Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, July 25, 2017, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Troy Manselle, Kari Purinton, Robert Pfeil
Others Present: Helenanne Cathey, James Newman, Tom Walker, Dale Purinton

Robert Pfeil called the regular meeting to order at 5:02 p.m.

I. **Minutes –** The minutes for the last regular meeting on June 27, 2017, 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. Robert Pfeil moved to accept the treasurer's report and pay bills as presented. Kari Purinton seconded. Motion carried unanimously. Pacific Steel & Recycling sent a statement that included a late fee of $6.11. Helenanne Cathey called them and asked if they would write off the late fee. They agreed to write it off.

Savings Account Balance End of Last Meeting:			**$4,205.46**
06/30/17	Interest	$0.34	
07/25/17	Ck# 513 – Transfer from Checking	$100.00	
Ending Savings Account Balance:			**$4,305.80**
Checking Account Balance End of Last Meeting:			**$89,768.11**
06/30/17	Deposit – County Assessments	$5,443.31	
Checking Account Balance Prior to Meeting:			**$95,211.42**

Bills Approved for Payment:

Ck# 511	Cathey Consulting, LLC	Invoice 3963 – June adm./bks/postage	$ 320.98
Ck# 512	Crown Grading	Invoice for July – Blading	$ 1,450.00
Ck# 513	Oriva Hills ISD	Monthly Transfer	$ 100.00
TOTAL:			**$ 1,870.98**
Ending Checking Account Balance:			**$93,340.44**

Assessments Due: $1,800.00 + Superior Field Services Invoice Due: $1,200 = $3,000 Total Receivables

III. **Unfinished Business –**Board members are working on the projects below.

a. Road Work / Other – Projects Approved / Work in Progress

1. Issues regarding John Daly's property and Signs:
   1) Drainage – Troy Manselle will continue to try to talk to John Daly.
   2) 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 reported that signs have been installed. The consensus was to not put up any surveillance signs. This will be removed from the agenda.

2. 6/27/17 – James Newman to do the culvert on Moncreiffe after getting approval from John Daly. No update.

3. Road Work – <u>Shaping/drainage/culverts where needed and top with L-Base or scoria. (4" of rock on an area 20' wide) – considering the following roads</u>:

   Oriva – from Penrose to Fitch (L-Base) (.32 miles)
   Penrose – from the entrance to Moncreiffe (L-Base)
   Fitch – from Oriva to Cloud Peak (L-Base)
   Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)

Robert Pfeil and James Newman met with the County regarding the roads and drove the roads to determine what needs to be done. The County advised that they will allow the District to use the 50% drainage grant that is supposed to be one time only per street to be split up into two projects. The County will allow an exception for the longer roads (a mile or a mile and a half). There was discussion on the project. There are 6 residential culverts that need to be replaced and at least one main culvert, probably two. There is a lot of ditch work that needs to be done and the road built up. The material from the ditches can be put on the road. There was discussion on leaving the ditches in good enough condition so that they can be mowed. The County wants to see deep ditches. There was discussion on crowning driveways where driveways are higher than the main road.

The project was written down (a scope) to get quotes and to write a County grant application.

4. 2018 (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.
       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. 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.

i. Road Coordinator Appointed until next meeting: <u>Kari Purinton (670-0275) (July until August meeting)</u>

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. Board members are still monitoring for surface use payments.

c. Agreement for Road Usage (Superior Oil Services) - ONEOK hired Superior Oil Services to reclaim a well site. Superior Oil Services has agreed to pay $1,200 to haul material and equipment out of the site, utilizing the District's roads. ($1,200 HAS NOT BEEN RECEIVED YET.)

d. ONEOK is working on removing contaminated soil from another area. There should be two trucks coming out there, but they won't know how much needs to be removed until they start working. The consensus was to charge a one-time fee per incident of $1,200 for up to 4 semi-loads. Anyone using the District's road will be held responsible for the cost to repair any damages to the road. All business traffic must travel a maximum of 20 mph. (Robert Pfeil reported that they haven't started the project yet.)

