

Pineview Improvement and Service District
Regular Meeting
MINUTES
Monday, March 3, 2025, 5:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Nancy Bock, David Collins, Darlene Fetters
 OTHERS PRESENT: Helenanne Cathey, Michael Hardman, Scott Robinson, Chris Huber

David Collins called the meeting to order at 5:00 p.m.

- I. Customer Concerns / Requests –**
 - a. No update from the owner of 33 Pineview regarding the possibility of tapping into the District’s water system.
- II. Minutes Approval –** David Collins moved to approve the minutes for the February 3, 2025, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.
- III. Treasurers Report / Pay Bills / Sign Bank Statements –** The bills were reviewed and discussed. David Collins moved to accept the Treasurer’s Report and pay bills as listed below. Bank statements aren’t available yet for last month. Nancy Bock seconded. Motion carried unanimously.

Water Account Balance Forward From Last Meeting:			\$13,555.46
1/1-1/31/25	Deposits – Water	\$880.00	
01/31/25	Interest	\$6.79	
Adjusted Balance Forward:			\$14,442.25
02/05/25	Deposit – Xpress bill pay	\$1,831.66	
02/10/25	Deposit – Assessments	\$97.48	
02/27/25	Powder River Energy Electricity 1/1-2/1/25	\$839.61	
02/28/25	Interest	No statement yet.	
03/05/24	Deposit – Xpress bill pay	No statement yet.	
Balance Prior to Bill Payments:			\$15,531.78*

Bills paid at this meeting:			
<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity 2/1-3/1/25	No bill yet.
1498	Cathey Consulting	Inv. 8007– Feb., 2025 Admin/Books/Compl.	\$551.25
1499	Hawkins, Inc.	Inv. 6983654 – Chemicals for water system	\$508.18
1500	Water Guy, LLC	Inv. 2025-188– Feb., 2025 Water Operator/meters/ billing \$879.30	\$3,321.76
		Inv. 2025-124 – 5 gallons sodium hypochl. \$47.50	
		Inv. 2025-216 – Leak repair on N. Pineview Rd in front of 28 N Pineview on 2/6/25 \$2,394.96	
1501	VOID		
1502	Pineview ISD	1/31/25 Assessments to Roads Account	\$97.48
TOTAL BILLS PAID			\$4,478.67
1503	Pineview ISD	Transfer to Reserves	\$9,226.00
BANK BALANCE END OF MEETING (WATER):			\$1,827.11*

**This balance does not reflect Water Guy deposits since the first of the month as well as last month..*
 (Note: Loan payments due 10/15/25: \$8,122.93 + 3,881.05 = \$12,003.98)

Roads Account Balance Forward From Last Meeting:			\$13,893.56
01/31/25	Interest	\$4.93	
02/28/25	Interest	No statement yet.	
Roads Account Balance Prior to Meeting:			\$13,898.49

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
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No Bills Paid.

Transfer from Water Account (1/31/25 /Assessments for Roads) \$97.48	
BANK BALANCE END OF MEETING (ROADS)	\$13,995.97
Water System Reserve Account Balance Forward From Last Meeting:	\$12,163.32
01/31/25 Interest \$10.33	
02/28/25 Interest No statement yet.	
03/03/25 Transfer from Checking (Water) \$9,226.00	
Water System Reserve Account Balance Prior to Meeting:	\$21,399.65
<i>(Reserve account must have a minimum of \$12,003.98 at all times.)</i>	

Receivables were reviewed.

IV. Water System Update –

- a. The water system information was reviewed. Water Guy’s report showed that one property used 237,420 gallons in January. David Collins reported that he talked to Mike Zmiewski from Water Guy regarding the usage at this property. Water Guy saw a lot of water at the property and found there was water coming through the skirting, so Water Guy turned the water off. Water Guy has left a message with the homeowner, but the homeowner has not called them back. The homeowner is welcome to attend a meeting to discuss their bill.
- b. No update on the lead service line inventory program.

