

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, April 26, 2016, 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, James Newman, Dale Purinton, Brian Schmidt

Robert Pfeil called the meeting to order at 5:18 p.m.

- I. Minutes** – The minutes for the regular meeting on March 22, 2016, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Kari Purinton moved to approve the minutes as written. Robert Pfeil seconded. Motion carried unanimously.
- II. 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. There was discussion on utilizing roads that haven't been built yet (using the two-track dirt trail that exists).

Savings Account Balance End of Last Meeting:		\$2,702.53	
03/31/16	Interest	\$0.11	
Ck# 452	Transfer from Checking	\$100.00	
Ending Savings Account Balance:		\$2,802.64	
Checking Account Balance End of Last Meeting:		\$66,783.97	
04/12/16	Deposit – County Assessments	\$1,239.96	
04/15/16	Deposit – County Grant	\$1,283.00	
Checking Account Balance Prior to Meeting:		\$69,306.93	
Bills Approved for Payment:			
AUTO	First Interstate Bank	Loan Payment	\$ 786.88
Ck# 448	Cathey Consulting, LLC	Invoice 3316 – March admin./books	\$ 320.00
Ck# 449	Crown Grading	Invoice 45 – Road work	\$ 3,600.00
Ck# 450	Earth Work Solutions	Invoice 33453 – Deliver 2 belly-dumps scoria	\$ 735.00
Ck# 451	Local Gov't Liab. Pool	Insurance 7/1/16 – 6/30/17	\$ 500.00
Ck# 452	Oriva Hills ISD	Monthly Transfer	\$ 100.00
TOTAL:			\$ 6,041.88
Ending Checking Account Balance:			\$63,265.05
Assessments Due: \$34,000.00			

III. Unfinished Business

- a. Road Work / Other –
- i. Projects Approved / Work in Progress
1. Troy Manselle to follow up with John Daly on:
 - 1) Drainage
 - 2) Oil field trucks travelling District's roadsNo update.
 2. CenturyLink utility line – When the project has been completed a completion report and closeout letter need to be submitted to the County.
 3. Snow removal – Kari Purinton requested a Certificate of insurance from Pete Enriquez for snow removal work and blade work.

There was discussion on the County blading. The last time they plowed snow, they pushed a lot of rock off the road.

There was discussion on widening some areas on roads. There was discussion on specific projects and general road maintenance.

ii. Spring 2016 Projects (from last meeting) –

1. Bald Mountain between Hazelton Peak and Bomber Mountain – crown the road, address the ditch on the hill side of the road – cut the ditch along the bank on the north side of the road, a minimum of 1', 36" wide, 3-to-1 roadside slope, 1 road culvert (18" by 35') and 1 driveway culvert (12" by 30'), 2" of 2" minus scoria with fines on the road, 18' wide. Crown Grading authorized to proceed following the 3/22/16 meeting. When it dries up, Crown Grading will work on this. There was discussion on this project.
2. Five Fingers – install culvert – Crown Grading will install the culvert. This was approved at a previous meeting.

The following items will be discussed in July (when the County grant program is available again):

3. Cloud Peak and Fitch – culvert needs to be replaced
On the corner of Fitch and Cloud Peak after the culvert was installed, James Newman reported that the District needs to address the hump in the road, or the culvert will be full of dirt. He suggested a culvert across Cloud Peak. There was discussion on looking at specific areas to determine elevations and the correct installation of a culvert. Robert Pfeil will talk to a landowner. NOTE: The Board will monitor the drainage at the intersections of Daly and Fitch as well as Fitch and Cloud Peak.
4. Daly & Buffalo Back – cut ditch and add culvert
5. Penrose and Bomber Mt. – cut ditch and add culvert at Rupps
6. Culvert installed at 156 Oriva. It needs a load of rock too.

Kari Purinton will work on the following projects this spring.

