

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, April 26, 2022, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Robert Pfeil
Board Members Not Present: Mark Smith
Others Present: Helenanne Cathey, Kari Purinton, Fletcher Maming, Kristina Virtue

Robert Pfeil called the meeting to order at 6:00 p.m.

- I. Minutes** – Minutes are e-mailed and posted online after each meeting at www.catheyconsulting.net. Robert Pfeil moved to approve the minutes for the regular meeting on March 22, 2022, as written. Nick Clevenger seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Robert Pfeil moved to accept the treasurer's report and pay bills as presented. Nick Clevenger seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$9,942.21
03/31/22 Interest	\$0.84
04/26/22 Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$10,043.05
 Checking Account Balance End of Last Meeting:	 \$117,132.64
03/31/22 Interest	\$6.96
04/11/22 Deposit – Assessments	\$2,886.42
Checking Account Balance Prior to Meeting:	\$120,026.02
Bills Paid / Checks Written at Meeting:	
Ck# 1094 Cathey Consulting, LLC	Inv. 6504 – Mar. adm./bks/postage \$ 340.00
Ck# 1095 Crown Grading	Inv. 124 – Plowed snow \$ 3,410.40
Ck# 1096 Local Gov't Liab. Pool	Inv. 13805 – 7/1/22-6/30/23 insurance \$ 500.00
Ck# 1097 Oriva Hills ISD	Monthly Transfer to Savings (\$100/mo.) \$ 100.00
TOTAL:	\$ 4,350.40
Ending Checking Account Balance:	\$115,675.62
Receivables / Assessments: \$31,400.00	

III. Unfinished Business

A. Road Work –

1. Fences in right-of-way – No update.
 1. 6/23/21 – A letter was sent to the County Attorney's office asking that this issue be investigated and addressed by the County Attorney's office, especially on three properties.
4/26/22 – No update at this meeting.
2. 9/28/21 – Up to \$21,000 approved for work on Five Fingers: \$455 for the labor to install a new culvert less a \$110 credit for the damage to the culvert. Two culverts will be needed. Approximately 2,800 feet on Five Fingers starting from Cloud Peak to 54 Five Fingers Peak Rd. Rock estimate 830 yard for about \$7,055. Trucking estimate \$7,200. \$910 for the two culverts (labor), culverts are in inventory. 56 hours for shaping the road (should be less – that's what was in Oriva – will bill for actual time). **4/26/22 – the cost for everything is higher now. James Newman reported that he may be able to get some ¾" minus scoria for \$6. Robert Pfeil will check with the County to see if they would recommend that material. The main concern is that the ¾" minus is too small and may just blow away.**
3. The following are on hold:
 1. Corner on Bomber
 2. Culvert on the corner of Woolsey and Moncreiffe

Culvert Inventory (10/27/2020):

3 each 18" X 20' culverts

3 each 18" X 15' culverts

3 each 18" bands

4. Other Future Projects (no update):

1. (*Discussion Nov., 2020*): Spot on Five Fingers, several areas on Moncreiffe, Bomber Mountain sections, about a half a mile on Bald Mountain. (Cloud Peak is still eligible for 50% grant for drainage improvements)
2. Fitch – from Oriva to Cloud Peak (L-Base) / Culvert at Henderson's / soft spots
3. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
4. M & K access road off South Peak – drainage at intersection
5. Hallelujah Peak – This will be a bigger issue and may be a future project.
6. Culvert on Moncreiffe, about 60' west of Penrose needs to be addressed.
7. Seven Brothers – There are a number of issues on this road. This will be a bigger project and will be addressed in the future. **10/26/21: Until the fence is moved, we will probably not be able to do any snow removal.**

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.

4/26/22 There was discussion on the list of "future projects" – Fitch was recommended and possibly Cloud Peak later this year and maybe followed by Bomber. The problem with Fitch is the pipeline along Fitch which is going to cause problems putting in drainage. The only way to get adequate drainage on Fitch is to lower the pipeline (probably not an option) or build up the road which will be very expensive. There was discussion on Cloud Peak issues. Everyone that lives on that road can take a different route to get around the problem areas the few times a year that there's a problem.

5. Road Coordinator:

Appointed until next meeting: Mark Smith (307-660-4132)

- B. Mailboxes – Nick Clevenger reported that he has talked to the assistant to the postmaster on several occasions, but he has to talk to the postmaster directly regarding the mailboxes. Every time he stops at the post office the postmaster is out of town.
- C. Street Signs – Kari Purinton is working on street signs.
- D. Budget for 7/1/22 – 6/30/23 – The budget for the next fiscal year was discussed. Robert Pfeil moved to approve the proposed budget as discussed. Nick Clevenger seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will June 14, 2022, in the Gillette News-Record.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
ORIVA HILLS IMPROVEMENT & SERVICE DISTRICT**

Oriva Hills Improvement and Service District will hold a public hearing to review the 7/1/22 – 6/30/23 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Tuesday, June 28, 2022, at 6:00 p.m. Budget Summary:

Expenses: Administrative \$6,900 / Indirect \$750 / Operations \$263,725
Revenue and Rollover: \$271,375

Assessments will be the same as last year - \$400 per lot. The complete proposed budget is available online at www.catheyconsulting.net – Oriva Hills meeting minutes for 04/26/22. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

