

Oriva Hills Improvement & Service District
Budget Hearing Regular Meeting Minutes
Tuesday, June 27, 2017, 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, James Newman

BUDGET HEARING

Troy Manselle called the budget hearing to order. The budget was reviewed. There was an opportunity for public comment on the budget. Troy Manselle adjourned the budget hearing.

REGULAR MEETING

Troy Manselle called the regular meeting to order at 5:05 p.m.

- I. Minutes** – The minutes for the last regular meeting on May 23, 2017, 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. Troy Manselle moved to accept the treasurer's report and pay bills including the bill from Pacific Steel for culverts that was received after the agenda was done (\$953.50). Robert Pfeil seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$4,105.10
05/31/17 Interest	\$0.36
06/27/17 Ck# 509 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$4,205.46

Checking Account Balance End of Last Meeting:	\$80,142.56
06/12/17 Deposit – County Assessments	\$16,452.68
Checking Account Balance Prior to Meeting:	\$96,595.24

Bills Approved for Payment:

Ck# 506	Cathey Consulting, LLC	Invoice 3914 – May adm./bks/postage	\$ 320.00
Ck# 507	Crown Grading	Invoice for June – Culverts / Blading	\$ 5,400.00
Ck# 508	Gillette News-Record	Ad 00329812 – Budget hearing	\$ 53.63
Ck# 509	Oriva Hills ISD	Monthly Transfer	\$ 100.00
Ck# 510	Pacific Steel & Recycling	Inv. 764224 – Culverts	\$ 953.50

TOTAL: **\$ 6,827.13**

Ending Checking Account Balance: **\$89,768.11**

Assessments Due: \$7,000.00 + Superior Field Services Invoice Due: \$1,200 = \$8,200 Total Receivables

- III. Unfinished Business** –Board members are working on the projects below.
- a. Road Work / Other – Projects Approved / Work in Progress
- i. Issues regarding John Daly's property and Signs:
- 1) Drainage – Troy Manselle will continue to try to talk to John Daly.
 - 2) 2) Install "No through oil field traffic" (one for each entrance – below the 30 mph signs) and 3 "Surveillance" signs (for gates), 30 mph signs, and stop sign on Bomber Mountain coming down to Penrose – Kari Purinton will work on the signs.
- ii. James Newman is working on the following projects:
1. Moncreiffe – culvert – 6/27/17 – This one is waiting for John Daly.
 2. Cloud Peak and Fitch – culvert needs to be replaced (at Tom Walker's place) (may just need ditch work – James Newman will work on it) DONE
 3. Daly and Fitch – culvert (at Tom Hill's place) – if there is an issue with phone lines, James Newman will contact a Board member and determine what needs to be done. DONE

4. Penrose and Bomber Mt. – cut ditch or add culvert at Rupps – 8/23/16 – Kari Purinton reported that Rupps said that a culvert can be moved from the old gate to the location where it is needed now. If the culvert is damaged, a new culvert will be installed. 6/27/17 – The culvert is done. Bomber needs some more ditching, but this can be done with the road maintenance. This item will be removed from the agenda.
5. Culvert at Daly and Buffalo Back – DONE

There was discussion on the oil field traffic and on blocking the gate that John Daly keeps saying no one is using.

iii. Quotes for the following work:

1. Shaping/drainage/culverts where needed and top with L-Base or scoria. (4" of rock on an area 20' wide) – considering the following roads:
 - Oriva – from Penrose to Fitch (L-Base) (.32 miles)
 - Penrose – from the entrance to Moncreiffe (L-Base)
 - Fitch – from Oriva to Cloud Peak (L-Base)
 - Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)

Robert Pfeil or James Newman will contact Kevin Geis or Philip Giffin with the County and drive the project area and define the project to get bids. The County's new form for the grant program will be used to get quotes.

Mailboxes area – When Crown Grading is out blading, James Newman will work on the grade by the mailboxes.

6/27/17 – James Newman reported that he has located a different contractor that can supply rock for quite a bit cheaper.

The consensus was to get quotes for Oriva by the next meeting.

There was discussion on contacting the County Attorney's office and ask about what can or cannot be done to either require payments for surface use or stop companies from using the District's roads. Troy Manselle will work on contacting an attorney regarding the issue.

iv. 2018 (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.

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. 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.

- i. Road Coordinator Appointed until next meeting: Troy Manselle (680-1816) (June until July meeting)

- b. Surface Use Payments – No update. Robert Pfeil reported that True Oil is out there working.

