

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, January 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, James Newman, Kari Purinton

Robert Pfeil called the meeting to order at 5:00 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 December 10, 2019, as written. Tom Walker 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. Tom Walker seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$7,221.71
12/31/19 Interest	\$0.31
01/28/19 Ck# 0636 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$7,322.02
 Checking Account Balance End of Last Meeting:	 \$55,073.16
01/10/20 Deposit – Assessments	\$1,600.00
01/14/20 Deposit – County Grant	\$13,354.22
Checking Account Balance Prior to Meeting:	\$70,027.38

Bills Paid / Checks Written at Meeting:

Ck# 635 Cathey Consulting, LLC	Inv. 5279 – Dec. adm./bks/postage	\$ 340.55
Ck# 636 Oriva Hills ISD	Monthly Transfer	\$ 100.00
Ck# 637 Pete Lien & Sons, Inc.	Inv. 19POS/141310 – Limestone	\$ 1,841.30
	Inv. 19POS/141313 – Limestone 48.61 tons	\$923.60

TOTAL:	\$ 2,281.85
Ending Checking Account Balance:	\$ 67,745.53

Receivables: Assessments: \$38,400.00 / M & K Oil \$1,308.00

III. Unfinished Business

- A. Road Work – Most road work will wait until spring or at least until the ground isn't frozen. There was discussion on road work. Robert Pfeil reported that he reviewed the engineering road study, and the District has been on target with the study. By doing road projects a little at a time, the District has saved a great deal of money. The cost estimate for phase I in the engineering study was \$1.5 million, and the District has done almost everything that was in phase I for much less than that. It just takes longer doing things the way the District is doing them.
1. L.A.W. Trucking approved for \$95 an hour to bring in rock with his dump truck for problem areas (\$2,500 approximately – approved March, 2019). No update.
 2. \$6,500 approved for scoria for South Peak on 10/22/19. No update.
 3. Scope of work for other areas – There was discussion on various areas that need work and which projects to do this year – South Peak, Moncreiffe, Cloud Peak, Oriva and the east end of Daly. The Board will work on developing a scope to utilize the County grant as much as possible for projects this year. Dust control was also discussed for the areas that are most heavily travelled to extend the life of the roads. Limestone should be put down to cap projects that were completed to keep from losing the work that is being done.
 4. 2020 (or later) Proposed or Possible Projects – These were specific projects identified at an earlier time and were discussed under the previous item.
 1. Oriva – from Penrose to Fitch (L-Base) (.32 miles)

2. Fitch – from Oriva to Cloud Peak (L-Base)
Culvert at Henderson's
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.

5. Road Coordinator:

Appointed until next meeting: Tom Walker (307-660-5271) (Jan. until Feb. meeting)

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

IV. New Business

- A. A letter was received from First Interstate Bank regarding new fees on accounts. Robert Pfeil moved to move the District's accounts over to First National Bank and order checks and an endorsement stamp and change the direct deposit for the County Treasurer's office for assessments. Two board members will be required to sign checks, transfer money, etc. Helenanne Cathey will be authorized to receive information and discuss accounts with bank staff. All transactions will be recorded and printed in next month's meeting minutes to verify funds transfers. Nick Clevenger seconded. Motion carried unanimously. Board members will work with Helenanne Cathey to transfer the funds.

V. Next Regular Meeting: TUESDAY, FEBRUARY 25, 2020, 5:00 p.m. (Usually the 4th Tuesday of each month)

2020 meeting schedule:

Tues., Feb. 25, 2020, 5:00 p.m. Tues., Mar. 24, 2020, 5:00 p.m.
 Tues., Apr. 28, 2020, 5:00 p.m. 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 the meeting. Nick Clevenger seconded. The meeting adjourned at 6:27 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
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Tom Walker, Vice-President (307-660-5271)	Date
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Nicholas (Nick) Clevenger, Secretary/Treasurer (509-994-0676)	Date
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