deposit – County Grant Req 9 & 10 | $17,609.82 | | |
| 10/13/20 | Ck# 1305 – DOWL – Inv. 5328.26702.02-23 – Water Project Engineering 6/28/20 – 7/25/20 | | $17,083.87 | |
| 10/13/20 | Ck# 1306 – JR Civil LLC – Pay Application 3 Water Project through 7/24-8/23/20 (no retainage held) | | $310,107.80 | |
| Balance Prior to Bill Payments: | | | | $57,877.69 |

**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. 4**
**County Grant $1,217.51**
**WWDC Grant $11,483.57**
**TOTAL: $12,701.08**
**Waiting on SLIB Loan amount of $11,600.35**
**to pay $24,301.43 due on Pay App. 4**

**Bank Balance Available After Bills and Reserved Amounts: $2,748.57**

Bills paid at this meeting:

| Check # | Payee | Purpose | Amount |
|---|---|---|---|
| AUTO | Powder River Energy | Electricity 8/31-10/01/20 | $967.88 |
| 1307 | 9S Consulting | Inv. 2020-380 – 6/30/20 self-audit | $500.00 |
| 1308 | Cathey Consulting | Inv. 5674 – Sept. Admin/Books/Post. | $726.95 |
| 1309 | Pineview ISD | 10/21/19 Assessment for Roads $94.50 (found error during auditing) 9/30/20 Assessment for Roads $208.94 | $303.44 |
| 1310 | Water Guy | Inv. 2020-360 – Sep. Water Op $486.50 Meter readings $87 & water system Project locating/repairs $3,136.25 (amt. paid: $573.50) Inv. 2020-445 Aug. locates $97.50 | $671.00 |
| 1311 | Water Guy | Inv. 2020-360 – remainder due (see (see Ck# 1310 above) | $3,136.25 |
| Total: | | | $6,305.52 |

TRANSFER FROM RESERVES ACCOUNT: $5,000.00

**BANK BALANCE END OF MEETING (WATER): $1,443.05***

**(*Actual balance $56,572.17 – all except $1,443.05 reserved for retainage and JR Civil Req. 4)**

**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**
**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. 4 $24,301.43**
**JR Civil Pay Req. 5 $22,175.65**

**Total: $104,415.52** ***(plus any other unpaid bills – see above)***

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|---|---|
| **Pending WWDC Grant** | **$21,277.54** |
| **Pending State Loans** | **$11,600.35 & $14,520.44** |
| **Pending County Grant** | **$1,888.07** |
| **TOTAL:** | **$49,286.40** |

**To be paid upon receipt of state loan, state grant, and county grant:**

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|---|---|
| **JR Civil Pay Req 4** | **$24,301.43** |
| **DOWL** | **$15,510.40** |

| | | | |
|---|---|---|---|
| | **JR Civil Pay Req 5** | **$22,175.65** | |
| | **TOTAL:** | **$61,987.48** | |

**Roads Account Balance Forward From Last Meeting:** **$11,099.56**

09/30/20 Interest $0.63

**Roads Account Balance Prior to Meeting:** **$11,100.19**

Transfer to Roads from Checking (Assessments): $303.44

Bills Paid

| Check # | Payee | Purpose | Amount |
|---|---|---|---|
| 1035 | Best Out West Spraying | Inv. 4042 – Haul gravel | $1,286.25 |
| 1036 | Fuller Construction | Inv. 11032 – Scoria | $176.00 |
| TOTAL BILLS PAID: | | | $1,462.25 |

**BANK BALANCE END OF MEETING (ROADS)** **$9,941.38**

**Water System Reserve Account Balance Forward From Last Meeting:** **$46,542.06**

09/30/20 Interest $4.58

10/19/20 Transfer to Checking $5,000.00

**BANK BALANCE END OF MEETING (WATER RESERVES)** **$41,546.64**

V. **Roads** – There was discussion on roads.

VI. **Water System Update –** The water meters are being read. The usage was reviewed. Meter readings will be included on monthly statements starting this month. The District will set a fee schedule for water meter readings after a few months of usage have been reviewed.

VII. **Unfinished Business**

a. Bennett, Weber and Hermstad is working on the compilation.
b. Chrystal Ninas completed the Proof of Cash. The year end reports were signed and will be submitted to the Department of Audit.

VIII. **New Business**

a. David Collins moved to set the tap fee at $10,000 if the main does not need to be extended or it is a very minimal extension. Nancy Bock seconded. Motion carried unanimously. Anyone who wants a tap where the main has to be extended will be considered on a case-by-case basis.
b. A concern was noted on the water pressure at several homes. One landowner reported that if he runs three appliances, he has no water. David Collins will contact Water Guy to ask him to look at this issue for the homeowner.

IX. **Next Regular Meeting: Monday, November 16, 2020, 5:00 p.m. (Regular Meeting)**

**2020 Meetings:**

Monday, Nov. 16, 2020, 5:00 p.m. Monday, Dec. 14, 2020, 5:00 p.m.

X. **Adjourn –** David Collins adjourned the meeting at 5:58 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

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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