

**Oriva Hills Improvement & Service District
Budget Hearing and Regular Meeting Minutes
Tuesday, June 23, 2020, 5:00 p.m.**

Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Robert Pfeil, Tom Walker
Board Members Not Present: Nick Clevenger
Others Present: Helenanne Cathey, McKenzie Heaton, Dale Purinton, Kari Purinton, James Newman

BUDGET HEARING

Robert Pfeil called the budget hearing to order at 5:08 p.m. The budget was reviewed and discussed. There was an opportunity for public comment. Robert Pfeil moved to adjourn the budget hearing. Tom Walker seconded. The budget hearing adjourned at 5:09 p.m.

REGULAR MEETING

Robert Pfeil called the meeting to order at 5:09 p.m.

- I. Budget** – Robert Pfeil moved to adopt the budget for 7/1/20 – 6/30/21 for \$194,615 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Tom Walker 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. Robert Pfeil moved to approve the minutes for the regular meeting on May 26, 2020, as written. Tom Walker seconded. Motion carried unanimously.
- III. 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:	\$7,725.42
05/31/20 Interest	\$0.97
06/23/20 Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$7,826.39
Checking Account Balance End of Last Meeting:	\$61,411.58
05/31/20 Interest	\$5.61
06/09/20 Deposit – Assessments	\$19,619.53
Checking Account Balance Prior to Meeting:	\$81,036.72
Bills Paid / Checks Written at Meeting:	
Ck# 1012 Cathey Consulting, LLC	Inv. 5490 – May adm./bks/postage \$ 340.00
Ck# 1013 Crown Grading	Inv. 97 – Cut ditch/drainage \$ 650.00
Ck# 1014 Gillette News-Record	Ad 00361577 – Budget hearing ad \$ 68.25
Ck# 1015 Oriva Hills ISD	Monthly Transfers (\$100/mo.) \$ 100.00
TOTAL:	\$ 1,158.25
Ending Checking Account Balance:	\$79,878.47
Receivables / Assessments: \$8,000.00	

IV. Unfinished Business

- A. Road Work** – A grant application was submitted for adding J-Base limestone on Oriva Road between Penrose and Fitch. The County will consider the grant application on July 7th. The work was approved to proceed at the May 26th meeting after the grant is approved by the County. Robert Pfeil will work on setting up an account for the District with a contractor for rock.

James Newman reported that he will be blading several roads possibly Thursday if there is some moisture Wednesday. It doesn't do much good to blade unless there is some moisture in the roads. There are a number of areas that need blading. He reported on the work that he did last month – he cut in a ditch that

will drain down through Daly's and cleaned up a high spot on Oriva. He will smooth out that area hopefully this week. The holes on Woolsey that Century Link left will be filled in.

- B. 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.
- C. October, 2019 – \$6,500 approved for scoria for South Peak at the 5/26/20 meeting and work authorized.
- D. \$6,500 approved for culverts and work around Willow Lake.
- E. Mailboxes – Post office (how many boxes will be required) / concrete pad / locked box pedestals
- F. Road Coordinator Until Next Meeting: Robert Pfeil (307-299-4601 (June until July meeting))
- G. Mailboxes – Post office (how many boxes will be required) / concrete pad / locked box pedestals – No update.

V. New Business

- A. Public Records Notice – Two board members signed the notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.
- B. Official Depository – Robert Pfeil moved to designate First National Bank as the official depository for 7/1/20 – 6/30/21. Tom Walker seconded. Motion carried unanimously.
- C. Director Election (November 3, 2020 – Walker (4 year term) and Clevenger (2 year term) – The following legal ad will run July 14, 2020:

NOTICE OF DIRECTOR ELECTION
ORIVA HILLS IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 3, 2020, an election shall be held for the purpose of electing one Director for a two (2) year term and one Director for a four (4) year term on the Board of the Oriva Hills Improvement and Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 3, 2020, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 5, 2020, and August 25, 2020. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net and clicking on Election Documents.

Nick Clevenger, Secretary / Filing Officer
Oriva Hills Improvement & Service District

- D. There was discussion on blading and road work. Most contractors charge mobilization charges to bring a blade out and return it (an hour out and an hour back). James Newman runs Crown Grading. He lives in Oriva Hills and is more readily available than other contractors as the District. It has been difficult to find any other contractors who are willing to work on the District's roads. Anyone interested in working on the roads needs to be licensed and insured. If someone has a problem with the roads, they need to contact a Board member, and the Board member will contact James Newman (Crown Grading) to blade the roads. When people complain on Facebook, it does no good. Facebook is not the right way to communicate with the Board on work to be done on the roads. The Board has a monthly meeting where landowners are welcome to attend to discuss specific issues and make requests for specific road work. If people can't attend a meeting, they can call a Board member – call the road coordinator if possible, but you can call any board member. You can also e-mail Helenanne Cathey (hlcathay@collinscom.net), and she will forward your e-mails to the Board and add it to the next monthly meeting agenda. There was discussion on road maintenance and how to get rid of washboard. The roads don't all need bladed once a month. The fence across Seven Brothers needs to be removed. Bomber Mountain was discussed. There was discussion on the hill and the problems that are caused by the way people drive on that hill. That hill is always on the schedule to be bladed. James Newman explained that he hasn't done any blading on the roads in the last month. In the spring, when things are freezing and thawing, there is generally not any blading done.

