

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, April 23, 2019, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Kari Purinton, Robert Pfeil
Board Members Not Present: Troy Manselle
Others Present: Helenanne Cathey, John Hespen, James Newman, Amy Thompson, Dean Thompson, Jennifer Sloyer, Derrick Mitchell

Robert Pfeil called the meeting to order at 5:00 p.m.

- I.** A voice mail was received at the office of Cathey Consulting, which was played for the Board. An individual called complaining that the roads were a mess and snow was not being bladed. The individual threatened suing the District. There was discussion.

A landowner at the meeting expressed a concern that fire trucks were delayed getting in to her property because of the rock that was sitting on Penrose, which restricted travel to one lane. There was a great deal of discussion on the issues with Penrose and Fitch under Unfinished Business.

- II. Minutes** – The minutes for the last regular meeting on March 26, 2019, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Robert Pfeil moved to approve the minutes as written. Kari Purinton seconded. Motion carried unanimously.

- III. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Kari Purinton moved to accept the treasurer's report and pay bills as presented. Robert Pfeil seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:		\$6,316.46
03/31/19	Interest	\$0.74
04/23/19	Ck# 0597 – Transfer from Checking	\$100.00
Ending Savings Account Balance:		\$6,417.20
Checking Account Balance End of Last Meeting:		\$118,480.30
04/11/19	Deposit – Assessments	\$612.82
04/19/19	Deposit – County Grant	\$1,094.32
Checking Account Balance Prior to Meeting:		\$120,187.44
Bills Paid / Checks Written at Meeting:		
Ck# 594	Cathey Consulting, LLC	Inv. 4868 – Mar. adm./bks \$ 340.55
Ck# 595	Crown Grading	Inv. 81 – Blading / ditch work \$ 2,807.75
Ck# 596	Local Gov't Liab. Pool	Inv. 12058 – Insurance for 7/1/19-6/30/20 \$ 500.00
Ck# 597	Oriva Hills ISD	Monthly Transfer \$ 100.00
Ck# 598	Pacific Steel & Recycling	Inv. 772981 – Culverts \$ 622.07
Ck# 599	Pete Lien & Sons Inc.	3/28/19 69.81 tons limestone \$1,256.59 \$10,622.98
		4/2/19 174.79 tons limestone \$3,146.25
		4/8-4/9/19 345.56 tons limestone \$6,220.14
TOTAL:		\$14,993.35
Ending Checking Account Balance:		\$105,194.09
Receivables: Assessments: \$32,600.00 / M & K Oil \$654.00		

- I. Unfinished Business**
- a. Road Work
- i. Drainage on Woolsey to protect Penrose project – 3/26/19 Approved up to \$5,000 for Crown Grading to dig ditch and move road. James Newman reported that he is waiting for things to dry out. A ditch was cut to help with drainage, but the main work will need to be done after it dries out.

- ii. Culvert installed on Penrose between Woolsey and Moncreiffe (18" X 35') – approved at 3/26/19 meeting – This is done. James Newman will go back and clean it up a bit after it dries out as it was really muddy.
- iii. Spring blading approved at 3/26/19 meeting (Crown Grading) – The wash outs were bladed, but none of the ditches were pulled because it's too muddy.
- iv. L.A.W. Trucking approved for \$95 an hour to bring in rock with his dump truck for problem areas (\$2,500 approximately) – James Newman reported that he was unable to get rock at the pit right now, and we want to wait until the sides are pulled up before putting any more rock down, and we need to wait to pull in the sides until it dries out a bit.
- v. Scope of work for other areas (3/26/19 – Board to work on scope for larger areas to use the County grant). No update.
- vi. Penrose project update - Robert Pfeil explained that there is a total of 4,800 tons of limestone that will be put on Penrose. The quantities delivered to date and yet to be delivered are explained below. Pete Lien has reported that they are having a lot of problems trying to do this project – trying to drop the rock on the shoulder to minimize the problems with the road being blocked. Pete Lien had the best price on the rock, substantially lower than other contractors, and they deliver what they can when they can. The only drawback to them is it just takes time to get all of the rock delivered. The County has been blading for free, but they are limited on how often they can come out and blade as they have limited staff to blade. They can't come out any time a truckload of rock is delivered, but they do their best to get there when they can. Pete Lien has advised that they will finish this project, but they won't do it again because of all of the problems they have had. Robert Pfeil explained that we hoped to bring in a heavy enough cap of rock on the road to not have to touch it again – at least for a few years. There was discussion on having Pete Lien drop the rock in another location off the road, and then the District would haul it to the road and spread it. There would have to be a designated area, and there would have to be a way to keep it secure. There is a concern on the liability of the rock sitting there. There was discussion on closing the road when it's being worked on or marking it better. There was discussion on school buses that are speeding on the roads. People are encouraged to call the School District to lodge complaints about the speeding. If enough people call, they will have to do something about it.

