

**REGULAR MEETING OF THE PINEVIEW IMPROVEMENT DISTRICT  
BOARD OF TRUSTEES MINUTES**

**February 3, 2026**

Present: Board Members: B. Heft chair, K. Yeulet, Nancy Wellburn,  
Employees: Holly Herzog  
Guests:

Meeting called to order:  
Time: 7:01 pm

Motion by: Kathy Yeulet

That the minutes of the **January 6, 2026** regular meeting of the Pineview Improvement District board of trustees be adopted.

Seconded by: Nancy Wellburn

Carried

Motion by Nancy Wellburn

No AGM agenda mail outs from 2026 and forward.

Seconded by: Kathy Yeulet

Carried

Motion by: Kathy Yeulet

There will be no refund or credit given for any cancellations, to water card users once the billing cycle starts.

Seconded by: Nancy Wellburn

Carried

Motion by: Kathy Yeulet

To get titles to the 7 different files and pay ourselves, offer to customer if they would like a copy, it will cost them the amount, we paid around \$10.72

Seconded by: Nancy Wellburn

Carried

**OLD BUSINESS**

- Bi Pure – ongoing

- Brenda to reach out Kenna from R.D.- Brenda left message and emailed Kenna still no response, from her. Revisit in March if still haven't heard.
- Purchase hands free head set. – purchases Jan/26
- GIC #01 cashed out and put in bank account Jan 7/ 26 Slip from Bank given to Office
- Waiting on response from Radloff on amount of first invoice from Bi Pure.
- Holly to keep eye on GIC and payments that need to be given to Bi Pure
- Water card person who's address is west of PG – Holly called number it was to the Airport and the person Holly talked with did not know who the customer is. Holly to do more investigating.

### **MAINTENANCE REPORT** - Compiled by Holly for January 2026

- Call out to watershed fob not working January 10 & 11
- Repak TP2 January 24, 2026
- Add another packing ring to TP2 January 31, 2026
- Richard took water samples to N.H. January 14/26
- Received Spare Transfer pump January 2026
- Repair leak on new modular on Pooley Road Dec, 2025

### **ACCOUNTS RECEIVABLE/PAYABLE**

- Overdue list
- Cash report

### **NEW BUSINESS**

- Dates GIC come up for renewal make sure we have enough in bank for Bi Pure- **Feb 28/26 - cash out gic #38 & #39 and in (March 28/26 cash #03)**- Holly to watch and get info on how long of a renewal term and interest rates.
- Sage and invoicing? - format invoicing over due on same invoice without adding to their total owing. Taxes and Tolls on same page ie statement? Highlight? - Holly to speak to this. Holly called Sage and we were unable to reduce the dates on statement and was not possible to put overdue amount on invoice without it adding to the overall total. NO MORE HIGHLIGHTING INVOICES. It was suggested that Holly look into other programs that would work better for the companies needs. Holly to reach out to Steve at Premier Computer and see if he has any suggestions for us to use.
- Water card – if they cancel half way through billing cycle, credit of refund? - what happens if they don't sign. – Holly to send out reminder notifications to sign water card

users' agreement to ensure you are able to use water card April 1, 2026. If not signed and returned to Pineview Improvement District by March 31/26 your card will be turned off until we get the new signed agreement.

- Reminder notices for mail outs in future. Holly to create one page with reminder of 4 different notices: - No watering, AGM, Bill Payments and Board of Directors for a nomination forms trustee. To be printed out on color paper, Nancy to supply the color paper for 2027 mail outs.
- Holly to send out onto FB, PID web site, that there is one position available for Board of Trustee the term will be 3 years. The nomination forms are available at the office, they must be filled out and returned to the office by April 13, 2026
- Sending out AGM Agenda – why do we have to? They can pick up at meeting.
- Titles needed on 7 different files do I proceed? The cost for a copy of a land title varies, but expect around **\$10.72 for an electronic title search**. - go ahead and get titles. See motion.
- Life line tested January 28, 2026
- Was mentioned that if Mike is unable to do the maintenance report could Richard do? Need to clarify with Mike if this is feasible.
- Holly to remind Richard about courses and work on trailer.

## CORRESPONDENCE

- Land titles
- Water reports
- Pump house data
- Bank statement
- Fire Department water usage-
- Tax stuff
- New water card user
- Ministry tax rate 2026

## INVOICES

Motion by Nancy Wellburn

To pay all incoming invoices

Seconded by Kathy Yeulet

Carried

Motion by Nancy Wellburn

To adjourn meeting

Seconded by Kathy Yeulet

Carried

Meeting adjourned: 8:09 pm

Next Regular Board Meeting: **March 3, 2026 @ 7 pm**

AGM: Tuesday April 28, 2026 @ 730 pm

## **REMINDERS/ BRING FORWARD**

- (Reminder) Trustee Terms 2027 – 3-year term
  - TD GIC'S MATURITY DATE
  - Richard's probationary will come due October 1, 2026 (board members to get feedback from Mike before hand)
- 
1. So, 25% of that due after vote is done \$111,225.00. **Paid January 7, 2026**  
**\$120,764.00**
  2. Then 35% \$155,715.00 due March-April 2026 once building is done. Radloff figures Apr 1/2026. Then transport to P.G. 2 weeks.
  3. After unit is setup and hooked up, we will have to pay the 30% \$133,470.00 invoice.
  4. Then 60 days after it has been running, we pay the last 10% \$44,490.00 of the \$444,900.00.

We would work on site prep while Bi Pure are building the system.  
The revised total estimated costs including Contingency **\$895,850.00**