IV. New Business

a. Budget – Troy Manselle moved to approve a revised budget reflecting revenue, expenses and actual cash carryover as of 6/30/17 for a total budget of $199,171. Robert Pfeil seconded. Motion carried unanimously. The budget is attached to these minutes.

b. Request for Public Records – A letter was received from American Transparency requesting public records. Helenanne Cathey an e-mail explaining that the District's records are stored at the office of Cathey Consulting at 400 S Gillette Avenue, Suite 106, Gillette. Some of the information they are looking for may also be in the District's minutes posted online at www.catheyconsulting.net.

c. There was discussion on setting up a maintenance/blading schedule with some of the District's roads – Penrose, Fitch and Bomber. A suggestion was made to blade these three roads once a month. There was a great deal of discussion on blading. There is a concern that material is being pushed off into the ditch – people driving too fast on the roads is a big problem. Because it is so dry, maybe using a water truck when blading would be beneficial – at least try it to see how it works. There was discussion on blading before or after putting water down.

d. Weed Spraying – A suggestion was made to spray the thistle. It is late this year, but maybe next year. A suggestion was made to look into the bugs at Weed and Pest that eat thistle.

e. Mailboxes were discussed. Cattle are knocking over mailboxes in one area. People can move their mailboxes over to the other end. The District can build an extension on the other area if people are interested.

V. Next regular Meeting: TUESDAY, AUGUST 22, 2017, 5:00 p.m. (Usually the 4th Tuesday of each month)

2017 meeting schedule:

September 26, 2017 October 24, 2017 November 28, 2017 December 26, 2017

VI. Adjourn – Troy Manselle adjourned the meeting at 6:35 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. 8

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: Kari Purinton (670-0275)

Meeting minutes are posted online at www.catheyconsulting.net.

Respectfully submitted,

Helenanne Cathey, Assistant to the Board

685-8235

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Troy Manselle, President (680-1816) Date

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Robert Pfeil, Vice President (299-4601) Date

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Kari Purinton, Secretary/Treasurer (670-0275) Date

Budget - Oriva Hills I & S District - 7/1/17 - 6/30/18					
Budget Hearing: Tuesday, June 27, 2017, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
	Actual	**Budget**	**Actual**	**Budget**	
	7/1/15 - 6/30/16	**7/1/16 - 6/30/17**	**7/1/16 - 6/30/17**	**7/1/17 - 6/30/18**	
Revenue					
Assessments	81,600	81,600	81,600	81,600	$400 X 204 lots
Assessments - Interest	514	50	950		
Interest - Bank	1		3		
Surface Use Agreement M & K	654	654	654	654	
Surface Use - Other			1,200		
Other - Utility Cable / Assoc. Work (reimburse)			2,566		
Grants - County	14,865	17,500		17,500	
TOTAL REVENUE	97,634	99,804	86,973	99,754	
CASH CARRYOVER		**60,523**		**99,417**	
TOTAL REVENUE PLUS CASH CARRYOVER	**97,634**	**160,327**	**86,973**	**199,171**	
Expenditures					
Administrative					
Contract Admin./Bookkeeping	3,890	3,840	3,915	4,000	320 X 12 + audit
Contract Legal		600		600	
Miscellaneous		3,026			
Office / Postage / Advertising, etc.	50		442	750	
Taxes - Rec. area	94	95	94	100	
Travel		740			
TOTAL ADMINSTRATIVE	4,034	8,301	4,451	5,450	
Indirect					
Insurance - Liability / D & O / Bonding	750	750	750	750	
Miscellaneous		*605*			
TOTAL INDIRECT COSTS	750	1,355	750	750	
INTEREST - TOTAL COSTS	666		143	0	
DEBT - PRINCIPAL COSTS	8,776	7,082	6,157	0	$786.88 per mo. paid off 3/2017
Operations					
Misc (Cash Carryover less reserves)		*56,892*		*99,417*	
Roads - Blading / Snow Removal / Signs / Other	28,318	16,697	39,695	23,554	
Roads - Rock					
Road Projects - Major Work (Grant elig.)	96,903	70,000		70,000	
Utility Work	2,567		1,283		
TOTAL OPERATIONS COSTS	127,788	143,589	40,978	192,971	
TOTAL EXPENDITURES	142,015	160,327	52,479	199,171	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	142,015	160,327	52,479	199,171	
CURRENT YEAR NET (REV - EXP + MISC.)	-44,381	-3,631	34,494	0	
CURRENT YR CASH + REV - TOTAL EXP.		0		0	
Receivables Start of FY	5,600		7,400		
Payables Balance Start of FY	47		0		
	7/1/2015	**7/1/2016**	**7/1/2016**	**6/30/2017**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	106,751	60,523	60,523	99,417	***CASH CARRYOVER***
TOTAL FUNDS BEGINNING OF YEAR	106,751	60,523	60,523	99,417	
Receivables Balance End of FY	7,400		3,000		
Payables Balance End of FY	0				
End of Year Bank Balance	60,523		99,417		

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 (Vice Pres.) & Kari Purinton (Sec./Treas.) terms end Nov., 2018 / Troy Manselle (Pres.) term ends 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.