Oriva Hills Improvement & Service District
Budget Hearing and Regular Meeting Minutes
Tuesday, June 22, 2021, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present:	Mark Smith, Nick Clevenger (by phone)
Board Members Not Present:	Robert Pfeil
Others Present:	Helenanne Cathey, Kari Purinton, Sean Egerstrom, Jim & C. Campbell

BUDGET HEARING
Mark Smith called the budget hearing to order at 6:05 p.m. The budget was reviewed. There was an opportunity for public comment. Mark Smith adjourned the budget hearing at 6:10 p.m.

REGULAR MEETING
Mark Smith called the meeting to order at 6:10 p.m.

I. **Adoption of Budget** – Mark Smith moved to adopt the budget for 7/1/21 – 6/30/22 for $213,987 and adopt the resolution to assess and submit assessments as approved in the budget. Nick Clevenger seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Minutes –** Minutes are e-mailed and posted online after each meeting at www.catheyconsulting.net. Mark Smith moved to approve the minutes for the regular meeting on May 25, 2021, as written. Nick Clevenger seconded. Motion carried unanimously.

III. **Treasurer's Report / Bills –** The treasurer's report, bank statements and bills were reviewed. Mark Smith moved to accept the treasurer's report and pay bills as presented. Nick Clevenger seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:			**$8,934.47**
05/31/21	Interest	$0.75	
06/22/21	Transfer from Checking	$100.00	
Ending Savings Account Balance:			**$9,035.22**

Checking Account Balance End of Last Meeting:			**$75,879.92**
06/30/21	Interest	$4.55	
06/14/21	Deposit – Assessments	$22,241.87	
Checking Account Balance Prior to Meeting:			**$98,126.34**

Bills Paid / Checks Written at Meeting:

Ck# 1060	Cathey Consulting, LLC	Inv. 6038 – May adm./bks/postage	$ 340.00
Ck# 1061	Gillette News-Record	Ad 00368229 – Budget hearing ad	$ 65.63
Ck# 1062	Oriva Hills ISD	Monthly Transfer to Savings ($100/mo.)	$ 100.00
Ck# 1063	Quality Agg & Construction	Inv. 45358 – 2" scoria / 594.90 cubic yards For Cloud Peak and Bald Mtn.)	$ 4,759.20
Ck# 1064	VanDamme & Sons	Inv. 3 – Hauled 24 loads of scoria from Quality Agg to Cloud Pk & Bald Mtn.	$ 4,800.00
Ck# 1065	Crown Grading	Inv. 116 – Blade roads / shape and spread rock Cloud Pk & Bald Mtn	$ 4,000.00
TOTAL:			**$14,064.83**
Ending Checking Account Balance:			**$84,061.51**

Receivables / Assessments: $8,800.00

IV. **Unfinished Business**

A. Road Work –

1. Fences in right-of-way – discussed under New Business.

2. Road work approved at the April and May meetings – Rock was put down on Cloud Peak and Bald Mountain. South Peak was the name identified in the last minutes, but the area was actually Bald Mountain not South Peak. This is complete.
3. The following are on hold:
    1. Corner on Bomber
    2. Culvert on the corner of Woolsey and Moncreiffe

    <u>Culvert Inventory (10/27/2020):</u>

    3 each 18" X 20' culverts
    3 each 18" X 15' culverts
    3 each 18" bands
4. Other Future Projects (no update):
    1. *(Discussion Nov., 2020):* Spot on Five Fingers, several areas on Moncreiffe, Bomber Mountain sections, about a half a mile on Bald Mountain. (Cloud Peak is still eligible for 50% grant for drainage improvements)
    2. Fitch – from Oriva to Cloud Peak (L-Base) / Culvert at Henderson's / soft spots
    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: <u>Mark Smith (307-660-4132</u>

B. Mailboxes – May meeting: The Board will work on picking up the boxes and getting measurements.
C. Street Signs – Kari Purinton is working on the street signs project. There was discussion.

V. New Business

A. Official Depository – Mark Smith moved to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Nick Clevenger seconded. Motion carried unanimously.
B. Public Records Notice – Two Board members will sign the Public Records Notice to submit to the County.
C. There was discussion on drafting a letter to the County Attorney's office about the fence issues and asking the County Attorney's office to start investigating fences that are on the road. The consensus of the Board is to have Nick Clevenger and Helenanne Cathey put together a letter and submit it to the County Attorney's office.
D. Nick Clevenger reported that a couple of posts were taken out on South Peak when the rock was brought in. The landowner was not happy, but fences were too close to the road. Fences need to be moved back off of the roads. There were complaints about the amount of dust kicked up by the trucks bringing in rock. There isn't anything that can be done about that. The trucks went slow, but dust was kicked up even at 25 mph.
E. Some landowners have asked if the Board would object to them putting mag chloride down on the road in front of their homes. The consensus of the Board is that if any landowner wants to put dust control product on the road in front of their place at their expense, that is fine with the Board. If any landowner wants to try to coordinate with Crown Grading, they can do that and request authorization from the current Road Coordinator for the District to pay for Crown Grading to do some blading prior to putting down the dust control.
F. **A reminder that there are no fireworks allowed. They are completely banned in the County.**

