Oriva Hills Improvement & Service District
Budget Hearing / Regular Meeting Minutes
Tuesday, June 26, 2018, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

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

BUDGET HEARING

Troy Manselle called the budget hearing to order at 5:00 p.m. There was discussion on the budget. The only changes are to start of year cash carryover numbers and end of year receivables and payables. Those numbers are not final yet. There was an opportunity for public comment. Troy Manselle moved to adjourn the budget hearing. Kari Purinton seconded. The budget hearing adjourned at 5:03 p.m.

REGULAR MEETING

Troy Manselle called the meeting to order at 5:03 p.m.

I. **Minutes –** The minutes for the last regular meeting on May 22, 2018, 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. Troy Manselle moved to accept the treasurer's report and pay bills as presented including the bill from Crown Grading for $,2600 for blading that was received after the agenda was printed. Kari Purinton seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:			**$5,309.69**
05/31/18	Interest	$0.44	
06/26/18	Ck# 550 – Transfer from Checking	$100.00	
Ending Savings Account Balance:			**$5,410.13**

Checking Account Balance End of Last Meeting:			**$139,114.85**
06/11/18	Deposit – County Assessments	$8,275.97	
Checking Account Balance Prior to Meeting:			**$147,390.82**
Bills Approved for Payment:			
Ck# 547	Cathey Consulting, LLC	Inv. 4442 – May adm./bks/postage	$ 320.00
Ck# 548	Gillette News-Record	Ad 00341979 – budget hearing	$ 58.56
Ck# 549	Hespen Excavating	Inv. 173 – Blading	$ 1,200.00
Ck# 550	Oriva Hills ISD	Monthly Transfer	$ 100.00
Ck# 551	VOID		
Ck# 552	Crown Grading	Inv. 69 – Blading	$ 2,600.00
TOTAL:			**$ 4,278.56**
Ending Checking Account Balance:			**$143,112.26**

Receivables: Assessments: $4,800.00

III. **Unfinished Business**

A. Road Work

1. Penrose project – 5/22/18: Board approved Hespen Excavating's bid for $63,317.20 to start after the County grant is approved. The County grant application will be submitted as soon as the two quotes for rock are received.
2. Issues regarding John Daly's property and Signs – No update.
3. 6/27/17 – James Newman to do the culvert on Moncreiffe after getting approval from John Daly.
4. 2019 (or later) Proposed or Possible Projects:
   1. Oriva – from Penrose to Fitch (L-Base) (.32 miles)
   2. Penrose – from the entrance to Moncreiffe (L-Base)
   3. Fitch – from Oriva to Cloud Peak (L-Base)

Culvert at Henderson's

4. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
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.
6. M & K access road off South Peak – drainage at intersection
7. Entrance at Echeta – bring in about 10' – it was recommended to put reflector posts if you pull that road in.
8. Hallelujah Peak – This will be a bigger issue and may be a future project.
9. 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: Troy Manselle (680-1816) (June until July meeting)

B. Weed and Pest / Canadian thistle bugs – Bugs will be available in July or August.

C. Surface Use Payments – Robert Pfeil reported that someone from Anadarko stopped by and explained that they are looking at vacating everything out there. The only thing left would be M & K and Belle Fourche pipeline.

D. Winter Preparations (discussed at the November meeting):
   1. Markers for pipelines that are hard to mow around. Would it be possible to get them moved inside of fence lines so ditches could be mowed easier? Kari Purinton to map the markers and provide the information to Troy Manselle so he can contact 811 to see about getting those markers moved.
   2. Snow removal – S & S never did provide a quote. This will be removed from the agenda.
   3. Powder River Energy – Robert Pfeil contacted Powder River Energy. They need to see if the homeowners want the poles left for potential service before the poles can be removed. The poles are in the ditches, and it affects the District's ability to work on the road. Powder River Energy is working on this.

E. Budget – Kari Purinton moved to adopt the budget for $288,176 for 7/1/18 – 6/30/19, and adopt the Resolution to Assess as budgeted ($400 per lot) and to submit the assessment list to the County Assessor. Robert Pfeil seconded. Motion carried unanimously. The budget is attached to these minutes.

F. Director Election (November 6, 2018 – Pfeil, Purinton – 4 year terms) – Applications to be on the ballot are due between August 8^{th} and August 28^{th}.

IV. New Business

A. Robert Pfeil reported that Rusty Bell from the County Commissioners was out in the District after the tornado and asked if the subdivision would take some dust control while they are hauling off the debris. The Commissioners hauled in lignosulfonate (not mag chloride). It costs twice as much (about $9,000 a mile). It is not as corrosive on vehicles as the mag chloride. The product is re-workable after application whereas mag chloride isn't. Mag chloride also breaks down rock – even limestone over time. The Commissioners paid for this dust control. **A BIG THANK YOU TO THE COMMISSSIONERS FOR DONATING THE DUST CONTROL!**

B. Public Records Notice – Troy Manselle completed the notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting. .

C. Official Depository – Troy Manselle moved to designate First Interstate Bank as the official depository for 7/1/18 – 6/30/19. Kari Purinton seconded. Motion carried unanimously.

