

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, July 23, 2019, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Robert Pfeil,
Kari Purinton (replaced by Nick Clevenger at this meeting),
Troy Manselle (by telephone)
Others Present: Helenanne Cathey, James Newman

Robert Pfeil called the meeting to order at 5:00 p.m.

- I. Minutes** – The minutes for the last regular meeting and budget hearing on June 25, 2019, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Robert Pfeil moved to approve the minutes as written. Kari Purinton seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Kari Purinton 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:			\$6,618.85
06/30/19	Interest	\$0.75	
07/23/19	Ck# 0612 – Transfer from Checking	\$100.00	
Ending Savings Account Balance:			\$6,719.60
Checking Account Balance End of Last Meeting:			\$113,117.52
06/13/19	Deposit – Assessments	\$20,480.48	
	Duplicate deposit – County error		
07/01/19	Deposit – Assessments	\$607.10	
Checking Account Balance Prior to Meeting:			\$134,205.10
Bills Paid / Checks Written at Meeting:			
Ck# 609	Campbell County Treasurer	Duplicate Deposit Refund	\$ 20,480.48
Ck# 610	Cathey Consulting, LLC	Inv. 5012 – June adm./bks	\$ 340.00
Ck# 611	Crown Grading	Inv. 83 – Blading \$1,750.00	\$ 6,650.00
		Inv. 84 – Blading/ditching \$4,900.00	
Ck# 612	Oriva Hills ISD	Monthly Transfer	\$ 100.00
TOTAL:			\$ 27,570.48
Ending Checking Account Balance:			\$106,634.62
Receivables: Assessments: \$86,600 / M & K Oil \$654			

III. Unfinished Business

A. Road Work

1. Drainage on Woolsey to protect Penrose project – James Newman reported that this project is almost complete. Two culverts are recommended. There was discussion on the piles that are there. James Newman recommends addressing those later. The consensus is to add 4" of rock (approximately \$3,500), two culverts (approximately \$2,600), \$500 additional blading, plus \$200 for a drop that needs to be done for Century Link combined with the \$2,150 billed and estimated to date is a total of \$8,950. \$5,000 was already approved. Robert Pfeil moved to authorize another \$4,000 to complete the project, trying to utilize culverts that are on hand if possible. Troy Manselle seconded. Motion carried unanimously.
2. Spring blading – James Newman reported that most of the spring blading is done, other than some mud spots that need to be repaired, especially on Cloud Peak and Five Fingers.
3. L.A.W. Trucking approved for \$95 an hour to bring in rock with his dump truck for problem areas (\$2,500 approximately) – James Newman recommended using scoria to repair the mud spots on Five Fingers and Cloud Peak. Some ditch work and reshaping will be done prior to putting down scoria. Cloud Peak Court was discussed.

4. 4/23/19 – \$9,500 approved for Crown Grading to do rock and blading on Bald Mountain from Moncreiffe to Bomber as discussed. This project has been completed.
5. Penrose project update – Rock should be completed this fall. A letter was signed to send to the County requesting a 6 month extension on the grant. Robert Pfeil reported that Pete Lien and Sons has advised that they won't deliver to private subdivisions anymore after this project is complete.
6. Scope of work for other areas – There was discussion on a culvert on Bomber Mountain where the tanks are that needs to be replaced. James Newman recommended that the section from where the project was started last time, back toward the mailboxes, needs to be ditched and reshaped, and that culvert is in this area. On Fitch, at Henderson's barn, where the water pools, needs to be addressed. Oriva Road needs some reshaping. A culvert on Willow Lake at the corner of Gargoyle is recommended. There was discussion on working on a section of Oriva, from Fitch to Dale Purinton's driveway, getting the ditch back and road re-shaped and getting rock on it. The Board will look at the roads and work on a scope for a project to utilize the County grant if possible.

7. Road Coordinator:

Appointed until next meeting: Robert Pfeil (299-4601) (July until August meeting)

B. Mailboxes – Post office (how many boxes will be required) / concrete pad / locked box pedestals

IV. New Business

- A. The State requires additional reporting when revenue or expenses are more than \$100,000 per fiscal year. This past year will require that additional reporting. Helenanne Cathey recommended Chrystal Ninas. She has done a number of other Districts' reporting and is familiar with the State's requirements. Robert Pfeil moved to hire Chrystal Ninas to complete the self-audit, for an estimated cost of \$500. Kari Purinton seconded. Motion carried unanimously.
- B. Nick Clevenger arrived at the meeting at 6:12 p.m. Kari Purinton submitted a letter of resignation. Robert Pfeil moved to accept the letter of resignation. Troy Manselle seconded. Motion carried unanimously. Robert Pfeil moved to appoint Nicholas (Nick) Clevenger to serve on the Board of Directors, replacing Kari Purinton, until the next election, and serving as Secretary/Treasurer. Troy Manselle seconded. Motion carried unanimously. The oath was completed as required.
- C. Robert Pfeil moved to send a letter to First Interstate Bank updating the signature card, removing Kari Purinton, and adding Nick Clevenger. Troy Manselle seconded. Motion carried unanimously.

V. Next Regular Meeting: TUESDAY, AUGUST 27, 2019, 5:00 p.m. (Usually the 4th Tuesday of each month)

2019 meeting schedule:

Sep. 24, 2019

Oct. 22, 2019

Nov. 26, 2019

Dec. 10, 2019* (moved to 2nd Tuesday)

VI. Adjourn – Robert Pfeil moved to adjourn the meeting. Troy Manselle seconded. The meeting adjourned at 6:18 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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Troy Manselle, Vice-President (307-680-1816)	Date
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Nicholas (Nick) Clevenger, Secretary/Treasurer (509-994-0676)	Date
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