

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, April 25, 2017, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Troy Manselle, Robert Pfeil, Kari Purinton
Others Present: Helenanne Cathey, James Newman

Troy Manselle called the meeting to order at 5:08 p.m.

- I. Minutes** – The minutes for the last regular meeting on March 28, 2017, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Kari Purinton moved to approve the minutes as written. Troy Manselle seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Troy Manselle moved to accept the treasurer's report and pay bills as presented including the bill from Crown Grading that was received after the agenda was printed. Robert Pfeil seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$3,904.48
03/31/17 Interest	\$0.32
04/25/17 Ck# 501 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$4,004.80

Checking Account Balance End of Last Meeting:	\$67,896.83
04/07/17 Deposit – County Assessments	\$4,721.82
04/13/17 Deposit – CenturyLink Reimbursement	\$2,566.82
Checking Account Balance Prior to Meeting:	\$75,185.47

Bills Approved for Payment:

Ck# 499	Campbell County Treasurer	DSG 2015.17 Reimbursement	\$ 1,283.00
CK# 500	Cathey Consulting, LLC	Invoice 3830 – Mar. adm./bks/postage	\$ 320.49
Ck# 501	Oriva Hills ISD	Monthly Transfer	\$ 100.00
Ck# 502	Crown Grading	Invoice 56 – Blade roads	\$ 2,300.00

TOTAL:	\$ 4,003.49
Ending Checking Account Balance:	\$71,181.98

Assessments Due: \$34,600.00 + Superior Field Services Invoice Due: \$1,200 = \$35,800 Total Receivables

- III. Unfinished Business** –Board members are working on the projects below.
- a. Road Work / Other – Projects Approved / Work in Progress
- i. Issues regarding John Daly's property and Signs:
- 1) Drainage – Troy Manselle to get John Daly's authorization in writing after the July meeting. At the July meeting, the Board approved moving forward with the work. 11/22/16 – Troy Manselle reported that John Daly still has not contacted him. Troy will try to contact John Daly again. Kari Purinton reported that she talked to some of John Daly's people driving on the road and told them that they need to slow down. Troy Manselle will ask John Daly why any of his people are using the District's roads. 3/28/17 – Troy Manselle sent an e-mail to John Daly and has not heard back. 4/25/17 – **There are problems with this area. Troy Manselle will go meet with John Daly.**
 - 2) Install "No through oil field traffic" (one for each entrance – below the 30 mph signs) and 3 "Surveillance" signs (for gates), 30 mph signs, and stop sign on Bomber Mountain coming down to Penrose. One sign was installed. 4/25/17 – **Kari Purinton will work on the signs. There is a sign by the second entrance that is down that needs to be put back up.**

- ii. CenturyLink utility line – **CenturyLink provided a refund of \$2,566.82. A letter was signed to send to County Public Works along with a refund of the \$1,283 grant money that had been received in April of 2016. This will close out this item.**
- iii. **4/25/17 – James Newman was instructed to go ahead with the following culverts or do ditch work as needed for the following:**
 - 1. Moncreiffe – culvert
 - 2. Cloud Peak and Fitch – culvert needs to be replaced (at Tom Walker’s place) (may just need ditch work – James Newman will work on it)
 - 3. Daly and Fitch – culvert (at Tom Hill’s place) – if there is an issue with phone lines, James Newman will contact a Board member and determine what needs to be done.
 - 4. Penrose and Bomber Mt. – cut ditch or add culvert at Rupps – 8/23/16 – Kari Purinton reported that Rupps said that a culvert can be moved from the old gate to the location where it is needed now. If the culvert is damaged, a new culvert will be installed.
- iv. The paperwork to set up an account at Menard’s was reviewed. After reviewing the application, the consensus was to not set up an account there.
- v. **Rock – 4/25/17 – Robert Pfeil explained that what we wanted to do on Penrose isn’t economically feasible at this time. The cost to do Penrose alone would be about \$70,000 with the cheapest bid. Robert Pfeil talked to Kevin Geis at Road and Bridge. Kevin Geis recommended using L-Base instead of J-Base. L-Base is still limestone. The consensus was to apply limestone whenever possible and forget about mag chloride. Robert Pfeil will get quotes for the following work:**
 - 1. Shaping/drainage/culverts where needed and top with L-Base or scoria. (4” of rock on an area 20’ wide) – considering the following roads:
 - Oriva – from Penrose to Fitch (L-Base) (.32 miles)
 - Penrose – from the entrance to Moncreiffe (L-Base)
 - Fitch – from Oriva to Cloud Peak (L-Base)
 - Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)

Robert Pfeil will contact Kevin Geis and Philip Giffin with the County and drive the project area and define the project to get bids. The County’s new form for the grant program will be used to get quotes.

Mailboxes area – When Crown Grading is out blading, James Newman will work on the grade by the mailboxes.

- vi. 2018 (or later) Proposed or Possible Projects:
 - 1. M & K access road off South Peak – drainage at intersection
 - 2. Entrance at Echeta – bring in about 10’ – it was recommended to put reflector posts if you pull that road in.
 - 3. Hallelujah Peak – This will be a bigger issue and may be a future project.
 - 4. 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.
 - 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.

vii. Road Coordinator appointed until next meeting: Kari Purinton (670-0275)

