

Oriva Hills Improvement & Service District
Budget Hearing / Regular Meeting Minutes
Tuesday, July 26, 2016, 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, Tom Walker, Dale Purinton, James Newman

BUDGET HEARING

Troy Manselle called the budget hearing to order at 5:00 p.m. The budget was reviewed and discussed. Troy Manselle adjourned the budget hearing at 5:07 p.m.

REGULAR MEETING

Troy Manselle called the regular meeting to order at 5:07 p.m.

- I. Minutes** – The minutes for the regular meeting on June 28, 2016, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Kari Purinton moved to approve the minutes as written. Robert Pfeil 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:		\$3,002.87
06/30/16	Interest	\$0.12
Ck# 464	Transfer from Checking	\$100.00
Ending Savings Account Balance:		\$3,102.99
Checking Account Balance End of Last Meeting:		\$56,481.10
06/30/16	Deposit – County Assessments	\$1,039.55
Checking Account Balance Prior to Meeting:		\$57,520.65
Bills Approved for Payment:		
AUTO	First Interstate Bank	Loan Payment \$ 786.88
Ck# 461	Cathey Consulting, LLC	Invoice 3447 – June admin./books \$ 320.00
Ck# 462	Crown Grading	Invoice 48 – Road work \$ 2,100.00
Ck# 463	Gillette News-Record	Ad 00317515 – director election \$51.56 \$ 105.19
		Ad 00315954 – budget hearing \$53.63
Ck# 464	Oriva Hills ISD	Monthly Transfer \$ 100.00
TOTAL:		\$3,412.07
Ending Checking Account Balance:		\$54,108.58
Assessments Due: \$7,400.00		

I. Unfinished Business

- a. Road Work / Other –
- i. Projects Approved / Work in Progress
1. Troy Manselle reported on his conversation with John Daly:
- 1) Drainage
- John Daly said it was fine to cut the fence and the ditch to drain as long as the District fixes the fence. The consensus was to move forward with the work when John sends something in writing. Troy Manselle will e-mail John Daly to get a written authorization.
- 2) Oil field trucks travelling District's roads
- John Daly suggested the District put chains and combination locks on the gates and e-mail him the combinations. Robert Pfeil will take care of this.

“No through oil field traffic.” – Kari Purinton got a price from Sign Boss – 4 of them will cost \$168.02. The consensus was to put 5 signs (one at each entrance) and put them below the 30 mph signs.

Troy Manselle moved to purchase three chunks of chain and three combination locks, five “No Through Oil Field Traffic” signs and three “Surveillance” signs. Kari Purinton seconded. Motion carried unanimously. There was discussion on putting some tags on the combination locks with board member names and phone numbers.

2. CenturyLink utility line – When the project has been completed a completion report and closeout letter need to be submitted to the County. Kari Purinton has been trying to contact the person at CenturyLink that is working on this project. She will keep trying.
- i. 2016 Projects:
 1. Pull shoulders and add 2” minus scoria (with fines), 2” thick (approved 4/26/16) on the following:
 - 1) Frying Pan Lake – all of Frying Pan Lake (and add culvert) – Culvert is in and road shaped. Needs rock. **Done**
 - 2) Daly – one spot starting to get muddy needs a load of rock, west side needs done – Holding well. Nothing needed at this time. Leave on agenda for now. Add rock when possible. **Done**
 2. 30 mph speed limit signs installed – Kari Purinton will be installing signs.
 3. Stop sign on Bomber Mountain coming down to Penrose – Kari Purinton will be installing signs.
- ii. The consensus was to go ahead with some culverts without the County grant program. Troy Manselle moved to authorize Crown Grading to do the following work. Robert Pfeil seconded. Motion carried unanimously. The work won’t be done until the District has written permission from John Daly and after Kari has talked to Rupps.
 1. Moncreiffe – culvert
 2. Cloud Peak and Fitch – culvert needs to be replaced (at Tom Walker’s place)
 3. Daly and Buffalo Back – cut ditch and add culvert
 4. Daly and Fitch – culvert (at Tom Hill’s place)
 5. Penrose and Bomber Mt. – cut ditch or add culvert at Rupps (Kari Purinton to talk to the landowner after this meeting to see what he wants done.)
- iii. 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.
 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.
- iv. Road Coordinator

