

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, April 27, 2021, 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, Jarrod, Patterson, Alyssa U., Pam and Sean Egerstrom

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 23, 2021, 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:	\$8,733.01
03/31/21 Interest	\$0.74
04/27/21 Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$8,833.75

Checking Account Balance End of Last Meeting:	\$75,467.25
03/31/21 Interest	\$4.58
04/12/21 Deposit – Assessments	\$1,435.80

Checking Account Balance Prior to Meeting:	\$76,907.63	
Bills Paid / Checks Written at Meeting:		
Ck# 1054 Cathey Consulting, LLC	Inv. 5944 – Mar. adm./bks/postage	\$ 340.00
Ck# 1055 Crown Grading	Inv. 114 – Blade roads	\$ 3,050.00
Ck# 1056 Oriva Hills ISD	Monthly Transfer to Savings (\$100/mo.)	\$ 100.00
TOTAL:		\$ 3,490.00
Ending Checking Account Balance:		\$73,417.63

Receivables / Assessments: \$35,000.00

III. Unfinished Business

A. Road Work –

1. Letters to landowners with fences on the road that need to be moved back out of the road right-of-way.
 - A letter was sent 2/2/21 to the owner of 12 Hallelujah Peak Court to keep the fence 30' from the center of the road.
 - At the February meeting, the Board approved mailing a letter to all landowners. There are four roads with 100' easements (Oriva, Penrose, Fitch, and Daly) and the rest are 60'. In the engineered study, it was stated that the District was not responsible for maintaining or improving roads that haven't been accepted or built to County specifications. The County has also confirmed that it is not the District's responsibility to build roads to County specifications. The District may need to clearly identify which roads will be maintained and which will need some work before the District will do improvements or maintain them.
 - Robert Pfeil and Helenanne Cathey met with the County Public Works Department and one of the County Commissioners on April 26th. The Public Works office reported that the roads are platted consist of road rights-of-way – not easements, which means, that landowners do NOT own the land up to the roads. **Landowners cannot put fences in the right-of-way. Fences that are in the road right-of-way need to be moved back off of the roads.** The fences are preventing the blade from going in and maintaining the

road in spots. A landowner at the meeting reported that they will not be able to bring in a mobile home because people have put fences on the road that will prevent them from bringing in their home. A reminder to landowners that any fences should be either 50' or 30' from the center of the road. **Robert Pfeil will contact an attorney regarding the issue with fences. Nick Clevenger will contact the County Attorney's office.**

2. 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

3. Other Future Projects (no update):
 1. *(Discussion Nov., 2020):* North end of South Peak and north end of Cloud Peak, 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)

4/27/21 Discussion: A suggestion was made to get rock in a few areas. There was discussion on pulling in the shoulders. Robert Pfeil moved to authorize up to \$3,500 for scoria and blade work on the north end of South Peak and up to \$5,000 of scoria and road work on the north end of Cloud Peak Court. Nick Clevenger seconded. Motion carried unanimously.

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.

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.

Questions were asked about the area by the railroad tracks. The District CANNOT touch the area by the railroad tracks. It is the railroad's responsibility.

4. Road Coordinator:
Appointed until next meeting: Robert Pfeil (307-299-4601)

- B. Mailboxes – The Board is working on getting bids for installing the locked mailboxes and for a 3-sided shelter. The consensus is to install all of the new locked boxes at the first entrance. They will be installed where the mailboxes are now.
- C. Street Signs – Kari Purinton hopes to work on the signs in the next few weeks.
- D. Budget for 7/1/21 – 6/30/22 – Robert Pfeil moved to approve the proposed budget as presented. Nick Clevenger seconded. Motion carried unanimously. The proposed budget is attached to these minutes.

IV. New Business

- A. There was discussion regarding road work under Unfinished Business.

