

Pineview Improvement and Service District
Regular Meeting
MINUTES
Tuesday, January 5, 2016, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: David Collins, Michael Hardman, Nancy Bock
OTHERS PRESENT: Helenanne Cathey, Darlene Feters, Mark Hines (DOWL Engineering)

David Collins called the Pineview Improvement and Service District regular meeting to order at 5:00 p.m.

- I. DOWL Engineering / Water Storage Tank Project** – Mark Hines came to the meeting to discuss the project. He contacted the state Water Development office to discuss whether or not meters are required prior to putting in a funding application. The WWDC has rules and regulations that they go by, and if you strictly read the letter of the law, it says you must have metering in place and charging people for the water they are using. Mark Hines is trying to find out if the metering project can be done at the same time the funding application is submitted to the state. WWDC does not pay for meters. At a minimum, they are hoping that the project will run concurrent with the WWDC water storage tank funding project application. DOWL could also put together a funding package that includes both the meters and the storage tank. He is still waiting to hear back from the state.

If the District goes straight to a Level III project, which is to apply for construction funding this fall, the state will require a feasibility study – a thorough analysis of the project, future water uses, cost estimates, constructability, operations consideration, financial analysis, etc. The District has to show capability and willingness to fund the project. DOWL will put together a cost estimate and scope for doing the feasibility study and application package to the state.

DOWL needs to have a good idea of the designated location for the tank. The District has a location in mind for the tank. An easement needs to be put in place, but the landowner has expressed willingness to allow the easement. There may be a backup generator requirement. They need to look at these things and have a good answer with DEQ and the state.

Mark Hines will meet with Duaine Faucett (water operator) and Nancy Bock and Michael Hardman in the coming weeks to get a better understanding of the water system.

- II. Minutes Approval** – David Collins moved to approve the December 8, 2015, regular meeting minutes. Nancy Bock seconded. Motion carried unanimously.

- I. Treasurers Report / Pay Bills / Sign Bank Statements** – David Collins moved to accept the Treasurer's Report and pay bills. Nancy Bock seconded. Motion carried unanimously.

Balance Forward:		\$714.34
11/30/15	Interest	\$0.13
Adjusted Balance Forward:		\$714.47
12/10/15	Deposit	\$205.00
12/11/15	Deposit	\$814.00
12/16/15	Deposit	\$200.00
02/29/16	Deposit	\$210.00
01/05/16	Deposit	\$370.00
01/05/16	Deposit – PR Energy Cap. Cr.	\$44.96
Bank Balance Prior to Bill Payments:		\$2,558.43

Bills Paid

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	Electric Bill 11/9/15-12/9/15	\$369.07
1012	Cathey Consulting, LLC	Inv. 3188 – Dec. books/post.	\$374.21
1013	Charles & Cindy Bredthauer	Reimbursement	\$80.00

1014	Water Guy, LLC	Inv. 2015-1279 – Dec. Op. \$484.50	\$1,240.50
		Inv. 2015-1314 – sodium hydr. \$256.00	
		Balance Forward \$500.00	
TOTAL BILLS PAID:			\$2,063.78
BILLS REMAINING UNPAID			
	Charles & Cindy Bredthauer	\$4,374.55	
	Water Guy, LLC	\$500.00	
BANK BALANCE END OF MEETING:			\$494.65
Receivables balance: \$4,549.52			

II. Water System Update – Nancy Bock will contact Water Guy to help them find a shut off for a property that is past due on their account. The water needs to be shut off as soon as possible on this account.

III. Unfinished Business

- a. **Map / Formation documents to State** – The state sent a letter indicating that the District is compliant as of 12/24/15. The District should be able to assess properties in 2016.
- b. **Easement (Storage Tank – Vance)** – The easement will need to be put in place in order to put up the storage tank. The engineer will need to assist with this.

IV. New Business

- a. **Billing Procedures** – The billing procedures that were followed under the Glory Hole Homeowners Association are still in place. A form was reviewed that includes the procedures. It is attached to these minutes. It will be submitted to the County as required.
- b. **Assessments** – There was discussion on water meters. Water meters are going to be required for the District. There was discussion on assessing for the meters – maybe spreading out the assessment over two years if possible. This may depend upon the state's requirements for funding the storage tank. This will be discussed in the coming months. The other item that needs to be assessed in time will be the loan payment. The District will be required to show repayment capability up front. Assessments are the only option for payment as far as the state is concerned.

V. Next Meeting Date: Tuesday, February 2, 2016, 5:00 p.m.

VI. Adjourn – David Collins adjourned the meeting at 5:44 p.m.

NEXT MEETING: TUESDAY, FEBRUARY 2, 2016, 5:00 P.M. at the office of Cathey Consulting.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins, President / Date

Michael Hardman, Vice President / Date

Nancy Bock, Secretary/Treasurer / Date

Pineview Improvement and Service District
General Guidelines / Fees / Collections
January 5, 2016

The Pineview Improvement and Service District follows the same billing procedures as Glory Hole Homeowners Association. All homeowners signed a Water User Agreement stating their understanding of the billing guidelines. The billing procedures are summarized below:

- The monthly fee is currently \$80 per month.
- A monthly statement is mailed the first of the month (or earlier). Monthly bills are due the 1st of each month and are considered past due after 30 days.
- Late fees are added at a rate of \$2 per day. Landowners have until the end of the month to pay their monthly billing without a late fee. If the monthly fee is not paid by the end of the month, the \$2 per day late fee will be applied to the account around the 5th of the following month for the previous month. For example, if the July 1st billing amount is not paid by August 5th, a late fee of \$62 is applied to the account.
- \$100 shut off fee
- \$100 turn on fee
- Any additional fees billed to the District to shut off water, file a lien on a past due account, etc., will be passed on to the landowner. This includes extenuating circumstances, for example, if the Water Operator has to dig up a line to shut off a water service due to delinquency or for any landowner request, all of those fees will be passed on to the landowner.

The monthly fee is required whether water is turned on or not at a property and regardless of whether a landowner is using water or not. The District's fees to maintain the water system do not change if one lot is not using water.