- c. Agreement for Road Usage (Superior Oil Services) - ONEOK hired Superior Oil Services to reclaim a well site. Superior Oil Services has agreed to pay \$1,200 to haul material and equipment out of the site, utilizing the District's roads. (6/27/17 – \$1,200 HAS NOT BEEN RECEIVED YET.)
- d. ONEOK is working on removing contaminated soil from another area. There should be two trucks coming out there, but they won't know how much needs to be removed until they start working. The consensus was to charge a one-time fee per incident of \$1,200 for up to 4 semi-loads. Anyone using the District's road will be held responsible for the cost to repair any damages to the road. All business traffic must travel a maximum of 20 mph.
- e. Budget – Troy Manselle moved to adopt the budget of \$194,680 and resolution to assess the same as last year (\$400 per lot). Robert Pfeil seconded. Motion carried unanimously. The budget is attached to these minutes.

IV. New Business –

- a. Public Records Notice – Troy Manselle completed the form to submit to the County indicating that the District's records are stored at the office of Cathey Consulting at 400 South Gillette Avenue, Gillette.
- b. Official Depository – Troy Manselle moved to keep First Interstate Bank as the official depository for 7/1/17 – 6/0/18. Kari Purinton seconded. Motion carried unanimously.
- c. Troy Manselle moved to revise the by-laws to match the statute change for the budget hearing date (no later than the third Thursday of July instead of five days after the third Thursday of July) and simplify the language referring to the election of officers. Kari Purinton seconded. Motion carried unanimously.
- d. Please help maintain the subdivision by maintaining the ditches around your property – mowing and keeping the ditches and culverts cleared as much as possible.

V. Next Regular Meeting: TUESDAY, JULY 25, 2017, 5:00 p.m. (Usually the 4th Tuesday of each month)

2017 meeting schedule:

August 22, 2017	September 26, 2017	
October 24, 2017	November 28, 2017	December 26, 2017

VI. Adjourn – Troy Manselle moved to adjourn the meeting. Robert Pfeil seconded. The meeting adjourned at 6:00 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. 8
 - 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:

Troy Manselle (680-1816)

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

Robert Pfeil, Vice President (299-4601) Date

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

Budget - Oriva Hills I & S District - 7/1/17 - 6/30/18					
Budget Hearing: Tuesday, June 27, 2017, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
		Actual	Budget	Actual (Estim.)	Budget
		7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
Revenue					
	Assessments	81,600	81,600	81,600	81,600
	Assessments - Interest	514	50	706	
	Interest - Bank	1		3	
	Surface Use Agreement M & K	654	654	654	654
	Surface Use - Other			1,200	
	Other - Utility Cable / Assoc. Work (reimburse)			2,566	
	Grants - County	14,865	17,500		17,500
	TOTAL REVENUE	97,634	99,804	86,729	99,754
	CASH CARRYOVER		60,523		94,926
	TOTAL REVENUE PLUS CASH CARRYOVER	97,634	160,327	86,729	194,680
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping	3,890	3,840	3,915	4,000
	Contract Legal		600		600
	Miscellaneous		3,026		
	Office / Postage / Advertising, etc.	50		442	750
	Taxes - Rec. area	94	95	94	100
	Travel		740		
	TOTAL ADMINSTRATIVE	4,034	8,301	4,451	5,450
	Indirect				
	Insurance - Liability / D & O / Bonding	750	750	750	750
	Miscellaneous		605		
	TOTAL INDIRECT COSTS	750	1,355	750	750
	INTEREST - TOTAL COSTS	666		143	0
	DEBT - PRINCIPAL COSTS	8,776	7,082	6,157	0
	Operations				
	Misc (Cash Carryover less reserves)		56,892		94,926
	Roads - Blading / Snow Removal / Signs / Other	28,318	16,697	38,742	23,554
	Roads - Rock				
	Road Projects - Major Work (Grant elig.)	96,903	70,000		70,000
	Utility Work	2,567		1,283	
	TOTAL OPERATIONS COSTS	127,788	143,589	40,025	188,480
	TOTAL EXPENDITURES	142,015	160,327	51,526	194,680
	Capital Improvements / Reserves				
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES	0	0	0	0
	TOTAL EXP. PLUS NET RESERVES	142,015	160,327	51,526	194,680
	CURRENT YEAR NET (REV - EXP + MISC.)	-44,381	-3,631	35,203	0
	CURRENT YR CASH + REV - TOTAL EXP.		0		0
Receivables Start of FY 5,600 7,400					
Payables Balance Start of FY 47 0					
		7/1/2015	7/1/2016	7/1/2016	6/30/17 (estimated)
BEGINNING OF FISCAL YEAR BALANCES					
	GENERAL FUNDS	106,751	60,523	60,523	94,926
TOTAL FUNDS BEGINNING OF YEAR 106,751 60,523 60,523 94,926					
Receivables Balance End of FY 7,400 8,200					
Payables Balance End of FY 0					
End of Year Bank Balance 60,523 94,926					

\$400 X 204 lots

320 X 12 + audit

\$786.88 per mo.
paid off 3/2017

CASH CARRYOVER

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 (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.