

**Pineview Improvement and Service District**  
**Regular Meeting**  
**MINUTES**  
**Monday, September 15 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, Scott Robinson

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.
  - b. David Collins will call Water Guy to ask why account 2702.03 is still using water. It should be shut off.
  - c. The owner of 33 N Pineview Drive asked if their monthly payment could be reduced while the land is vacant and for sale. This question came up before, and the District can’t afford to do that. The consensus is that once someone connects to the water they are billed the monthly rate even if they aren’t using water. Helenanne Cathey will e-mail the property owner.
  - d. Water Guy sent an e-mail – 46 N Pineview sold in July, and payment in full was received from the title company but not until after the due date so a \$25 late fee was added to the account. David Collins moved to write off the \$25 late fee on the account (previous owner). Nancy Bock seconded. Motion carried unanimously. Helenanne Cathey will e-mail Water Guy.
- II. Minutes Approval –** David Collins moved to approve the minutes for the August 18, 2025, regular meeting as written. Nancy Bock seconded. Motion carried unanimously.
- III. Treasurers Report / Pay Bills / Sign Bank Statements –** The bills were reviewed. David Collins moved to accept the Treasurer’s Report and pay bills as presented and listed below. Nancy Bock seconded. Motion carried unanimously. David Collins moved to transfer \$5,000 from the Reserves account into the Checking account. Nancy Bock seconded. Motion carried unanimously.

<b>Water Account Balance Forward From Last Meeting:</b>			<b>\$8,732.95</b>
8/1-8/18/25	Deposits – Water	\$958.56	
Adjusted Balance Forward:			\$9,691.51
8/19-8/31/25	Deposits – Water	\$721.39	
08/31/25	Interest	\$5.07	
09/08//25	Deposit – Xpress bill pay	\$1,891.03	
Balance Prior to Bill Payments:			\$12,309.00*
Bills paid and transfers at this meeting:			
<b>Check #</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
AUTO	Powder River Energy	Electricity 8/1/25-9/1/25	\$675.05
1522	Cathey Consulting	Inv. 8283 – Aug., 2025 Admin/Books/Compl.	\$551.25
1523	Energy Laboratories	Inv. 729483 – Water testing	\$63.00
1524	Hawkins, Inc.	Inv. 7170140 – Azone 15 / chemicals for water system	\$546.25
1525	VOID		
1526	Wyo. Office of State Lands & Investment	DW207GR Payment 5 (0% interest) \$3,881.05 DW207 Payment 5 (2.5% interest) \$8,122.93	\$12,003.98
1527	Water Guy, LLC	Inv. 2025-976– Aug, 2025 Water Operator/meters/ billing \$879.30 Inv. 2025-1014– Change out gasket \$101.00 for EPA sanitary survey Credit Invoice 1025-1014 – duplicate -\$101.00	\$879.30
<b>TOTAL</b>			<b>\$14,718.83</b>
09/15/25	Transfer from Reserves	\$5,000.00	
<b>BANK BALANCE END OF MEETING (WATER):</b>			<b>\$2,590.17*</b>

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

<b>Roads Account Balance Forward From Last Meeting:</b>	<b>\$5,275.00</b>
08/31/25 Interest	\$1.97
<b>Roads Account Balance Prior to Meeting:</b>	<b>\$5,276.97</b>
<b>BANK BALANCE END OF MEETING (ROADS)</b>	<b>\$5,276.97</b>
<b>Water System Reserve Account Balance Forward From Last Meeting:</b>	<b>\$21,498.16</b>
08/31/25 Interest	\$18.27
09/15/25 Ck# Transfer to Checking	\$5,000.00
<b>Water System Reserve Account Balance Prior to Meeting:</b>	<b>\$16,516.43</b>
<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.
- b. Lead service line inventory / Water Guy
- c. Account 2702.03 had a past due balance in July, and the Board had agreed to work with them. The Accounts Receivable Aging Report still shows the last payment was on 4/21/25, and the past due balance is bigger now than last month. The Board confirmed water should be shut off to this property. David Collins will contact Water Guy again to have them shut off water to this account (also discussed under Customer Concerns/Requests).

**V. Roads –** The consensus is to blade the roads after sufficient moisture has been received. David Collins reported that he will be mowing some of the ditches this weekend.

**VI. Unfinished Business**

- a. David Collins is researching insurance.

**VII. New Business**

- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/25. The report will be submitted to the Department of Audit.

**VIII. Upcoming Meetings:**

2025 Meetings:  
 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 5:24 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

10-13-25  
Date

Darlene Fetters  
Signature

Darlene Fetters  
Printed Name

10-13-2025  
Date

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