D. James Newman asked if the District would consider cleaning out a culvert on Bald Mountain – the water is running up on the road and getting muddy. The culvert is plugged up. John Hespen recommended that until you clean out the ditch and get a good ditch in there, it won't do any good just clearing out that culvert. A skid steer or back hoe should be used to clean it out. There was discussion on a couple of other culverts – one at Fitch and Daly. John Hespen recommended getting the ditches wider as you work on the roads. Robert Pfeil reported that County Road and Bridge recommends going no narrower than 22'. Troy Manselle moved to hire Crown Grading to work on that ditch and clear out the culvert on Bald Mountain. Robert Pfeil seconded. Motion carried unanimously. The dirt will be moved to the other side of the road.

V. Next regular Meeting: TUESDAY, JULY 24, 2018, 5:00 p.m. (Usually the 4th Tuesday of each month)

2018 meeting schedule:

August 28, 2018

Sept. 25, 2018 October 23, 2018 Nov. 27, 2018 ***Dec. 11, 2018 (moved to 2nd Tues.)***

VI. Adjourn – Robert Pfeil moved to adjourn. Troy Manselle seconded. The meeting adjourned at 5:44 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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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 - 7/1/18 - 6/30/19

Budget Hearing: Tuesday, June 26, 2018, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717

	Actual 7/1/16 - 6/30/17	**Budget 7/1/17 - 6/30/18**	**Actual 7/1/17 - 6/30/18 (ESTIMATED)**	**Budget 7/1/18 - 6/30/19**	
Revenue					
Assessments	81,600	81,600	81,600	81,600	$400 X 204 lots
Assessments - Interest	950		222		
Interest - Bank	3		4		
Surface Use Agreement M & K	654	654	654	654	
Surface Use - Other	1,200		-1,200		
Other - Utility Cable / Assoc. Work (reimburse)	2,566				
Grants - County		17,500		50,000	
Receivables End of FY				*4,800*	***End of Prior Yr. Receivables***
TOTAL REVENUE	86,973	99,754	81,280	137,054	
CASH CARRYOVER		**0**		**151,122**	
TOTAL REVENUE PLUS CASH CARRYOVER	**86,973**	**99,754**	**81,280**	**288,176**	
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($4,080 + $700)	3,915	4,000	4,161	4,780	Increase to $340/mo.
Contract Legal		600		600	
Miscellaneous					
Office / Postage / Advertising, etc.	442	750	200	750	
Taxes - Rec. area	94	100	94	100	
Travel					
TOTAL ADMINSTRATIVE	4,451	5,450	4,455	6,230	
Indirect					
Insurance - Liability / D & O / Bonding	750	750	750	750	
Miscellaneous					
TOTAL INDIRECT COSTS	750	750	750	750	
INTEREST - TOTAL COSTS	143	0	0	0	
DEBT - PRINCIPAL COSTS	6,157	0	0	0	$786.88 per mo.
					paid off 3/2017
Operations					
Misc (Cash Carryover less reserves) - Roads		*0*		*63,871*	
Roads - Blading / Snow Removal / Signs / Other	39,695	23,554	23,050	22,000	
Roads - Rock				10,000	
Road Projects - Major Work (Grant elig.)		70,000		185,000	
Payables End of FY				*325*	***End of Prior Yr. Payables***
Utility Work	1,283				
TOTAL OPERATIONS COSTS	40,978	93,554	23,050	281,196	
TOTAL EXPENDITURES	52,479	99,754	28,255	288,176	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	52,479	99,754	28,255	288,176	
CURRENT YEAR NET (REV - EXP + MISC.)	34,494	0	53,025	-87,251	
CURRENT YR CASH + REV - TOTAL EXP.		0		0	
Receivables Start of FY	7,400		3,000		
Payables Balance Start of FY			0		
	6/30/2016	**6/30/2017**	**6/30/2017**	**6/30/2018**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	60,523	99,417	95,211	145,712	***CASH CARRYOVER***
GENERAL FUND - SAVINGS ACCT			4,206	5,410	***CASH CARRYOVER***
TOTAL FUNDS BEGINNING OF YEAR	60,523	99,417	99,417	151,122	
Receivables Balance End of FY	3,000		4,800		
Payables Balance End of FY			325		
End of Year Bank Balance	99,417		150,967		

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. There was little work done on the roads this past fiscal year. The District anticipates a large road project on Penrose Peak this next fiscal year which is why the operations budget is so much more than what was spent this past year.

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.