7. 30 mph speed limit signs installed – Kari Purinton will be doing this in the spring.
8. Stop sign on Bomber Mountain coming down to Penrose – Kari Purinton will be installing the stop sign this spring.

iii. Spring 2016 Projects discussed at this meeting –

Robert Pfeil suggested the District focus on maintenance this year, adding rock on most of the roads. Kari Purinton recommended working on drainage with the double ditches (where there are two berms) to get the water off of the road and get rock in the muddy areas. After discussion, the consensus was to cut shoulders and pull rock back onto the road and add more rock (2" scoria):

Kari Purinton moved to authorize pulling shoulders and adding 2" minus scoria (with fines), 2" thick. Robert Pfeil seconded. Motion carried unanimously. The following were included in the motion:

Moncreiffe – from Willow Lake to Penrose

Willow Lake – from Gargoyle to Moncreiffe

Woolsey – from Moncreiffe to Penrose (all of Woolsey) (pull ditch on east side and add rock in spots)

Fitch – from Cloud Peak to Oriva (add rock in spots)

Bald Mountain (#1 above)

There was discussion on putting pit run down in some areas before putting down the 2" scoria.

The following projects were discussed and are on hold for now:

Cut shoulders and pull rock back onto the road and add more rock (2" scoria):

Frying Pan Lake – all of Frying Pan Lake

Daly – one spot starting to get muddy needs a load of rock, west side needs done

Oriva – from Fitch to Cloud Peak and spots that need work

Other Roads Discussed:

Hazelton Peak – Should be okay

Hallelujah Peak – Not sure on this one – only 2 landowners – should be okay.

Seven Brothers – Not sure on this one – Robert Pfeil will take a look at it

South Peak – Board members will look at the road

iv. 2017 Proposed Projects:

1. M & K access road off South Peak – drainage at intersection
2. 7 Brothers – put in the cul-de-sac
3. Entrance at Echeta – bring in about 10' – it was recommended to put reflector posts if you pull that road in.

v. Road Coordinator

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

- b. Budget for 7/1/16 – 6/30/17 / Assessments – The budget was reviewed. Robert Pfeil moved to approve the preliminary budget as presented. Kari Purinton seconded. Motion carried unanimously. The budget is attached to these minutes.

IV. New Business

- a. A sign will be posted regarding the vacant Board member position that will be on the ballot this November. Applications to be on the ballot are due between August 10, 2016, and August 30, 2016 (received by mail at Oriva Hills ISD, PO Box 5035, Gillette, or delivered to Cathey Consulting). The application is available online at www.catheyconsulting.net – click on Election Documents.
- b. Robert Pfeil moved to authorize Crown Grading to fix a post that Earth Work Solutions knocked over when they delivered rock and have James Newman talk to Earth Works to see if they will provide rock for the approximate amount that Crown Grading charges to fix the post (estimated at \$100). Kari Purinton seconded. Motion carried unanimously.

V. Next Meeting: Tuesday, May 24, 2016, 5:00 p.m. at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette. Regular monthly meetings are the fourth Tuesday of each month at 5:00 p.m. 2016 meeting schedule:

June 28, 2016

July 26, 2016

October 25, 2016

August 23, 2016

November 22, 2016

September 27, 2016

December 27, 2016

VI. Adjourn – Robert Pfeil moved to adjourn the meeting. Kari Purinton seconded. The meeting adjourned at 7:35 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
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Robert Pfeil, Vice President	(299-4601)	Date
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Kari Purinton, Secretary/Treasurer	(670-0275)	Date
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Oriva Hills Budget - July 1, 2016 - June 30, 2017

Budget Hearing: Tuesday, July 26, 2016, 5:00 p.m. at the office of Cathey Consulting,
400 S Gillette Avenue, Suite 106, Gillette
Mailing Address: PO Box 5035, Gillette, WY 82717

