

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, February 28, 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, Dale Purinton, James Newman, Dwayne Pond, JW Heaton

Troy Manselle called the meeting to order at 5:01 p.m.

- I. Campbell County Fire Department** – Robert Pfeil said that he invited the Fire Department to this meeting. They didn't see any point in coming to this meeting because they are not using any volunteers now, they don't have any grant money available until 2019 or 2020, and they have no interest in putting a Fire Department station in Oriva Hills at this time. Basically, any rapid response will be on the residents of Oriva Hills.
- II. Reverse 911 / Emergency Notification System** – Kari Purinton reported that she talked to David King with the County Emergency Department. People need to go to the County's website and sign up for the emergency contact system. If there is a big enough fire, they will notify people through this system. It's an emergency system designed to communicate with people in the County. Go to www.ccgov.net – click on How Do I – then click on View – then click on Emergency Alerts and Notifications – then follow the enrollment instructions.
- III. Minutes** – The minutes for the last regular meeting on January 24, 2017, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Troy Manselle moved to approve the minutes as written. Robert Pfeil seconded. Motion carried unanimously.
- IV. 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. Robert Pfeil seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$3,703.88
01/31/17 Interest	\$0.32
02/28/17 Ck# 494 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$3,804.20

Checking Account Balance End of Last Meeting:	\$73,823.69
02/09/17 Deposit – County Assessments	\$806.90
Checking Account Balance Prior to Meeting:	\$74,630.59

Bills Approved for Payment:

Ck# 491	Cathey Consulting, LLC	Invoice 3750 – Jan. adm./bks/postage	\$ 321.47
Ck# 492	Crown Grading	Inv. 54 – Plowed snow	\$ 550.00
Ck# 493	First Interstate Bank	Final Loan Payment	\$ 792.29
Ck# 494	Oriva Hills ISD	Monthly Transfer	\$ 100.00

TOTAL:	\$ 1,763.76
---------------	--------------------

Ending Checking Account Balance:	\$72,866.83
---	--------------------

Assessments Due: \$39,400.00

- V. Unfinished Business** – Board members are still 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.

- 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. Kari Purinton will work on the signs. If the weather stays nice, some of the signs should be installed this week.

- ii. CenturyLink utility line – When the project has been completed a completion report and closeout letter need to be submitted to the County. Kari Purinton to follow up with CenturyLink.
- iii. The consensus was to go ahead with some culverts without the County grant program. At the July meeting, the Board authorized Crown Grading to do the following work. The work won't be done until the District has written permission from John Daly. 9/27/16 Waiting for John Daly to provide written authorization. James Newman reported that he was waiting until we had the written authorization so he could do all of them at one time. The consensus was to have James Newman go ahead with culverts.
 1. Moncreiffe – culvert
 2. Cloud Peak and Fitch – culvert needs to be replaced (at Tom Walker's place)
 3. Daly and Fitch – culvert (at Tom Hill's place)
 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.
- iv. 11/22/16 – Kari Purinton is working on setting up an account at Menard's.
- v. 11/22/16 – The following items were discussed. The Board will get quotes. A District Support Grant application will be submitted when the bids are received. This will be discussed further at the next meeting.
 1. **Limestone:** Add 6" of limestone (some areas don't need the 6" – this will be evaluated) (22' wide –the Board will measure the distance) to the following:
Penrose – from the entrance to Moncreiffe
Oriva – from Penrose to Fitch
Fitch – from Oriva to Cloud Peak
 2. **Scoria on bare spots on Oriva Road (2" cap of scoria).** Any wash outs and drainage need to be addressed and culverts installed where needed.
Oriva – from Fitch to Cloud Peak
 3. **Mag Chloride on those same sections (Fitch & Penrose)**

There was discussion on the road work and the concerns with how some sections of roads are holding up. A suggestion was made to use the mesh (geo tech) that is used on roads. Robert Pfeil will talk to County Road and Bridge to see if they have ever used it.

- vi. 2017 (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. **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.
6. Mailboxes area (limestone, work on the grade and cut a ditch).

vii. Snow fence installed in areas that drifted this winter (plastic, wood, living fence) – If people want to make suggestions on places to put snow fences to help keep the snow off the roads, let the Board know. This item will be removed from the agenda.

viii. Road Coordinator

Appointed until next meeting: Robert Pfeil (299-4601) (Feb. until Mar. meeting)

- 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. 2/28/17 – Troy Manselle reported that he got all of Jaime Cragle's old land permit use research. He will bring it in to be stored with the Oriva Hills records.

VI. New Business

- a. Local Government Liability Pool renewal application – The renewal application for general liability insurance as well as directors and officers coverage was reviewed and signed.
- b. Local Government Liability Pool Hot Topics – An information sheet from the Local Government Liability Pool was reviewed.
- c. County Grant program – The County Grant program now requires an Affidavit Concerning Verification and Acceptance of Project for all grants. The information from the County was reviewed and discussed. A third party now needs to inspect projects for which the County provides grant funding to ensure projects are done according to grant requests.
- d. Troy Manselle reported that a landowner has requested permission from the District to utilize the methane well behind his house as a water well. The methane well is on the Oriva Hills community property. The landowner asked that the District consider his request for personal use of the water well and to grant an easement through the community property. After much discussion and concerns raised, the consensus was that this wouldn't be an appropriate use of community property.
- e. There was discussion on the \$400 assessment for additional lots owned by a single landowner. The District is trying to address all of the roads and there are a lot of miles of roads in the District. The roads are improving. No one wants to go backwards and see the roads go back to the way they were. The budget is limited even with the \$400 per year assessment per lot.

VII. Next Regular Meeting: TUESDAY, MARCH 28, 2017, 5:00 p.m. (Usually the 4th Tuesday of each month)

2017 meeting schedule:

April 25, 2017	May 23, 2017	June 27, 2017
July 25, 2017	August 22, 2017	September 26, 2017
October 24, 2017	November 28, 2017	December 26, 2017

VIII. Adjourn – Troy Manselle moved to adjourn the meeting. Robert Pfeil seconded. The meeting adjourned at 6:43 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:**

Robert Pfeil (299-4601)

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