- b. Surface Use Payments – 8/23/16 & 9/27/16 – One of the companies isn't Anadarko now – it was sold to Wood Group. Wood Group sold to Pegasus and Powder River Midstream. There was discussion on the reclamation that needs to be done and also on the lines that were being abandoned. Robert Pfeil reported that the State has been paying companies for reclamation, which will bring in a lot of truck traffic. It was suggested that the District contact BLM regarding the reclamation work and talk to them about surface use. The consensus was for Troy Manselle to talk to John Daly regarding how to calculate surface use agreement dollars before approaching BLM. There was discussion on what companies have lines through the subdivision. The District doesn't want to discourage the reclamation work but wants to make sure the roads aren't destroyed when the work is done. It doesn't take a lot of heavy truck traffic to do a lot of damage to the road. Board members are still monitoring for surface use payments.
- c. Agreement for Road Usage (Superior Oil Services) - ONEOK hired Superior Oil Services to reclaim a well site. Superior Oil Services has agreed to pay \$1,200 to haul material and equipment out of the site, utilizing the District's roads. **(4/25/17 – \$1,200 has not been received yet.)**
- d. ONEOK is working on removing contaminated soil from another area. There should be two trucks coming out there, but they won't know how much needs to be removed until they start working. The consensus was to charge a one-time fee per incident of \$1,200 for up to 4 semi-loads. Anyone using the District's road will be held responsible for the cost to repair any damages to the road. All business traffic must travel a maximum of 20 mph. **(4/25/17 – No update. Robert Pfeil will contact ONEOK to see if they did this.)**
- e. Budget – The budget for 7/1/17 – 6/30/18 was reviewed. Troy Manselle moved to accept the preliminary budget of \$204,754. Kari Purinton seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The budget hearing will be June 27, 2017. A letter was reviewed from the Department of Audit regarding changes to special district budget laws.

IV. New Business

- a. A letter was reviewed from the Department of Public Works regarding a new form for the County grant program for any grant for road work.
- b. A letter was received from Anadarko Petroleum that MIGC, LLC personnel will be inspecting the right-of-way and above-ground equipment of their pipelines (portions of which cross the District's property). The project begins immediately (April 9, 2017) and will conclude December 31, 2017.

V. Next Regular Meeting: **TUESDAY, MAY 23, 2017, 5:00 p.m. (Usually the 4th Tuesday of each month)** 2017 meeting schedule:

June 27, 2017

July 25, 2017

October 24, 2017

August 22, 2017

November 28, 2017

September 26, 2017

December 26, 2017

VI. Adjourn – Troy Manselle moved to adjourn the meeting. Robert Pfeil seconded. The meeting adjourned at 7:04 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.
 - 3) 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:**

Kari Purinton (670-0275)

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

Respectfully submitted,
Helenanne Cathey, Assistant to the Board
685-8235

Troy Manselle, President (680-1816) Date

Robert Pfeil, Vice President (299-4601) Date

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

Budget - Oriva Hills I & S District - 7/1/17 - 6/30/18 - DRAFT					
Budget Hearing: Tuesday, June 27, 2017, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
		Actual	Budget	Actual (Estim.)	Budget
		7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
Revenue					
	Assessments	81,600	81,600	81,600	81,600
	Assessments - Interest	514	50	624	
	Interest - Bank	1		3	
	Surface Use Agreement M & K	654	654	654	654
	Surface Use - Other			1,200	
	Other - Utility Cable / Assoc. Work (reimburse)			2,566	
	Grants - County	14,865	17,500		17,500
	TOTAL REVENUE	97,634	99,804	86,647	99,754
	CASH CARRYOVER		60,523		105,000
	TOTAL REVENUE PLUS CASH CARRYOVER	97,634	160,327	86,647	204,754
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping	3,890	3,840	3,915	4,000
	Contract Legal		600		600
	Miscellaneous		3,026		
	Office / Postage / Advertising, etc.	50		500	750
	Taxes - Rec. area	94	95	94	100
	Travel		740		
	TOTAL ADMINSTRATIVE	4,034	8,301	4,509	5,450
	Indirect				
	Insurance - Liability / D & O / Bonding	750	750	750	750
	Miscellaneous		605		
	TOTAL INDIRECT COSTS	750	1,355	750	750
	INTEREST - TOTAL COSTS	666		143	0
	DEBT - PRINCIPAL COSTS	8,776	7,082	6,157	0
	Operations				
	Misc (Cash Carryover less reserves)		56,892		105,000
	Roads - Blading / Snow Removal / Signs / Other	28,318	16,697	29,350	23,554
	Roads - Rock			12,142	
	Road Projects - Major Work (Grant elig.)	96,903	70,000		70,000
	Utility Work	2,567		1,283	
	TOTAL OPERATIONS COSTS	127,788	143,589	42,775	198,554
	TOTAL EXPENDITURES	142,015	160,327	54,334	204,754
	Capital Improvements / Reserves				
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES	0	0	0	0
	TOTAL EXP. PLUS NET RESERVES	142,015	160,327	54,334	204,754
	CURRENT YEAR NET (REV - EXP + MISC.)	-44,381	-3,631	32,313	0
	CURRENT YR CASH + REV - TOTAL EXP.		0		0
Receivables Start of FY 5,600 7,400					
Payables Balance Start of FY 47 0					
		7/1/2015	7/1/2016	7/1/2016	6/30/17 (estimated)
BEGINNING OF FISCAL YEAR BALANCES					
	GENERAL FUNDS	106,751	60,523	60,523	105,000
TOTAL FUNDS BEGINNING OF YEAR 106,751 60,523 60,523 105,000					
Receivables Balance End of FY 7,400					
Payables Balance End of FY 0					
End of Year Bank Balance 60,523 100,236					

\$400 X 204 lots

320 X 12 + audit

\$786.88 per mo.
paid off 3/2017

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.

Board Member Signature _____

Board Member Signature _____

Directors: Robert Pfeil (Vice Pres.) & Kari Purinton (Sec./Treas.) terms end Nov., 2018 / Troy Manselle (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 Ae, Suite 106, Gillette. Office hours generally Monday through Friday, 9 a.m. to 5 p.m.