V. Next Regular Meeting: TUESDAY, MAY 25, 2021, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2021 meeting schedule:

Tues., May 25, 2021, 6:00 p.m. Tues., June 22, 2021, 6:00 p.m.

Tues., July 27, 2021, 6:00 p.m. Tues., Aug. 24, 2021, 6:00 p.m. Tues., Sep. 28, 2021, 6:00 p.m.

Tues., Oct. 26, 2021, 6:00 p.m. Tues., Nov. 23, 2021, 6:00 p.m. Tues., Dec. 28, 2021, 6:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 7:11 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.**
 - 8) A reminder to homeowners that all of the roads in the District have a minimum of 60' right of way. In other words, all fences need to be back at least 30' from the center of the road. (Some roads may be 100' right-of-way, so the fence would need to be 50' from the center of those roads.) 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

Nicholas (Nick) Clevenger, Vice President (509-994-0676) Date

Mark Smith, Secretary/Treasurer (307-660-4132) Date

Budget - Oriva Hills I & S District - 7/1/2021 - 6/30/2022					
Budget Hearing: Tuesday, June 22, 2021, 6:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
	Actual	Budget	Actual	Budget	
	7/1/19-6/30/20 (F32)	7/1/19 - 6/30/20	7/1/20 - 6/30/21 (ESTIMATED)	7/1/21 - 6/30/22	
Revenue					
Assessments (1 fewer lots in 2021)	81,592	81,200	81,200	80,800	\$400 X 202 lots (2021)
Assessments - Interest	556	500	520	500	
Interest - Bank	34	50	50	50	
Surface Use Agreement M & K	-654	0		0	
Surface Use - Other					
Other - Utility Cable / Assoc. Work (reimburse)					
Grants - County	13,354	17,500	6,031	31,250	25% of grant eligible road wk.
Grants - County (18-19 road project)					
Receivables End of FY		0		0	End of Prior Yr. Receivables
TOTAL REVENUE	94,882	99,250	87,801	112,600	
CASH CARRYOVER		95,365		109,522	
TOTAL REVENUE PLUS CASH CARRYOVER	94,882	194,615	87,801	222,122	
Expenditures					
Administrative					
Contract Admin./Bookkeeping (\$340 X 12) + \$500	4,580	5,000	4,580	5,000	
Contract Legal		600		600	
Miscellaneous					
Office / Postage / Advertising, etc.	374	750	1,000	750	
Taxes - Rec. area	53	100	53	100	
Travel					
TOTAL ADMINSTRATIVE	5,007	6,450	5,633	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		95,365		59,922	(Carryover)
Road Work-blading/rock/drainage/culverts	57,555	22,050	42,000	30,000	
Road Work - Blading Snow and Ice	3,700		600		
Road Projects - Major Work (Grant elig.)	56,362	70,000	24,705	125,000	
Payables End of FY		0		0	End of Prior Yr. Payables
Utility Work					
TOTAL OPERATIONS COSTS	117,617	187,415	67,305	214,922	
TOTAL EXPENDITURES	123,374	194,615	73,688	222,122	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	123,374	194,615	73,688	222,122	
CURRENT YEAR NET (REV - EXP + MISC.)	-28,492	0	14,113	-49,600	
CURRENT YR CASH + REV - TOTAL EXP.		0		0	
Receivables Start of FY			6,800		
Payables Balance Start of FY			340		
	6/30/2019	6/30/20 (EST)	6/30/2020	6/30/21 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	134,198	87,639	81,122	100,389	CASH CARRYOVER
GENERAL FUND - SAVINGS ACCT	6,619	7,726	7,827	9,133	CASH CARRYOVER
TOTAL FUNDS BEGINNING OF YEAR	140,817	95,365	88,949	109,522	
Receivables Balance End of FY					6,800
Payables Balance End of FY					340
End of Year Bank Balance					88,949
					109,522

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 Ae, Suite 106, Gillette. Office hours generally Monday through Friday, 9 a.m. to 5 p.m.