If Penrose is closed, then Fitch would be an alternate, and a number of people have raised concerns about the condition of Fitch. A landowner sent an e-mail and called regarding the condition of Fitch and a culvert that is collapsing. The trucks that are bringing rock to Penrose are damaging Fitch. There is also a lot of oilfield traffic going through. A few years ago, 7 loads of limestone were put down on a soft spot on Fitch, and that rock is disappearing. Public Works recommended having a couple of core samples done and see if a spring isn't coming up right there. An alternative is to dig it out and put some rip rap in and fix the road. James Newman reported he cleaned a culvert out and noticed a sink hole in the ditch near that area. The pond there is blown out and may be contributing to the problem. Kari Purinton will investigate the concern about the pond. James Newman advised that there is an area about 100' long X 24' wide on Fitch that needs to be dug out and repaired. John Hespen suggested bringing in the rip rap and building the road up and then covering it with a limestone or something, which would be cheaper than trying to remove hundreds of yards of mud. Before anything is done, the drainage needs to be fixed. It needs to dry out more. The consensus is that the road probably wouldn't have blown out had it not had that semi traffic on it. The ruts are coming from the trucks. A suggestion was made to dig out some of the area, put a layer of bentonite and then rip rap and then maybe more bentonite. The concern is that once you take out that top layer, what are you going to run into? You may get equipment in there, but you won't get it back out. There was discussion on hiring an engineer to look at the area and make a recommendation. Public Works made a recommendation on a company to do the core sample. Robert Pfeil will follow up and check on engineering firms. A suggestion was made to bring in pit run and cover it up with some 2" – just for a band aid. Robert Pfeil moved to have Hespen Excavating make the repair on Fitch and blade Penrose spending up to \$6,500. Kari Purinton seconded. Motion carried unanimously. John Hespen advised he should be able to start next week.

Homeowners should be keeping their own culverts cleaned out.

MAIN PENROSE PROJECT SUMMARY:

Hespen Excavating bid \$63,317.20 / \$63,288.40 billed and paid. Project complete.

Work pending: Pete Lien = 4,800 tons of limestone for \$86,400 (\$18 per ton)

12/5/18	207.15 tons	\$3,728.71
1/15/19	345.42 tons	\$6,217.60
1/23/19	243.18 tons	\$4,377.28
3/28/19	69.81 tons	\$1,256.59
4/02/19	174.79 tons	\$3,146.25
04/08/19	345.56 tons	\$6,220.14

TOTAL AS OF 4/18/19 1,385.91 tons \$24,946.57

Remaining per bid: 3,414.09 tons \$61,453.43

County Grant approved 8/21/18 for \$63,317.20 + \$86,400 = \$149,717.20 with grant request of \$45,097 leaves \$104,620.20 District cost.

Pay Request 1 \$23,482.33 submitted 10/23/18 / received and deposited 11/14/18.

Pay Request 2 \$2,486.58 submitted 1/23/19 / received and deposited 2/19/19

Pay Request 3 \$1,094.32 submitted 2/27/19 / received and deposited 4/19/19

Pay Request 4 \$2,655.75 – Pete Lien & Sons invoices at this meeting (\$10,622.98) – Robert Pfeil moved to approve and submit the pay request as presented. Kari Purinton seconded. Motion carried unanimously.

Total Req.: \$29,718.98 *Remaining:* \$15,378.02

- vii. Issues regarding John Daly's property and signs – 3/25/19 – Reviewed letter from John Daly and e-mail from Clark Melinkovich. The consensus was to find another way to deal with the drainage in this area. There were too many issues with the letter as proposed by Mr. Daly. There was discussion on this area and an option of putting in a cattle guard as well as other suggestions.

- viii. 2019 (or later) Proposed or Possible Projects – No update.