Appointed until next meeting: Kari Purinton (670-0275) (July until August meeting)
April (until May meeting): Kari Purinton (670-0275)
May (until June meeting): Robert Pfeil (299-4601)
June (until July meeting): Troy Manselle (680-1816)

- b. Budget for 7/1/16 – 6/30/17 – Troy Manselle moved to adopt the budget for 7/1/16 – 6/30/17 for \$160,327.64. Kari Purinton seconded. Motion carried unanimously. The budget is attached to these minutes.
- c. Assessments – Tory Manselle moved to adopt the resolution to assess as approved in the budget (\$400 per lot – the same as last year). Kari Purinton seconded. Motion carried unanimously.
- d. Robert Pfeil to contact MIGC, LLC, An Anadarko Petroleum Corporation Company regarding surface use payments to the District. No update at this time.
- e. Director Election - November 8, 2016 (Manselle – 4 year term) – The first ad ran in the News-Record July 12th. Applications to be on the ballot are due between August 10, 2016 and August 30, 2016.
- f. Pacific Steel is not stocking culverts – James Newman is checking into local contractors for steel culverts.
- g. Reverse 911 System – Kari Purinton is checking into this system.

II. New Business

- a. Public Records Notice – Troy Manselle completed the Public Records Notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting.
- b. Official Depository – Kari Purinton moved to designate First Interstate Bank as the official depository for the District for 7/1/16 – 6/30/17. Troy Manselle seconded. Motion carried unanimously.
- c. The Fire Department has requested that homes put red house numbers at their properties. Kari Purinton will check into the recommended standard for the numbers and see if they are available from the courthouse.
- d. A homeowner requested that the District post the exact date when road work is going to be done. There was discussion on the request. The road is almost always accessible and passable when work is done – or people can go a different direction to avoid an area where work was being done. The minutes have information on projects that are coming up. Just a reminder that people can provide their e-mail addresses to receive monthly minutes to keep informed on projects that are coming up.
- e. **With the fire danger, it is requested that people take a brush hog or mower around your lots to knock the grass down, especially around buildings. Remember – NO FIRES AND NO FIREWORKS! THANK YOU!**

III. Next Meeting (and budget hearing): Tuesday, August 23, 2016, 5:00 p.m. at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette. Regular monthly meetings are the fourth Tuesday of each month at 5:00 p.m. 2016 meeting schedule:

September 27, 2016

October 25, 2016

November 22, 2016

December 27, 2016

IV. Adjourn – Troy Manselle moved to adjourn the meeting. Robert Pfeil seconded. The meeting adjourned at 6:03 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:

Kari Purinton (670-0275)

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
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Robert Pfeil, Vice President	(299-4601)	Date
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Kari Purinton, Secretary/Treasurer	(670-0275)	Date
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Oriva Hills Budget - July 1, 2016 - June 30, 2017

Budget Hearing: Tuesday, July 26, 2016, 5:00 p.m. at the office of Cathey Consulting,
 400 S Gillette Avenue, Suite 106, Gillette
 Mailing Address: PO Box 5035, Gillette, WY 82717

