Clearview Improvement & Service District

RECORD OF PROCEEDINGS

Monday July 21, 2025, at 6:00 pm
117 Mountain View Drive, Rock Springs, WY 82901

<u>REGULAR MEETING</u>

I. **Call to Order:** The regular meeting was called to order at 6:05 pm by Mauch, Board President. Roll call of the Board of Directors and staff was performed, and a Quorum was declared.

II. **Attendants**: Those in attendance adding their names to the sign-in sheet included the following:

Lester Mauch, Board President
Debra Clawson, District Clerk
Anthony Hale
Ali Spray, Water Operator
Rick Owens, Backup Water Operator
Janie Curtis – Resident

III. **Approve Agenda**

Board member Mauch presented the agenda. Hale made a motion to approve the agenda. Mauch seconded the motion. With all the members present voting aye, the motion carried.

IV. Approve Minutes June 16, 2025, Regular Board Meeting

Board member Mauch presented the minutes from June 16, 2025, a regular board meeting. Hale made a motion to approve the minutes. Mauch seconded he motion. With all the members present voting aye, the motion carried.

V. Approve Minutes July 11, 2025, Special Board Meeting

VI. Board member Mauch presented the minutes from July 11, 2025, a special board meeting. Hale made a motion to approve the minutes. Mauch seconded he motion. With all the members present voting aye, the motion carried.

VII. Approve Minutes July 16, 2025, Special Board Meeting

Board member Mauch presented the minutes from July 16, 2025, a special board meeting. Hale made a motion to approve the minutes. Mauch seconded he motion. With all the members present voting aye, the motion carried.

VIII. Approve Accounts Payable in the amount of $58,537.56

Board members Mauch presented $58,537.56 for accounts payable. Hale made a motion to approve $58,537.56. Mauch seconded the motion. With all members present voting aye. The motion carried.

06/16/25	1478	Joint Powers Water Board	101	6	(5,167.11)
06/16/25	854	Allwest	102	6	(142.50)
06/16/25	855	Centurylink	102	6	(99.11)
06/16/25	856	Alsco (FW/CC)	102	6	(166.49)
06/16/25	856	Alsco (FW/CC)	102	6	(166.49)
06/16/25	857	Google Nest (FW/CC)	102	6	(8.00)
06/16/25	859	Alsco (fw/cc)	102	6	(221.99)
06/16/25	862	Powernet	102	6	(57.68)
06/16/25	864	Rocky Mountain Power	102	6	(97.62)
07/09/25	870	Enbridge	102	6	(26.56)
06/16/25	1474	Ace Hardware	103	6	(89.91)
06/16/25	1476	Ferguson	103	6	(46,140.50)
06/15/25	1479	Ferguson	103	6	(2,846.50)
07/09/25	868	Mountainland	103	6	(232.10)
07/09/25	869	Mountainland	103	6	(1,611.03)
06/16/25	1477	Homax	104	6	(25.00)
06/16/25	858	Adobe (FW/CC)	111	6	(19.99)
06/16/25	863	Quill	120	6	(35.35)
06/16/25	1475	Copier & Supply	120	6	(21.98)
06/16/25	861	Pitney Bowes	121	6	(100.00)
06/16/25	860	IRS	21701	6	(368.95)

06/16/25	860	IRS	21703	6	(723.50)
06/16/25	860	IRS	21709	6	(169.20)
					(58,537.56)

IX. Approve Payroll in the amount of $5,019.48

Board member Mauch presented $5,019.48 for payroll. Hale made a motion to approve $5,019.48 for payroll. Mauch seconded the motion. With all the members present voting aye, the motion carried.

06/02/25	1471	Debra Clawson	134	6	(2,661.54)
06/02/25	1473	Ali Spray	135	6	(1,077.52)
06/02/25	1472	Rick Owens	141	6	(1,280.42)
					(5,019.48)

X. Approve Correspondence

Board member Mauch stated that there was no correspondence to review.

XI. Approve Staff Reports

Board member Mauch presented a staff report for Clawson. She requested July 31, 2025, as a pto day. The board approved the time off. She stated that she will be crediting all the accounts that were charged a late fee in March, April, and May by the end of July. She is preparing to gather all the information for JB Bookkeeping to do the internal audit for fiscal 24/25. Also, she is preparing the information to complete the F32 for the State of Wyoming Department of Audit.

Water operator Spray stated that Burn's PRV valve replacement is complete. The water loss for the district in June 2025, was 30%. She is trying to contract Neptune to start the process of installing the antenna.

Hale made a motion to approve the staff reports and move them to file. Mauch seconded the motion. With all the members present voting aye, the motion carried.

XII. Delinquencies

Clawson stated that there were two delinquencies. Both already have their water shut off. There will be no further action on them at this time.

Clawson brought up 109 Clearview, this account is delinquent and was purchased from HUD IN January 2025. The owners have not paid a deposit and fee to turn the water on. After discussion, it was decided that Clawson would try to contact the owner and get the account current.

XIII. Deposit Refund

Clawson requested refunds for the following:

Harold & Kathy Williams, 409 Locust - $225.00
Deborah Kaptain, 405 Pinion - $225.00
Barbara Holgate – 320 Locust - $75.00
Arturo Delgadillo – 321 Locust - $225.00

Hale made a motion to approve the refunds. Mauch seconded the motion. With all members present voting aye, the motion carries.

XIV. Approval of Budget Transfers

Mauch presented Resolution 2025-10 for the following budget transfers:

Decrease 101-41000–142 Tools/Supplies Shop/Vehicles - $470.00
Increase 101-41000-102 Utilities - $130.00
Increase 101-41000 - 111 Computer Support - $40.00
Increase 101-41000-123 Education/Training - $300.00

Decrease 101-41000–140 Field Technician - $1,100.00
Increase 101-41000 -135 – Water Operator - $600.00
Increase 101-41000-141 – Backup Water Operator - $500.00

Hale made a motion to approve the transfers. Mauch seconded the motion. With all members present voting aye, the motion carries.

XV. Approve Bid for Roadwork

Mauch presented two bids for road work on the non-paved part of the district. Pitt Construction's bid was $67,503.00 and Wylie Construction's bid was $37,428.75. During the discussion, it was decided that all residents need to be notified to keep their vehicles off the roads during the repairs. After discussion, Hale made a motion to approve Wylie Construction's bid for $37,428.75. Mauch seconded the motion. With all the members present voting aye, the motion carried.

XVI. Visionary Agreement

Mauch presented the agreement from Visionary regarding the installation of fiber optics within the district. Hale made a motion to sign the agreement with Visionary. Mauch seconded the motion. With all the members present voting aye, the motion carried.

XVII. **Fund Transfer**

Mauch presented the request to transfer $50,000.00 from the checking accounts at First Western to the savings account at Commerce Bank of Wyoming. Hale made a motion to approve the transfer. Mauch seconded to the motion. With all the members present voting aye, the motion carried.

XVIII. Public Comments

Janie Curtis wanted to know who drove the white pick-up with the plow on it in the winter to remove the snow on the streets. Mauch stated that the truck belonged to the county and that they use it because the roads are too narrow for a big plow.

XIX. Executive Session

None

XX. Adjournment

There being no further business to come before the CISD Board of Director's, board member Thomas moved to adjourn the regular meeting at 6:50 pm.

Board member Mauch seconded the motion. With all the members present voting aye, the motion carried, and the meeting was adjourned. The next board meeting will be on August 25, 2025, at 6:00 pm.

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Lester Mauch, President   Date

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David Thomas, Treasurer   Date

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Anthony Hale, Secretary   Date