					Actual	Budget	Actual (Projected)	Budget	
					7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
Cash Carryover					\$105,336.24	\$106,751.21	\$106,751.21	\$98,100.00	
Revenue					\$95,141.91	\$93,912.00	\$97,544.36	\$99,804.00	
TOTAL					\$200,478.15	\$200,663.21	\$204,295.57	\$197,904.00	
Expenses									
Administrative					\$4,462.64	\$6,015.58	\$4,184.34	\$10,180.29	
Indirect					\$750.00	\$750.00	\$750.00	\$1,731.00	
Operations					\$87,948.93	\$125,000.00	\$97,768.24	\$178,910.79	
Loan Payment					\$8,263.54	\$9,442.56	\$9,442.56	\$7,081.92	
Miscellaneous / Roll Over					\$0.00	\$59,455.07	\$0.00	\$0.00	
TOTAL					\$101,425.11	\$200,663.21	\$112,145.14	\$197,904.00	
APPROVALS:							Budget Message:		
							The Oriva Hills Improvement and Service District maintains the roads. The District will continue with the \$400 per lot assessment for this next fiscal year and will work on another section of road while blading all of the roads periodically. The study completed by DOWL HKM is used as a guideline to prioritize and select projects each year. The District works to maintain the roads, especially the improved sections of roads to keep going forward on the upgrade and maintenance program. If needed, the District will focus on maintenance instead of a major project to make sure the roads do not break down too far.		
Troy Manselle, President									
Kari Purinton, Secretary/Treasurer									

Accrual Basis

						Actual	Budget	Actual (Projected)	Budget	
						7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
Cash Carryover Start of FY						\$105,336.24	\$106,751.21	\$106,751.21	\$98,100.00	
			Revenue							
			Assessments							
			Assessments - Current Year			81,600.00	81,600.00	81,600.00	81,600.00	\$400 for each lot
			Total Assessments			81,600.00	81,600.00	81,600.00	81,600.00	204 total lots
			Grants							
			Campbell County Distr. Sup. Grant			11,608.00	11,608.00	13,582.00	17,500.00	25% of drainage & rock
			Campbell County Distr. Sup. Grant					1,283.00		Utility line moved
			Total Grants			11,608.00	11,608.00	14,865.00	17,500.00	
			Interest Income							
			Interest Income - Assessments			625.26	50.00	424.52	50.00	
			Interest Income - Bank			0.65		0.84		
			Total Interest Income			625.91	50.00	425.36	50.00	
			Surface Agreements			1,308.00	654.00	654.00	654.00	M & K Oil \$654
			Total Revenue			95,141.91	93,912.00	97,544.36	99,804.00	Patriot \$2,663.85
Total Revenue Plus Cash Carryover						200,478.15	200,663.21	204,295.57	197,904.00	
			Expense							
			Administration							
			Advertising Expenses			172.83	150.00	150.00	150.00	
			Bank Service Charges / Loan Fees				0.00		0.00	
			Bookkeeping / Secretarial			3,840.00	3,840.00	3,890.00	3,840.00	\$320/mo.
			Legal Fees							
			Office Supplies			150.75	50.00		50.00	
			Postage, Mailing Service			48.00	350.00	50.00	350.00	
			Printing and Copying			156.50	50.00		50.00	Admin. Costs per 204 lots
			Taxes			94.56	95.00	94.34	95.00	
			Travel (Grant and Loan)				740.29		740.29	24.04
			Miscellaneous				740.29		4,905.00	(5% of Carryover)
			Total Administration			4,462.64	6,015.58	4,184.34	10,180.29	
			Indirect Expenses							
			Bond - Board			250.00	250.00	250.00	250.00	Indir. Costs per 204 lots
			Insurance - Liability, D and O			500.00	500.00	500.00	500.00	8.49
			Miscellaneous						981.00	(1% of carryover)
			Total Indirect Expenses			750.00	750.00	750.00	1,731.00	
			Interest Expense							See Loan Payments below