1. Oriva – from Penrose to Fitch (L-Base) (.32 miles)
2. Penrose – from the entrance to Moncreiffe (L-Base)
3. Fitch – from Oriva to Cloud Peak (L-Base)
Culvert at Henderson's
4. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
5. Woolsey – from Moncreiffe to Penrose (all of Woolsey) (pull ditch on east side and add rock in spots) – This area needs rock in spots and a ditch (possibly) on the east side.
6. M & K access road off South Peak – drainage at intersection
7. Hallelujah Peak – This will be a bigger issue and may be a future project.
8. Seven Brothers – There are a number of issues on this road. This will be a bigger project and will be addressed in the future.

from 2/28/17 minutes: A landowner was at this meeting to discuss his concerns on Seven Brothers. There is plastic blowing around from bags of peat moss and other stuff. There are six tanks full of oil on the property. A couple of landowners are interested in buying the property, but have concerns about those things as well as the additional assessment if they were to buy the lot. There is also a concern about the bus stop at the end of Seven Brothers is a concern. The consensus of the Board is that the garbage and clean up of the oil tanks is on the landowner. The District will address the bus stop at some point, when the budget allows.

- ix. Road Coordinator:

Appointed until next meeting: Kari Purinton (670-0275) (April until May meeting)

- b. Mailboxes – There was discussion on the potential of locked mailboxes. The cost will be substantial. Everyone agreed that the roads are the priority. The mailboxes are a potential future project.
- c. Budget for 7/1/19 – 6/30/20 – The budget was reviewed and updated. Robert Pfeil moved to approve the preliminary budget as discussed. Kari Purinton seconded. Motion carried unanimously. The budget is attached to these minutes.

II. New Business

- a. Anadarko letter – The District received a letter notifying landowners that MIGC, LLC personnel will be inspecting the right-of-way and above ground equipment on their pipelines (portions of which cross Oriva Hills ISD property). The project will begin towards the middle of May and conclude December 31, 2019. Call Holly Unterseher, Land Representative, at 307-670-6143 for any questions or concerns.
- b. James Newman asked about Bald Mountain Road and Cloud Peak Court. There is a stretch that had pit run but is basically just dirt now. There was discussion on if work can be done because fencing was done right up onto the road in some of these areas, so there is no place for a ditch. A suggestion was made to send a letter to people that the road will not be addressed until fences are moved out of the right-of-way. From the center of the road out 30' on both sides is basically the right-of-way – except Penrose is more than that.

James Newman recommended work on Bald Mountain – from Bomber over to Moncreiffe – roll the shoulders up and put some rock down. 18 loads were done on Buffalo Back. Robert Pfeil moved to spend up to \$9,500 for Crown Grading to do the rock and blading on Bald Mountain from Moncreiffe to Bomber as discussed. Kari Purinton seconded. Motion carried unanimously. Cloud Peak will have to wait until fences are moved. There are a few places on another section of Bald Mountain as well as other areas that fences need moved as well. A blade can't even blade in some areas.

- c. There was discussion on when to start doing the spring blading. The consensus is to wait on the spring blading until some of the projects are completed.

IV. Next regular Meeting: TUESDAY, MAY 28, 2019, 5:00 p.m. (Usually the 4th Tuesday of each month)

2019 meeting schedule:

June 25, 2019

July 23, 2019

Oct. 22, 2019

Aug. 27, 2019

Nov. 26, 2019

Sep. 24, 2019

Dec. 10, 2019* (moved to 2nd Tuesday)

V. Adjourn – Robert Pfeil moved to adjourn the meeting. Kari Purinton seconded. The meeting adjourned at 7:09 p.m.

- NOTES:**
- 1) If you have complaints or concerns about snow removal, road maintenance, etc., contact a board member.
 - 2) A reminder to homeowners – you cannot take rock off of the roads and put it on your driveway.
 - 7) The District is not responsible for building roads. Access cannot be denied to District roads.
 - 4) It is the homeowner's responsibility to make sure a proper culvert is installed to ensure proper drainage through driveways.
 - 5) August 13, 2013 – Board adopted a standard that one board member be designated each month to be authorized to call out someone to blade the roads or plow snow on the roads in winter months.
 - 6) NO DRAGGING THE ROADS.
 - 7) NO ONE SHOULD BE DOING ANY WORK ON THE DISTRICT'S ROADS WITHOUT PRIOR AUTHORIZATION FROM THE BOARD.