						7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17					
Cash Carryover						\$105,336.24	\$106,751.21	\$106,751.21	\$60,523.64					
Revenue						\$95,141.91	\$93,912.00	\$97,634.07	\$99,804.00					
TOTAL						\$200,478.15	\$200,663.21	\$204,385.28	\$160,327.64					
Expenses														
	Administrative					\$4,462.64	\$6,015.58	\$4,034.34	\$8,301.47					
	Indirect					\$750.00	\$750.00	\$750.00	\$1,355.24					
	Operations					\$87,948.93	\$125,000.00	\$127,788.24	\$143,589.01					
	Loan Payment					\$9,442.56	\$9,442.56	\$8,776.14	\$7,081.92					
	Miscellaneous / Roll Over					\$0.00	\$59,455.07	\$0.00	\$0.00					
	TOTAL					\$102,604.13	\$200,663.21	\$141,348.72	\$160,327.64					
APPROVALS:							Budget Message:							
							The Oriva Hills Improvement and Service District maintains the roads. The District will continue with the \$400 per lot assessment for this next fiscal year and will work on another section of road while blading all of the roads periodically. The study completed by DOWL HKM is used as a guideline to prioritize and select projects each year. The District works to maintain the roads, especially the improved sections of roads to keep going forward on the upgrade and maintenance program. If needed, the District will focus on maintenance instead of a major project to make sure the roads do not break down too far.							
Troy Manselle, President														
Kari Purinton, Secretary/Treasurer														

Accrual Basis

						Actual	Budget	Actual	Budget	
						7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
Cash Carryover Start of FY						\$105,336.24	\$106,751.21	\$106,751.21	\$60,523.64	
			Revenue							
			Assessments							
			Assessments - Current Year			81,600.00	81,600.00	81,600.00	81,600.00	\$400 for each lot
			Total Assessments			81,600.00	81,600.00	81,600.00	81,600.00	204 total lots
			Grants							
			Campbell County Distr. Sup. Grant			11,608.00	11,608.00	13,582.00	17,500.00	25% of drainage & rock
			Campbell County Distr. Sup. Grant					1,283.00		Utility line moved
			Total Grants			11,608.00	11,608.00	14,865.00	17,500.00	
			Interest Income							
			Interest Income - Assessments			625.26	50.00	513.88	50.00	
			Interest Income - Bank			0.65		1.19		
			Total Interest Income			625.91	50.00	515.07	50.00	
			Surface Agreements			1,308.00	654.00	654.00	654.00	M & K Oil \$654
			Total Revenue			95,141.91	93,912.00	97,634.07	99,804.00	Patriot \$2,663.85
Total Revenue Plus Cash Carryover						200,478.15	200,663.21	204,385.28	160,327.64	
			Expense							
			Administration							
			Advertising Expenses			172.83	150.00		150.00	
			Bank Service Charges / Loan Fees				0.00		0.00	
			Bookkeeping / Secretarial			3,840.00	3,840.00	3,890.00	3,840.00	\$320/mo.
			Legal Fees							
			Office Supplies			150.75	50.00		50.00	
			Postage, Mailing Service			48.00	350.00	50.00	350.00	
			Printing and Copying			156.50	50.00		50.00	Admin. Costs per 204 lots
			Taxes			94.56	95.00	94.34	95.00	
			Travel (Grant and Loan)				740.29		740.29	14.83
			Miscellaneous				740.29		3,026.18	(5% of Carryover)
			Total Administration			4,462.64	6,015.58	4,034.34	8,301.47	
			Indirect Expenses							
			Bond - Board			250.00	250.00	250.00	250.00	Indir. Costs per 204 lots
			Insurance - Liability, D and O			500.00	500.00	500.00	500.00	6.64
			Miscellaneous						605.24	(1% of carryover)
			Total Indirect Expenses			750.00	750.00	750.00	1,355.24	
			Interest Expense							See Loan Payments below