- V. Roads –** Earth Work Solutions will be blading the roads and bringing in scoria when the weather warms up. \$4,400 was authorized at the May 13, 2024, meeting. An additional \$4,000 was authorized at the November 11, 2024 meeting. David Collins reported that Evan at Earth Work Solutions hasn’t got back to him yet. The consensus is for David Collins to try to find a contractor to work on the roads since Earth Work Solutions isn’t getting back with him. There was discussion on the roads. David Collins moved to increase the total to \$12,000 to spend on the roads. Darlene Fetters seconded. Motion carried unanimously.

There was discussion on snow removal. Several homeowners plow snow in the winter when the snow piles up. The Board doesn’t have an issue with people blading if they know what they are doing. Volunteers are appreciated – just don’t tear up the road.

VI. Unfinished Business

- a. David Collins is working on getting insurance quotes.
- b. Director Election (May 6, 2025 – Bock and Collins / 4-yr terms) – A draft ballot was approved to be mailed between April 11, 2025 and April 21, 2025, and the following legal ad will run in the Gillette News-Record on April 22, 2025:

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

Public Notice is hereby given that ballots have been mailed to all qualified electors within the Pineview Improvement & Service District for the purpose of electing two directors to the Board of Directors to serve four (4)-year terms. Candidates include Nancy Bock and David Collins. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (K2 Technology building – entrance is on 4th Street across from Arrow Printing), or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Pineview Improvement & Service District by mail at Pineview Improvement & Service District, c/o Cathey Consulting, PO Box 471, Gillette, Wyoming, 82717, or at Cathey Consulting by 5:00 p.m. on Tuesday, May 6, 2025, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 6, 2025, between 9:00 a.m. and 2:00 p.m.

Nancy Bock, Secretary/Treasurer / Filing Officer

Pineview Improvement & Service District

VII. New Business

- a. Budget for 7/1/25 – 6/30/26 – The budget was reviewed and updated. The consensus was to transfer \$9,226 to reserves at this meeting and keep that amount in the budget for the next fiscal year as well. A check was signed for the transfer of funds. David Collins moved to approve the proposed budget as discussed. Nancy Bock seconded. Motion carried unanimously. The proposed budget is attached to these minutes.

VIII. Upcoming Meetings:

2025 Meetings:

- Mon., Apr. 28, 2025, 5:00 p.m. / Mon., May 12, 2025, 5:00 p.m. / Mon. June 23, 2025, 5:00 p.m.
- Mon., July 21, 2025, 5:00 p.m. / Mon., Aug. 18, 2025, 5:00 p.m. / Mon., Sep. 15, 2025, 5:00 p.m.
- Mon., Oct. 13, 2025, 5:00 p.m. / Mon., Nov. 10, 2025, 5:00 p.m. / Mon., Dec. 8, 2025, 5:00 p.m.

IX. Adjourn – David Collins adjourned the meeting at 5:45 p.m.

NOTES TO LANDOWNERS:

- **PLEASE DO NOT DRAG OR BLADE THE ROADS WITHOUT BOARD AUTHORIZATION. ANYONE INTERESTED IN HELPING TO 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!**
- **WHENEVER THERE IS A PROBLEM WITH THE WATER SYSTEM, RESIDENTS NEED TO CALL WATER GUY AT 307-299-3544 OR 307-299-9911.**
- **A REMINDER TO STAY OUT OF METER PITS. ANY DAMAGE AS A RESULT OF GETTING INTO METERS, METER PIT, WIRES, ETC. WILL BE BILLED TO LANDOWNERS.**

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

David Collins
Signature

David Collins
Printed Name

4/28/25
Date

Nancy Bock
Signature

Nancy Bock
Printed Name

4-28/25
Date

David Collins, President / Darlene Fetters, Vice President / Nancy Bock, Secretary/Treasurer