UNTIL THE NEXT MEETING, IF THERE ARE ANY CONCERNS ABOUT ROADS, CONTACT THE ROAD COORDINATOR (LISTED ABOVE UNDER UNFINISHED BUSINESS – ROAD WORK).

Meeting minutes are posted online at www.catheyconsulting.net.

Respectfully submitted,

Helenanne Cathey, Assistant to the Board
685-8235

Robert Pfeil, President (299-4601) _____ Date _____

Troy Manselle, Vice-President (680-1816) _____ Date _____

Kari Purinton, Secretary/Treasurer (670-0275) _____ Date _____

Budget - Oriva Hills I & S District - 7/1/2019 - 6/30/2020				
Budget Hearing: Tuesday, June 25, 2019, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717				
	Actual	Budget	Actual	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19 (ESTIMATED)	7/1/19 - 6/30/20
Revenue				
Assessments	81,600	81,600	81,600	81,600
Assessments - Interest	348		213	
Interest - Bank	5		8	
Surface Use Agreement M & K		654	654	654
Surface Use - Other	-546			
Other - Utility Cable / Assoc. Work (reimburse)				
Grants - County		50,000	27,063	14,351
Grants - County (If project is completed this FY)			18,033	
Receivables End of FY		4,800		0
TOTAL REVENUE	81,407	137,054	127,571	96,605
CASH CARRYOVER		151,122		85,848
TOTAL REVENUE PLUS CASH CARRYOVER	81,407	288,176	127,571	182,453
Expenditures				
Administrative				
Contract Admin./Bookkeeping (\$340 X 12)	4,161	4,780	4,080	5,000
Contract Legal		600		600
Miscellaneous				
Office / Postage / Advertising, etc.	116	750	600	750
Taxes - Rec. area	94	100	53	100
Travel				
TOTAL ADMINSTRATIVE	4,371	6,230	4,733	6,450
Indirect				
Insurance - Liability / D & O / Bonding	750	750	750	750
Miscellaneous				
TOTAL INDIRECT COSTS	750	750	750	750
Operations				
Misc (Cash Carryover less reserves) - Roads		63,871		85,848
Road Work-blading/rock/drainage/culverts	25,650	22,000	36,500	22,000
Road Work - Blading Snow and Ice			975	
Roads - Rock (not included in grant)		10,000	2,130	10,000
Road Projects - Major Work (Grant elig.)		185,000	88,235	57,405
Road Work - remaining on grant			61,453	
Payables End of FY		325		0
Utility Work				
TOTAL OPERATIONS COSTS	25,650	281,196	189,293	175,253
TOTAL EXPENDITURES	30,771	288,176	194,776	182,453
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	30,771	288,196	194,776	182,453
CURRENT YEAR NET (REV - EXP + MISC.)	50,636	-87,251	-67,205	0
CURRENT YR CASH + REV - TOTAL EXP.		0		0
Receivables Start of FY	3,000		3,000	
Payables Balance Start of FY	0		320	
	6/30/2017	6/30/2018	6/30/2018	6/30/19 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	95,211	145,712	144,962	79,229
GENERAL FUND - SAVINGS ACCT	4,206	5,410	5,411	6,619
TOTAL FUNDS BEGINNING OF YEAR	99,417	151,122	150,373	85,848
Receivables Balance End of FY	3,000			
Payables Balance End of FY	320			
End of Year Bank Balance	150,373		85,848	

\$400 X 204 lots

25% of grant eligible road wk.

End of Prior Yr. Receivables

End of Prior Yr. Payables

CASH CARRYOVER

CASH CARRYOVER

Budget Message: The District manages the roads and provides ongoing maintenance and improvements to the roads as the budget allows. No change in assessments is anticipated this fiscal year. The District does not have any reserves. The District didn't have any major projects in the 16-17 and 17-18 fiscal years. A major project on Penrose Peak was done in 18-19 and should be completed by the end of that fiscal year. That's the reason for the significant difference in operations costs. A project will be identified in the next fiscal year for upgrades.

Board Member Signature

Board Member Signature

Directors: Robert Pfeil (Pres.) & Kari Purinton (Sec./Treas.) terms end Nov., 2022 / Troy Manselle (Vice Pres.) term ends Nov., 2020)

Meetings are the fourth Tuesday of each month at 5:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.

Records are stored at 400 S Gillette Ave, Suite 106, Gillette. Office hours generally Monday through Friday, 9 a.m. to 5 p.m.