						Actual	Budget	Actual	Budget	
						7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
					Operations					
					Miscellaneous				56,892.22	(94% of Carryover)
					Road Maintenance		122,000.00		13,696.79	
					Mailboxes					
					Blading - snow, ice		3,000.00			
					Blading / Repairs on Roads			28,318.25	3,000.00	
					Road Signs					
					Road Upgrades	87,925.75		96,903.17	70,000.00	(Grant eligible)
					Safety Supplies	23.18				
					Utility Work			2,566.82		
					Total Road Maintenance	87,948.93	125,000.00	127,788.24	86,696.79	Oper. Costs per 204 lots
					Total Operations	87,948.93	125,000.00	127,788.24	143,589.01	703.87
					Total Expense	93,161.57	131,765.58	132,572.58	153,245.72	
					Loan Payments		9,442.56		7,081.92	786.88 / mo. (pay off 3/2017)
					Principle	8,263.54		8,776.14		3.857254902
					Interest	1,179.02		666.42		cost per lot
Total Expenses Plus Loan						102,604.13	141,208.14	142,015.14	160,327.64	
From Cash on Hand for Road Upgrades (under expenses)							47,296.14			Cash on Hand start of FY
Miscellaneous Expenses as Needed							59,455.07			Cash on Hand start of FY
Total Expenses Plus Loan Plus Miscellaneous Expenses:						102,604.13	200,663.21	142,015.14	160,327.64	
Net After Loan Payments / Capital Improvements - RESERVES						97,874.02	0.00	62,370.14	0.00	
						6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/2016
					Checking Account	\$82,978.55	\$122,499.09	\$104,335.09	\$104,949.41	\$57,520.65
					Savings Account		\$1,000.44	\$1,001.15	\$1,801.80	\$3,002.99
					TOTAL	\$82,978.55	\$123,499.53	\$105,336.24	\$106,751.21	\$60,523.64
Campbell County District Support Grant - \$50,000 per year maximum - 25% of project cost										
Loan - 1st payment 3/21/12 / final payment 3/21/17										
					5 year loan - 60 payments of \$786.88			6/30/2014	6/30/2015	6/30/2016
					6% interest / \$40,622 principal	PRINCIPAL BALANCE:		\$23,196.72	\$14,933.18	\$6,157.04
Notes: District formed in 2004. Approximately 21 miles of constructed gravel roads in the District.										
Road Work										
2009-2010					Penrose - Limestone / Other roads? Other materials?					
7/1/13 - 6/30/14:					Stinson Construction \$66,404.00 - Fall, 2013 Road upgrades and culvert installation to address drainage issues on Cloud Peak and Moncreiffe (25% county grant \$15,101.00). 1) Cloud Peak from Echeta Road to Fitch - rock and drainage (4 culverts); 2) Rock Bomber Mountain from Penrose Peak to Hallelujah Peak; 3) Intersection of Woolsey & Moncreiffe - 1 culvert & major drainage; 4) 1 culvert on Penrose Peak about 3/4 of a mile in from Oriva Road; 5) Fixed Oriva & Cloud Peak - took out (eliminated) the northerly "Y" of Oriva; 6) Eliminated "Y" at Woolsey & Moncreiffe.					
					Spring, 2014 - Road work mainly on Fitch Road, plus installing a culvert on Cloud Peak Court and finish rocking Moncreiffe Road. Install culvert on Penrose Peak and Bomber Mountain, install 40' culverts on Oriva Road and regrade ditch and grade rock, install 40' culvert on Cloud Peak Ct.					

Accrual Basis

7/1/14 - 6/30/15:					Cloud Peak Court gravel and blading, Drainage on Five Fingers (two areas maybe more), try experimental materials on Penrose (maybe an eighth of a mile), scoria on Five Fingers Peak Road and other roads on the east side of the District. Start hitting the newer roads on the east side of the District. ICM recommends a good base of scoria on the roads regardless of other materials put on top (like crushed concrete).					
7/1/15 - 6/30/16					Aug-Oct, 2015 Bomber Mountain (1.1 mile) (51 loads scoria), culverts and drainage work on Bomber Mountain. Stinson/Crown Gr					
7/1/16 - 6/30/17					Aug-Oct, 2015 Buffalo Back Rd - Scoria 1 mile (18 loads (594 yards - 33 yards per truck - \$460 per truck) 2" X 1 mile X 18' wide). Stinson/Crown Gr.					
7/1/16 - 6/30/17					BUDGET:					
50% One-Time Only Per Street Drainage Upgrades Used:										
	5/6/14 Fitch Road									
	8/18/15 Bomber Mountain Road									