- A. Robert Pfeil moved to approve the Local Government Liability Pool renewal application that was submitted online. Nick Clevenger seconded. Motion carried unanimously.
- B. There was discussion on the roads. There are sections of two roads (Cloud Peak and Oriva) that are impassible due to snow drifts on the roads, but every homeowner has an open route to their homes. These two sections could be opened up, but it will take at least a day to clear those areas. The main concern is that there is no alternative exit right now if the first entrance were to be blocked for some reason. James Newman isn't available to clear these areas at this time and most homeowners don't have the kind of equipment that will be needed to clear them. There are also concerns about the road getting torn up by trying to clear it. The other concern is the cost and if it's worth the cost to clear it. Every homeowner has another route to their property, and the snow will melt before too long. Board members will take a look at the areas. There is more weather coming this weekend, and if the snow melts and refreezes several times, it will be a large block of ice, and that's also a concern.
- C. There was discussion on getting rock down on Bomber Mountain and other areas (Bald Mountain, Cloud Peak). There was discussion on getting some spring blading done after there is adequate moisture. If the snow melts off and we get rain over the weekend, James Newman will try to get some blading done next week. The Board would like to see rock pulled in from the shoulders. If scoria is \$15 a yard, a suggestion was made that it's probably better to pay just a small amount more and get limestone. James Newman reported that there are areas that are down to pit run and clay, and they need to be addressed soon. James Newman will get some quote for rock for Bomber Mountain and a section of Bald Mountain.

V. Next Regular Meeting: TUESDAY, MAY 24, 2022, 6:00 p.m. (Usually, the 4th Tuesday of each month) 2022 meeting schedule:

Tues., May 24, 2022, 6:00 p.m. Tues., June 28, 2022, 6:00 p.m.
Tues., July 26, 2022, 6:00 p.m. Tues., Aug. 23, 2022, 6:00 p.m. Tues., Sep. 27, 2022, 6:00 p.m.
Tues., Oct. 25, 2022, 6:00 p.m. Tues., Nov. 22, 2022, 6:00 p.m. Tues., Dec. 27, 2022, 6:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 6:49 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.
 - 8) RIGHT-OF-WAY ALONG ALL ROADS.
 - * Daly, Fitch, Penrose and Oriva Road – 100 foot right-of-way – This means that there should be a minimum of 50 feet between the center of the road and any fence on either side of the road.
 - * All Other Roads – 60 foot right-of-way – This means that there should be a minimum of 30 feet between the center of the road and any fence on either side of the road.
- ROADS CANNOT BE MAINTAINED OR IMPROVED IF FENCES ARE TOO CLOSE TO THE ROAD!**

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
307-685-8235

Robert Pfeil, President (307-299-4601)	Date
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Nicholas (Nick) Clevenger, Vice President (509-994-0676)	Date
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Mark Smith, Secretary/Treasurer (307-660-4132)	Date
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Budget - Oriva Hills I & S District - 7/1/2022 - 6/30/2023					
Budget Hearing: Tuesday, June 28, 2022, 6:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
		Actual	Budget	Actual	Budget
		7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23
		(F32)		(ESTIMATED)	
Revenue					
	Assessments (1 fewer lots in 2021)	81,200	80,800	80,800	80,800
	Assessments - Interest	673	500	491	500
	Interest - Bank	57	50	70	70
	Surface Use Agreement M & K		0		0
	Surface Use - Other				
	Other - Utility Cable / Assoc. Work (reimburse)				
	Grants - County	6,031	31,250		31,250
	Grants - County (18-19 road project)				
	Receivables End of FY		0		0
	TOTAL REVENUE	87,961	112,600	81,361	112,620
	CASH CARRYOVER		101,387		158,755
	TOTAL REVENUE PLUS CASH CARRYOVER	87,961	213,987	81,361	271,375
Expenditures					
Administrative					
	Contract Admin./Bookkeeping (\$375 X 12) + \$500	4,580	5,000	4,580	5,000
	Contract Legal		600		600
	Miscellaneous				
	Office / Postage / Advertising, etc.	923	750	1,000	1,200
	Taxes - Rec. area	53	100	53	100
	Travel				
	TOTAL ADMINISTRATIVE	5,556	6,450	5,633	6,900
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		51,787		108,725
	Road Work-blading/rock/drainage/culverts	75,440	30,000	18,450	30,000
	Road Work - Blading Snow and Ice				
	Road Projects - Major Work (Grant elig.)		125,000		125,000
	Payables End of FY		0		0
	Utility Work				
	TOTAL OPERATIONS COSTS	75,440	206,787	18,450	263,725
	TOTAL EXPENDITURES	81,746	213,987	24,833	271,375
Capital Improvements / Reserves					
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES	0	0	0	0
	TOTAL EXP. PLUS NET RESERVES	81,746	213,987	24,833	271,375
	CURRENT YEAR NET (REV - EXP + MISC.)	6,215	-49,600	56,528	-50,030
	CURRENT YR CASH + REV - TOTAL EXP.		0		0
Receivables Start of FY					
		6,800		6,800	
Payables Balance Start of FY					
		340		340	
		6/30/2020	6/30/21 (EST)	6/30/2021	6/30/22 (EST)
BEGINNING OF FISCAL YEAR BALANCES					
	GENERAL FUNDS	81,122	92,254	86,731	149,622
	GENERAL FUND - SAVINGS ACCT	7,827	9,133	9,036	9,133
	TOTAL FUNDS BEGINNING OF YEAR	88,949	101,387	95,767	158,755
	Receivables Balance End of FY	6,200			
	Payables Balance End of FY	342			
	End of Year Bank Balance	95,766		158,755	

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 (Pres.) and Mark Smith (Sec./Treas.) terms end Nov., 2022 / Nick Clevenger (Vice Pres.) term ends 2024
Meetings are the fourth Tuesday of each month at 6:00 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.