

Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, September 21, 2020, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 9/22/2020

BOARD MEMBERS PRESENT: Nancy Bock, David Collins, Michael Hardman
OTHERS PRESENT: Helenanne Cathey, 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 on the project. The project is essentially substantially complete. They may be putting in the backup generator this week. The seeding will be happening probably by the end of the month. Change Order No. 3 was reviewed. This was for moving the meter pit and erosion blanket and riprap for a total of \$8,978.22. David Collins moved to approve Change Order No. 3 for \$8,978.22. Nancy Bock seconded. Motion carried unanimously.

David Collins moved to accept and submit pay applications to the state for JR Civil's Pay Request 4 (\$24,301.43) and to pay JR Civil upon receipt of grants from the State and County and the loan from the State. Nancy Bock seconded. Motion carried unanimously.

Water Guy should have everything they need to start reading meters.

The Board will work on setting rates after a few months of running on the new system. It will probably be after the first of the year before tap fees and other fees are set.

BILLING THIS MONTH:

JR Civil – Pay Application 4 – Water System project 8/24-9/01/20 (no retainage) \$24,301.43

FUNDING:

Pay Request 22 – WWDC Grant	\$11,483.57
Pay Request 22 – SLIB Loan	\$11,600.35
Pay Request 9 – County Grant	\$ 1,217.51
Total:	\$24,301.43

RETAINAGE HELD:

JR Civil - Pay Application 1 – Retainage 6/15-6/23/20	\$14,590.66 (Total Req. 1 = \$145,906.62)
JR Civil – Pay Application 2 – Retainage 6/23-7/23/20	\$27,837.38 (Total Req. 2 = \$278,373.75)
TOTAL RETAINAGE	\$42,428.04

- II. Minutes Approval** – David Collins moved to approve the minutes for the August 24, 2020, regular meeting as presented. 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 presented and listed below, and sign bank statements. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting: \$173,323.48

08/24-08/31/20 Deposits	\$160.00	
08/31/20 Interest	\$13.03	
09/01/20 Deposit – SLIB Loan Req 20	\$107,257.41	
09/10/20 Deposit – County Grant Req 8	\$13,946.52	
09/10/20 Ck# 1302 – JR Civil LLC – Pay Application 2		\$250,536.37
Water Project through 7/27/20	\$278,373.75 less	
Retainage of \$27,837.38		
09/10/20 Deposit – WWDC Grant Req. 21	\$183,048.86	

09/04-09/18/20 Deposits	\$1,461.00	
Balance Prior to Bill Payments:		\$228,673.93
Bills paid at this meeting:		
Check #	Payee	Purpose
AUTO	Powder River Energy	Electricity 7/31-8/31/20
1303	Cathey Consulting	Inv. 5632 – August Admin/Books/Post.
1304	Water Guy	Inv. 2020-224 – Aug. Water Oper.
Total:		\$1,821.33
BANK BALANCE END OF MEETING (WATER):		\$226,852.60
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 Available After Bills:		\$184,424.56
Bills Outstanding:		
DOWL – Inv. 5328.26702.02-23	\$17,083.87	
DOWL – Inv. 5328.26702.02-24	\$6,221.25	
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. 3	\$310,107.80	
JR Civil Pay Req. 4	\$24,301.43	
Total:	\$400,142.39	
Pending	WWDC Grant \$11,483.57	
	State Loan \$127,750.50 + \$11,600.35 = \$139,350.85	
	County Grant \$16,392.31 + \$ 1,217.51 = 17,609.82	
	TOTAL: \$168,444.24	
To be paid upon receipt of state loan and county grant:		
DOWL	\$17,083.87	
JR Civil Pay Req 3	\$310,107.80	
JR Civil Pay Req 4	\$24,301.43	
TOTAL:	\$351,493.10	
Roads Account Balance Forward From Last Meeting:		\$10,746.91
08/31/20	Interest	\$0.65
09/10/20	Reimbursement for road work (Ruby)	\$352.00
Roads Account Balance Prior to Meeting:		\$11,099.56
Transfer to Roads from Checking (Assessments):	\$0	
Bills Paid		
Check #	Payee	Purpose
None		
TOTAL BILLS PAID:		\$0.00
BANK BALANCE END OF MEETING (ROADS)		\$11,099.56
Water System Reserve Account Balance Forward From Last Meeting:		\$46,537.33
08/31/20	Interest	\$4.73
BANK BALANCE END OF MEETING (WATER RESERVES)		\$46,542.06

- IV. **Roads** – There was discussion on roads. Some rock will hopefully be added yet this fall, maybe after some moisture is received.
- V. **Water System Update** – There was discussion on the light.
- VI. **Unfinished Business**

- a. Susan McKay is no longer doing CPA Compilations. Bennett, Weber and Hermstad has quoted a cost of no more than \$3,000 to do the compilation for 6/30/20. David Collins moved to have Bennett, Weber and Hermstad do the CPA Compilation. Nancy Bock seconded. Motion carried unanimously.
- b. Chrystal Ninas is scheduled to complete the Proof of Cash.

VII. New Business

- a. David Collins reported that Josh Bellin called him with a request for a three year warranty on the work done on his property. There was discussion. The consensus of the Board is that this is beyond the scope of the project. There is a one year warranty on the project with the contractor. If any landowner has a concern or an issue, they can come to a Board meeting and address it with the Board as needed.

**VIII. Next Regular Meeting: Monday, October 19, 2020, 5:00 p.m. (Regular Meeting)
2020 Meetings:**

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 5:28 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