The District roads cannot accommodate high speed traffic. As roads are improved, people that were driving 25 or 30 are speeding up to 40 or 45, and then continue to complain about the roads. It's frustrating that

people spin cookies in the roads and hot rod 4 X 4's out there and go mud bogging when it's muddy. The District tries to maintain the roads on a regular basis as best we can and upgrade sections of roads as we can. People cut corners – for example, the corner of Penrose and Bomber – almost running over the culvert.

The County inspects the District's roads in order to utilize the County grant. An engineered study was done on the District's roads, and a digital copy of that study can be received from the County.

People have different ideas on road maintenance. The main complaints come in the middle of a project. When a project is completed, the complaints go away, and things are good for a while.

- E. People are asked to get out their weed eaters and weed eat around culverts. When the County comes out with their brush hog, if you have the culverts mowed, they will be able to see the culverts and hopefully won't hit them.
- F. There was discussion on garbage that was picked up along the roads. People are encouraged to stop and clean things up when you can.
- G. James Newman reported that we are not able to get rock out of the pit out there. If we can't find any, Earth Works has rock and told James Newman that they would honor the price they gave the District five years ago. James Newman is looking into the pit off of Montgomery, trying to find out who owns it.

VI. Next Regular Meeting: TUESDAY, JULY 28, 2020, 5:00 p.m. (Usually the 4th Tuesday of each month)
2020 meeting schedule:

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.

VII. Adjourn – Robert Pfeil moved to adjourn. Tom Walker seconded. The meeting adjourned at 5:52 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

Tom Walker, Vice-President (307-660-5271) _____ Date

Nicholas (Nick) Clevenger, Secretary/Treasurer (509-994-0676) _____ Date

Budget - Oriva Hills I & S District - 7/1/2020 - 6/30/2021					
Budget Hearing: Tuesday, June 23, 2020, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
		Actual	Budget	Actual	Budget
		7/1/18-6/30/19 (F32)	7/1/19 - 6/30/20	7/1/19 - 6/30/20 (ESTIMATED)	7/1/20 - 6/30/21
Revenue					
	Assessments (1 fewer lots in 2020)	81,600	81,200	81,591	81,200
	Assessments - Interest	358		519	500
	Interest - Bank	9		28	50
	Surface Use Agreement M & K	654	654	-654	0
	Surface Use - Other				
	Other - Utility Cable / Assoc. Work (reimburse)				
	Grants - County	31,743	14,351	13,354	17,500
	Grants - County (18-19 road project)		13,354		
	Receivables End of FY		6,256		0
	TOTAL REVENUE	114,364	115,815	94,838	99,250
	CASH CARRYOVER		119,736		95,365
	TOTAL REVENUE PLUS CASH CARRYOVER	114,364	235,551	94,838	194,615
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping (\$340 X 12)	4,080	5,000	4,580	5,000
	Contract Legal		600		600
	Miscellaneous				
	Office / Postage / Advertising, etc.	539	750	375	750
	Taxes - Rec. area	52	100	53	100
	Travel				
	TOTAL ADMINSTRATIVE	4,671	6,450	5,008	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		83,646		95,365
	Road Work-blading/rock/drainage/culverts	32,360	22,000	46,680	22,050
	Road Work - Blading Snow and Ice	975		3,700	
	Roads - Rock (not included in grant)	8,430	10,000	10,875	
	Road Projects - Major Work (Grant elig.)	96,330	57,405	56,361	70,000
	Road Work - remaining on grant (18-19 project)		53,358		
	Payables End of FY		2,342		0
	Utility Work				
	TOTAL OPERATIONS COSTS	138,095	228,751	117,616	187,415
	TOTAL EXPENDITURES	143,516	235,951	123,374	194,615
	Capital Improvements / Reserves				
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES	0	0	0	0
	TOTAL EXP. PLUS NET RESERVES	143,516	235,951	123,374	194,615
	CURRENT YEAR NET (REV - EXP + MISC.)	-29,152	-36,490	-28,536	0
	CURRENT YR CASH + REV - TOTAL EXP.		-400		0
Receivables Start of FY		3,000		5,654	
Payables Balance Start of FY		320		22,570	
		6/30/2018	6/30/19 (EST)	6/30/2019	6/30/20 (EST)
BEGINNING OF FISCAL YEAR BALANCES					
	GENERAL FUNDS	144,962	113,117	134,198	87,639
	GENERAL FUND - SAVINGS ACCT	5,411	6,619	6,619	7,726
	TOTAL FUNDS BEGINNING OF YEAR	150,373	119,736	140,817	95,365
Receivables Balance End of FY		5,654			
Payables Balance End of FY		22,570			
End of Year Bank Balance		140,817		95,365	

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.) term ends Nov., 2022 / Tom Walker (Vice Pres.) and Nick Clevenger (Sec./Treas.) terms end 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.