						Actual	Budget	Actual (Projected)	Budget	
						7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
					Operations					
					Miscellaneous				92,214.00	(94% of Carryover)
					Road Maintenance		122,000.00		13,696.79	
					Mailboxes					
					Blading - snow, ice		3,000.00	700.00	3,000.00	
					Blading / Repairs on Roads			27,618.25		
					Road Signs					
					Road Upgrades	87,925.75		66,883.17	70,000.00	(Grant eligible)
					Safety Supplies	23.18				
					Utility Work			2,566.82		
					Total Road Maintenance	87,948.93	125,000.00	97,768.24	86,696.79	Oper. Costs per 204 lots
					Total Operations	87,948.93	125,000.00	97,768.24	178,910.79	877.01
					Total Expense	93,161.57	131,765.58	102,702.58	190,822.08	
					Loan Payments		9,442.56	9,442.56	7,081.92	786.88 / mo. (pay off 3/2017)
					Principle	8,263.54				3.857254902
					Interest - See above Operations	1,179.02				cost per lot
					Total Expenses Plus Loan	101,425.11	141,208.14	112,145.14	197,904.00	
					From Cash on Hand for Road Upgrades (under expenses)		47,296.14			Cash on Hand start of FY
					Miscellaneous Expenses as Needed		59,455.07			Cash on Hand start of FY
					Total Expenses Plus Loan Plus Miscellaneous Expenses:	101,425.11	200,663.21	112,145.14	197,904.00	
					Net After Loan Payments / Capital Improvements - RESERVES	99,053.04	0.00	92,150.43	0.00	
						6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/16 (Projected)
					Checking Account	\$82,978.55	\$122,499.09	\$104,335.09	\$104,949.41	\$96,000.00
					Savings Account		\$1,000.44	\$1,001.15	\$1,801.80	\$2,100.00
					TOTAL	\$82,978.55	\$123,499.53	\$105,336.24	\$106,751.21	\$98,100.00
					Campbell County District Support Grant - \$50,000 per year maximum - 25% of project cost					
					Loan - 1st payment 3/21/12 / final payment 3/21/17					
					5 year loan - 60 payments of \$786.88			6/30/2014	6/30/2015	6/30/2016
					6% interest / \$40,622 principal		PRINCIPAL BALANCE:	\$23,196.72	\$14,933.18	
					Notes: District formed in 2004. Approximately 21 miles of constructed gravel roads in the District.					
					Road Work					
					2009-2010 Penrose - Limestone / Other roads? Other materials?					
					Stinson Construction \$66,404.00 - Fall, 2013 Road upgrades and culvert installation to address drainage issues on Cloud Peak and Moncreiffe (25% county grant \$15,101.00). 1) Cloud Peak from Echeta Road to Fitch - rock and drainage (4 culverts); 2) Rock Bomber Mountain from Penrose Peak to Hallelujah Peak; 3) Intersection of Woolsey & Moncreiffe - 1 culvert & major drainage; 4) 1 culvert on Penrose Peak about 3/4 of a mile in from Oriva Road; 5) Fixed Oriva & Cloud Peak - took out (eliminated) the northerly "Y" of Oriva; 6) Eliminated "Y" at Woolsey & Moncreiffe.					
					Spring, 2014 - Road work mainly on Fitch Road, plus installing a culvert on Cloud Peak Court and finish rocking Moncreiffe Road. Install culvert on Penrose Peak and Bomber Mountain, install 40' culverts on Oriva Road and regrade ditch and grade rock, install 40' culvert on Cloud Peak Ct.					
					7/1/13 - 6/30/14:					

Accrual Basis

7/1/14 - 6/30/15:					Cloud Peak Court gravel and blading, Drainage on Five Fingers (two areas maybe more), try experimental materials on Penrose (maybe an eighth of a mile), scoria on Five Fingers Peak Road and other roads on the east side of the District. Start hitting the newer roads on the east side of the District. ICM recommends a good base of scoria on the roads regardless of other materials put on top (like crushed concrete).					
7/1/15 - 6/30/16					Aug-Oct, 2015 Bomber Mountain (1.1 mile) (51 loads scoria), culverts and drainage work on Bomber Mountain. Stinson/Crown Gr					
7/1/16 - 6/30/17					Aug-Oct, 2015 Buffalo Back Rd - Scoria 1 mile (18 loads (594 yards - 33 yards per truck - \$460 per truck) 2" X 1 mile X 18' wide). Stinson/Crown Gr.					
7/1/16 - 6/30/17					BUDGET:					
50% One-Time Only Per Street Drainage Upgrades Used:										
	5/6/14 Fitch Road									
	8/18/15 Bomber Mountain Road									