Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, April 28, 2020, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Robert Pfeil, Tom Walker
Others Present: Helenanne Cathey, Kari Purinton

Robert Pfeil called the meeting to order at 5:02 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 February 25, 2020, as written. Tom Walker seconded. Motion carried unanimously. There was no meeting in March.

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:			**$7,422.33**
02/29/20	Interest	$0.60	
03/31/20	Interest	$1.35	
04/28/20	Current Meeting Transfer fr, Checking	$200.00	
Ending Savings Account Balance:			**$7,624.28**

Checking Account Balance End of Last Meeting:			**$66,180.16**
02/29/20	Interest	$2.80	
03/09/20	Deposit – Assessments	$1,018.54	
03/31/20	Interest	$6.50	
04/10/20	Deposit – Assessments	$1,848.92	
Checking Account Balance Prior to Meeting:			**$69,056.92**

Bills Paid / Checks Written at Meeting:

Ck# 1004	Cathey Consulting, LLC	Inv. 5370 – Feb. adm./bks/postage $340.00 Inv. 5413 – Mar. adm./bks/postage $340.00	$ 680.00
Ck# 1005	Crown Grading	Inv. 93 – Plowed snow, repaired and bladed	$ 5,600.00
Ck# 1006	Local Gov't Liab. Pool	Inv. 12526 – 7/1/20-6/30/21 insurance	$ 500.00
Ck# 1007	Oriva Hills ISD	Monthly Transfers ($100/mo.)	$ 200.00
TOTAL:			**$ 6,980.00**
Ending Checking Account Balance:			**$ 62,076.92**

Receivables: Assessments: $33,800.00 / M & K Oil $1,308.00

III. **Unfinished Business**

A. Road Work – A 50' culvert will be required at Dale Purinton's place. Robert Pfeil moved to approve the additional footage for the culvert. Nick Clevenger seconded. Motion carried unanimously. Another culvert needs to be 30' instead of 37'. The consensus of the board is that replacing a culvert is different than installing a new one and the longer lengths should be covered by the District for replacements. Robert Pfeil moved to approve the 37' culvert. Tom Walker seconded. Motion carried unanimously. There is a culvert needed on Fitch, but until the road is built up, it will not do any good to put a culvert there. There was discussion on bringing in pit run for the base on Fitch and then topping it with a better material. That worked well where it was done on Penrose. Bids have been received for limestone, and the consensus is to apply for a County grant if possible.

Road Coordinator appointed until next meeting: Robert Pfeil (307-299-4601) (Apr. until May. meeting)

B. Mailboxes – Post office (how many boxes will be required) / concrete pad / locked box pedestals – No update.

IV. New Business

A. Budget for 7/1/20 – 6/30/21 – The budget for the next fiscal year was updated. Robert Pfeil moved to approve the preliminary budget as discussed. Nick Clevenger seconded. Motion carried unanimously. The preliminary budget is attached to these minutes.

V. Next Regular Meeting: TUESDAY, MAY 26, 2020, 5:00 p.m. (Usually the 4th Tuesday of each month)

2020 meeting schedule:

Tues., May 26, 2020, 5:00 p.m. Tues., June 23, 2020, 5:00 p.m.
Tues., July 28, 2020, 5:00 p.m. Tues., Aug. 25, 2020, 5:00 p.m. Tues., Sep. 22, 2020, 5:00 p.m.
Tues., Oct. 27, 2020, 5:00 p.m. Tues., Nov. 24, 2020, 5:00 p.m. Tues., Dec. 22, 2020, 5:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn. Tom Walker seconded. The meeting adjourned at 5:21 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
307-685-8235

____
Robert Pfeil, President (307-299-4601) Date

____
Tom Walker, Vice-President (307-660-5271) Date

____
Nicholas (Nick) Clevenger, Secretary/Treasurer (509-994-0676) Date

Budget - Oriva Hills I & S District - 7/1/2020 - 6/30/2021					
Budget Hearing: Tuesday, June 23, 2020, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
	Actual	**Budget**	**Actual**	**Budget**	
	7/1/18-6/30/19 (F32)	**7/1/19 - 6/30/20**	**7/1/19 - 6/30/20 (ESTIMATED)**	**7/1/20 - 6/30/21**	
Revenue					
Assessments (1 fewer lots in 2020)	81,600	81,200	81,591	81,200	$400 X 203 lots (2020)
Assessments - Interest	358		469	500	
Interest - Bank	9		35	50	
Surface Use Agreement M & K	654	654	654	654	
Surface Use - Other					
Other - Utility Cable / Assoc. Work (reimburse)					
Grants - County	31,743	14,351	13,354	17,500	25% of grant eligible road wk.
Grants - County (18-19 road project)		13,354			
Receivables End of FY		*6,256*		*0*	***End of Prior Yr. Receivables***
TOTAL REVENUE	114,364	115,815	96,103	99,904	
CASH CARRYOVER		**119,736**		**103,715**	
TOTAL REVENUE PLUS CASH CARRYOVER	**114,364**	**235,551**	**96,103**	**203,619**	
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($340 X 12)	4,080	5,000	4,580	5,000	
Contract Legal		600		600	
Miscellaneous					
Office / Postage / Advertising, etc.	539	750	400	750	
Taxes - Rec. area	52	100	53	100	
Travel					
TOTAL ADMINSTRATIVE	4,671	6,450	5,033	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		*83,646*		*103,715*	(Carryover)
Road Work-blading/rock/drainage/culverts	32,360	22,000	39,570	22,704	
Road Work - Blading Snow and Ice	975		3,700		
Roads - Rock (not included in grant)	8,430	10,000	10,875		
Road Projects - Major Work (Grant elig.)	96,330	57,405	56,361	70,000	
Road Work - remaining on grant (18-19 project)		53,358			
Payables End of FY		*2,342*		*0*	***End of Prior Yr. Payables***
Utility Work					
TOTAL OPERATIONS COSTS	138,095	228,751	110,506	196,419	
TOTAL EXPENDITURES	143,516	235,951	116,289	203,619	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	143,516	235,951	116,289	203,619	
CURRENT YEAR NET (REV - EXP + MISC.)	-29,152	-36,490	-20,186	0	
CURRENT YR CASH + REV - TOTAL EXP.		-400		0	
Receivables Start of FY	3,000		5,654		
Payables Balance Start of FY	320		22,570		
	6/30/2018	**6/30/19 (EST)**	**6/30/2019**	**6/30/20 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	144,962	113,117	134,198	97,096	***CASH CARRYOVER***
GENERAL FUND - SAVINGS ACCT	5,411	6,619	6,619	6,619	***CASH CARRYOVER***
TOTAL FUNDS BEGINNING OF YEAR	150,373	119,736	140,817	103,715	
Receivables Balance End of FY	5,654				
Payables Balance End of FY	22,570				
End of Year Bank Balance	140,817		103,715		

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.) term ends Nov., 2022 / Tom Walker (Vice Pres.) and Nick Clevenger (Sec./Treas.) terms end 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.