Oriva Hills Improvement & Service District
Budget Hearing / Regular Meeting Minutes
Tuesday, June 25, 2019, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present:	Kari Purinton, Troy Manselle (by telephone)
Board Members Approved Absent:	Robert Pfeil
Others Present:	Helenanne Cathey, Jarrod Patterson, Alyssa Ulbricht

BUDGET HEARING
Kari Purinton called the budget hearing to order at 6:24 p.m. The budget was reviewed. There was an opportunity for public comment. Kari Purinton adjourned the budget hearing at 6:25 p.m.

REGULAR MEETING
Kari Purinton called the meeting to order at 6:25 p.m.

I. **Budget** – Kari Purinton moved to adopt the budget for 7/1/19 – 6/30/20 for $235,951 and approve the resolution to assess and submit assessments as approved in the budget. Troy Manselle seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Minutes –** The minutes for the last regular meeting on May 28, 2019, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Kari Purinton moved to approve the minutes as written. Troy Manselle seconded. Motion carried unanimously.

III. **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. Troy Manselle seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:			**$6,518.03**
05/31/19	Interest	$0.82	
06/25/19	Ck# 0608 – Transfer from Checking	$100.00	
Ending Savings Account Balance:			**$6,618.85**
Checking Account Balance End of Last Meeting:			**$97,415.49**
06/12/19	Deposit – Assessments	$20,480.48	
06/13/19	Deposit – County Grant	$2,023.80	
Checking Account Balance Prior to Meeting:			**$119,919.77**

Bills Paid / Checks Written at Meeting:

Ck# 605	Cathey Consulting, LLC	Inv. 4965 – May adm./bks	$ 340.55
Ck# 606	Earth Work Solutions	Inv. 35526 – Hauled 18 loads of scoria for roads	$ 6,300.00
Ck# 607	Gillette News-Record	Ad 00352804 – Budget hearing ad	$ 61.70
Ck# 608	Oriva Hills ISD	Monthly Transfer	$ 100.00
TOTAL:			**$ 6,802.25**
Ending Checking Account Balance:			**$113,117.52**

Receivables: Assessments: $5,600 / M & K Oil $654

IV. **Unfinished Business**

A. Road Work – Rock was added to Bald Mountain from Moncreiffe to Bomber. No other update.
Road Coordinator:
Appointed until next meeting: Troy Manselle (680-1816) (June until July meeting)

B. Mailboxes – No update.

V. **New Business**

A. Kari Purinton moved to designate First Interstate Bank as the official depository for 7/1/19 – 6/30/20. Troy Manselle seconded. Motion carried unanimously.

VI. **Next Regular Meeting: TUESDAY, JULY 23, 2019, 5:00 p.m. (Usually the 4th Tuesday of each month)**

2019 meeting schedule:

Aug. 27, 2019	Sep. 24, 2019	
Oct. 22, 2019	Nov. 26, 2019	*Dec. 10, 2019* (moved to 2nd Tuesday)*

VII. Adjourn – Kari Purinton moved to adjourn the meeting. Troy Manselle 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.
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
685-8235

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Robert Pfeil, President (299-4601) Date

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Troy Manselle, Vice-President (680-1816) Date

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

Budget - Oriva Hills I & S District - 7/1/2019 - 6/30/2020 - FINAL					
Budget Hearing: Tuesday, June 25, 2019, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
	Actual	Budget	Actual	Budget	
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19 (ESTIMATED)	7/1/19 - 6/30/20	
Revenue					
Assessments	81,600	81,600	81,600	81,600	$400 X 204 lots
Assessments - Interest	348		359		
Interest - Bank	5		9		
Surface Use Agreement M & K		654	654	654	
Surface Use - Other	-546				
Other - Utility Cable / Assoc. Work (reimburse)					
Grants - County		50,000	31,743	14,351	25% of grant eligible road wk.
Grants - County (18-19 road project)				13,354	
Receivables End of FY		*4,800*		*6,256*	***End of Prior Yr. Receivables***
TOTAL REVENUE	81,407	137,054	114,365	116,215	
CASH CARRYOVER		**151,122**		**119,736**	
TOTAL REVENUE PLUS CASH CARRYOVER	**81,407**	**288,176**	**114,365**	**235,951**	
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($340 X 12)	4,161	4,780	4,080	5,000	
Contract Legal		600		600	
Miscellaneous					
Office / Postage / Advertising, etc.	116	750	540	750	
Taxes - Rec. area	94	100	53	100	
Travel					
TOTAL ADMINSTRATIVE	4,371	6,230	4,673	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		*63,871*		*83,646*	(Carryover less negative)
Road Work-blading/rock/drainage/culverts	25,650	22,000	32,610	22,000	
Road Work - Blading Snow and Ice			975		
Roads - Rock (not included in grant)		10,000	8,430	10,000	
Road Projects - Major Work (Grant elig.)		185,000	96,330	57,405	
Road Work - remaining on grant (18-19 project)				53,358	
Payables End of FY		*325*		*2,342*	***End of Prior Yr. Payables***
Utility Work					
TOTAL OPERATIONS COSTS	25,650	281,196	138,345	228,751	
TOTAL EXPENDITURES	30,771	288,176	143,768	235,951	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	30,771	288,196	143,768	235,951	
CURRENT YEAR NET (REV - EXP + MISC.)	50,636	-87,251	-29,403	-36,090	
CURRENT YR CASH + REV - TOTAL EXP.		0		0	
Receivables Start of FY	3,000		3,000		
Payables Balance Start of FY	0		320		
	6/30/2017	**6/30/2018**	**6/30/2018**	**6/30/19 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	95,211	145,712	144,962	113,117	***CASH CARRYOVER***
GENERAL FUND - SAVINGS ACCT	4,206	5,410	5,411	6,619	***CASH CARRYOVER***
TOTAL FUNDS BEGINNING OF YEAR	99,417	151,122	150,373	119,736	
Receivables Balance End of FY	3,000		6,256		
Payables Balance End of FY	320		2,342		
End of Year Bank Balance	150,373		119,736		

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. The District didn't have any major projects in the 16-17 and 17-18 fiscal years. A major project on Penrose Peak was done in 18-19 and should be completed by the end of that fiscal year. That's the reason for the significant difference in operations costs. A project will be identified in the next fiscal year for upgrades.

Board Member Signature

Board Member Signature

Directors: Robert Pfeil (Pres.) & Kari Purinton (Sec./Treas.) terms end Nov., 2022 / Troy Manselle (Vice 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.