Budget - Pineview ISD - 7/1/25 - 6/30/26

Budget Hearing: Monday, June 23, 2025, 5:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
CASH CARRYOVER	14,914	30,604	24,994	16,688
Revenue				
Assessments - Roads \$189 X 44 lots	8,316	8,316	8,316	8,316
Assessments - Water \$763 X 22 lots	16,786	16,786	16,786	16,786
Assessments - Past Due Accounts	2,620.00		0	
Assessments - Interest	70	40	40	40
Customers(22)/other Billing (\$110 + \$3/1,000 over 12,000) \$2,240/mo. base	29,040	35,000	35,000	35,000
Grants - County (Roads)		2,000		2,000
Grants - County (Water)				
Interest from Bank	183	100	250	100
Transfer from reserves				
Other revenue (capital credits)				
TOTAL REVENUE	57,015	62,242	60,392	62,242
TOTAL REVENUE PLUS CASH CARRYOVER	71,929	92,846	85,386	78,930
Expenditures				
Capital Expenditures				
Administrative	7,952	6,900	6,900	7,300
Operations - Roads	7,000	10,316	7,000	10,316
Operations - Water	23,045	25,000	22,500	25,000
Operations - Misc. (Cash Carryover)		28,801		14,485
Indirect	600	600	600	600
Debt Principal (Loan pmnt: \$12,003.98/yr) due Oct. 15th	9,242	9,584	9,087	9,584
Interest	2,762	2,419	2,917	2,419
To Reserves		9,226	9,226	9,226
TOTAL EXPENDITURES	50,601	92,846	58,230	78,930
Receivables Start of FY	4,892		1,817	
Payables Balance Start of FY	2,080		2,161	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	14,914	30,604	24,994	16,688
UNDEPOSITED FUNDS - XPRESS BILL PAY				
RESERVES BALANCES	12,991	13,000	12,102	22,226
TOTAL FUNDS BEGINNING OF YEAR	27,905	43,604	37,096	38,914
Receivables Balance End of FY	1,817			
Payables Balance End of FY	2,161			
Undeposited Funds (Xpress)	379			
End of Year Bank Balance	37,096		38,914	
Net per year (Revenue minus Expenses)	21,328	0	27,156	0
Reserves start of year	12,991	12,991		22,226
Deposits plus interest on reserves	2,611	9,226		9,226
Transfers out of reserves	3,500			
Reserves end of year	12,102	22,217		31,452

Budget Message: The District manages the roads and water and doesn't currently plan any major improvements on the water system. If additional taps are added to the system, tap fees will be used to improve the system and/or will be transferred to reserves.

Board Member Signature	Board Member Signature
Directors: David Collins (Pres.) and Nancy Bock (Sec./Treas.) terms end May, 2025, Darlene Fetters (Vice Pres.) term ends May, 2027	
Regular meetings are held monthly. The meeting schedule is set for the year if possible with meeting dates published in minutes which are e-mailed and posted online.	
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.	

SLIB Loans:	
2.5% loan for 20 years (1st pmnt 2021) \$116,560.12	22 taps currently billed
0% loan for 20 years (1st pmnt 2021) \$69,858.93	1 tap not billed: Melton, Dawn
total loan balance \$186,419.05 as of 6/30/23	2 other taps connected (???)

Fiscal Year	Annual Repairs Expenditures:		Pineview Roads (5,280 ft/mile)	
	Amount			
23-24	2,020.64		North Pineview	2640
22-23	1,225.03		Ranchette Drive	2640
21-22	11,965.72		Island Drive	2640
20-21	14,351.00		Robinson Street	1584
19-20	1,226.00		Wild Cat Court	1056
18-19	199		Pineview Drive	7920
17-18	2,751.00		Total	18480
16-17	179		Estimate for 1,600 feet of 4" of scoria on 24' wide road \$9,000	
15-16	5,471.00		\$22.50 per cubic yard	
			To do all 18,480 feet in the District (18,480/1600 = 11.55*9000) = \$103,950	

Not eligible for county grant until 2026			
Additional taps on water system			
Monthly revenue (\$110 X 22 lots = \$2,420)			
Monthly bills:			
Water Guv \$868.80	868.80	100.85	22 lots
Cathey Consulting \$525	525.00	105.66	21 lots (1 not paying)
Powder River Energy \$750 (+/-)	750.00	96.47	23 lots
Chemicals \$75 (+/-)	75.00	92.45	24 lots
Total: \$2,218.80 - for avg. monthly bills.	2,218.80	88.75	25 lots
		85.34	26 lots
		82.18	27 lots
		79.24	28 lots - Lowest # of lots to keep rate at \$80.

Rates:
 7/1/22: \$110 per month + \$3.00 per 1,000 for over 12,000 gal. per month.
 prior to that: \$80 / month
 Assessment \$189 per lot for roads and \$763 per lot for water (loan) - only those on water are assessed the water amount