VI. Next Regular Meeting: TUESDAY, JULY 27, 2021, 6:00 p.m. (Usually, the 4th Tuesday of each month)
2021 meeting schedule:
Tues., July 27, 2021, 6:00 p.m. Tues., Aug. 24, 2021, 6:00 p.m. Tues., Sep. 28, 2021, 6:00 p.m.
Tues., Oct. 26, 2021, 6:00 p.m. Tues., Nov. 23, 2021, 6:00 p.m. Tues., Dec. 28, 2021, 6:00 p.m.

VII. Adjourn – Mark Smith moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 6:29 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.
8) RIGHT-OF-WAY ALONG ALL ROADS.
*** Daly, Fitch, Penrose and Oriva Road – 100 foot right-of-way – This means that there should be a minimum of 50 feet between the center of the road and any fence on either side of the road.**
*** All Other Roads – 60 foot right-of-way – This means that there should be a minimum of 30 feet between the center of the road and any fence on either side of the road.**
ROADS CANNOT BE MAINTAINED OR IMPROVED IF FENCES ARE TOO CLOSE TO THE ROAD!

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

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Robert Pfeil, President (307-299-4601) Date

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Nicholas (Nick) Clevenger, Vice President (509-994-0676) Date

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Mark Smith, Secretary/Treasurer (307-660-4132) Date

Budget - Oriva Hills I & S District - 7/1/2021 - 6/30/2022					
Budget Hearing: Tuesday, June 22, 2021, 6:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
	Actual	**Budget**	**Actual**	**Budget**	
	7/1/19-6/30/20 (F32)	**7/1/19 - 6/30/20**	**7/1/20 - 6/30/21 (ESTIMATED)**	**7/1/21 - 6/30/22**	
Revenue					
Assessments (1 fewer lots in 2021)	81,592	81,200	81,200	80,800	$400 X 202 lots (2021)
Assessments - Interest	556	500	520	500	
Interest - Bank	34	50	50	50	
Surface Use Agreement M & K	-654	0		0	
Surface Use - Other					
Other - Utility Cable / Assoc. Work (reimburse)					
Grants - County	13,354	17,500	6,031	31,250	25% of grant eligible road wk.
Grants - County (18-19 road project)					
Receivables End of FY		*0*		*0*	***End of Prior Yr. Receivables***
TOTAL REVENUE	94,882	99,250	87,801	112,600	
CASH CARRYOVER		**95,365**		**101,387**	
TOTAL REVENUE PLUS CASH CARRYOVER	**94,882**	**194,615**	**87,801**	**213,987**	
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($340 X 12) + $500	4,580	5,000	4,580	5,000	
Contract Legal		600		600	
Miscellaneous					
Office / Postage / Advertising, etc.	374	750	1,000	750	
Taxes - Rec. area	53	100	53	100	
Travel					
TOTAL ADMINSTRATIVE	5,007	6,450	5,633	6,450	
Indirect					
Insurance - Liability / D & O / Bonding	750	750	750	750	
Miscellaneous					
TOTAL INDIRECT COSTS	750	750	750	750	
Operations					
Misc (Cash Carryover less reserves) - Roads		*95,365*		*51,787*	(Carryover)
Road Work-blading/rock/drainage/culverts	57,555	22,050	50,135	30,000	
Road Work - Blading Snow and Ice	3,700		600		
Road Projects - Major Work (Grant elig.)	56,362	70,000	24,705	125,000	
Payables End of FY		*0*		*0*	***End of Prior Yr. Payables***
Utility Work					
TOTAL OPERATIONS COSTS	117,617	187,415	75,440	206,787	
TOTAL EXPENDITURES	123,374	194,615	81,823	213,987	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	123,374	194,615	81,823	213,987	
CURRENT YEAR NET (REV - EXP + MISC.)	-28,492	0	5,978	-49,600	
CURRENT YR CASH + REV - TOTAL EXP.		0		0	
Receivables Start of FY	5,654		6,800		
Payables Balance Start of FY	22,570		340		
	6/30/2019	**6/30/20 (EST)**	**6/30/2020**	**6/30/21 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	134,198	87,639	81,122	92,254	***CASH CARRYOVER***
GENERAL FUND - SAVINGS ACCT	6,619	7,726	7,827	9,133	***CASH CARRYOVER***
TOTAL FUNDS BEGINNING OF YEAR	140,817	95,365	88,949	101,387	
Receivables Balance End of FY	6,800				
Payables Balance End of FY	340				
End of Year Bank Balance	88,949		101,387		

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 (Pres.) and Mark Smith (Sec./Treas.) terms end Nov., 2022 / Nick Clevenger (Vice Pres.) term ends 2024
Meetings are the fourth Tuesday of each month at 6:00 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.