

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, June 28, 2016, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Troy Manselle, Kari Purinton
Board Members Not Present: Robert Pfeil
Others Present: Helenanne Cathey, James Newman, Dale Purinton

Troy Manselle called the meeting to order at 5:08 p.m.

- I. Minutes** – The minutes for the regular meeting on May 24, 2016, 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.
- II. 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:	\$2,902.75
05/31/16 Interest	\$0.12
Ck# 459 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$3,002.87

Checking Account Balance End of Last Meeting:	\$48,793.26
06/13/16 – Deposit – County Assessments	\$14,034.72
Checking Account Balance Prior to Meeting:	\$62,827.98

Bills Approved for Payment:

AUTO	First Interstate Bank	Loan Payment	\$ 786.88
Ck# 457	Cathey Consulting, LLC	Invoice 3404 – May admin./books	\$ 320.00
Ck# 458	Crown Grading	Invoice 47 – Road work	\$ 4,298.50
Ck# 459	Oriva Hills ISD	Monthly Transfer	\$ 100.00
Ck# 460	Pacific Steel & Recycling	Inv. 760569 – culvert	\$ 280.50
		Inv. 760705 – culverts	\$561.00

TOTAL:	\$6,346.88
Ending Checking Account Balance:	\$56,481.10
Assessments Due: \$8,400.00	

I. Unfinished Business

a. Road Work / Other –

i. Projects Approved / Work in Progress

1. Troy Manselle to follow up with John Daly on:

1) Drainage

2) Oil field trucks travelling District's roads

Troy talked to John Daly, and John says that his people are not using the District's roads. A license plate number will be provided to John Daly. There was discussion on traffic that is using that gate and driving the District's roads.

John Daly wants to meet with Troy to see what the District wants to do with drainage.

Troy Manselle will contact John Daly. Kari Purinton will check with the County to see if they will provide signs that state "No Through Oil Field Traffic".

2. CenturyLink utility line – When the project has been completed a completion report and closeout letter need to be submitted to the County. Kari Purinton will contact CenturyLink.

i. Spring 2016 Projects:

1. Five Fingers – install culvert – Crown Grading will install the culvert. This was approved at a previous meeting. The homeowner is going to have to pull his posts out on the approach so the road can be shaped to keep the water off of the road. Troy Manselle will follow up with the landowner. **This is done.**
2. Pull shoulders and add 2” minus scoria (with fines), 2” thick (approved 4/26/16) on the following:
 - 1) Fitch – from Cloud Peak to Oriva (add rock in spots) – 5/24/16 – has been pulled up and waiting for vegetation to degrade and then Crown Grading will feather it out. **This is mostly done. It will be removed from the agenda.**
 - 2) Frying Pan Lake – all of Frying Pan Lake (and add culvert) – **The culvert is in and the road is shaped. Haven’t been able to get rock. Earth Works said after July 4th at the earliest.**
 - 3) Daly – one spot starting to get muddy needs a load of rock, west side needs done – **Nothing has been done yet on Daly. It’s holding well at this time. This will be left on the agenda for now.**
 - 4) Woolsey – from Moncreiffe to Penrose (all of Woolsey) (pull ditch on east side and add rock in spots) – **Crown Grading bladed this. It needs rock in spots and a ditch on the east side.**
 - 5) Oriva – from Fitch to Cloud Peak and spots that need work – **This is done. It will be removed from the agenda.**
3. 30 mph speed limit signs installed – Kari Purinton will be installing signs.
4. Stop sign on Bomber Mountain coming down to Penrose – Kari Purinton will be installing the stop sign. Something needs to be done with a second driveway in that area. There was discussion on putting a ditch through it. Kari Purinton will talk to the landowner about putting a ditch through the driveway.

ii. The following items will be discussed in July (when the County grant program is available again):

1. Cloud Peak and Fitch – culvert needs to be replaced
On the corner of Fitch and Cloud Peak after the culvert was installed, James Newman reported that the District needs to address the hump in the road, or the culvert will be full of dirt. He suggested a culvert across Cloud Peak. There was discussion on looking at specific areas to determine elevations and the correct installation of a culvert. Robert Pfeil will talk to a landowner. NOTE: The Board will monitor the drainage at the intersections of Daly and Fitch as well as Fitch and Cloud Peak.
2. Daly & Buffalo Back – cut ditch and add culvert
3. Penrose and Bomber Mt. – cut ditch and add culvert at Rupps – **Kari Purinton will talk to the landowner.**
4. Culvert installed at 156 Oriva. It needs a load of rock too. **The landowner is fine with the way things are as long as the road gets bladed. This will be removed from the agenda.**

iii. 2017 (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.

iv. Road Coordinator

Appointed until next meeting: Troy Manselle (680-1816) (June until July meeting)

March (until April meeting): Troy Manselle (680-1816)

April (until May meeting): Kari Purinton (670-0275)

May (until June meeting): Robert Pfeil (299-4601)

- b. Budget for 7/1/16 – 6/30/17 – The preliminary budget was approved at the April meeting. The final budget will be approved at the July budget hearing and regular meeting.
- c. Robert Pfeil to contact MIGC, LLC, An Anadarko Petroleum Corporation Company following the May meeting regarding surface use payments to the District. No update.

II. New Business

- a. Director Election – November 8, 2016 (Manselle – 4 year term) – The following ad will run in the News-Record on July 12, 2016.

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

Public Notice is hereby given that on Tuesday, November 8, 2016, an election shall be held for the purpose of electing 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. There will be no polling place.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 10, 2016, and August 30, 2016. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net and clicking on Election Documents.

Kari Purinton, Secretary / Filing Officer
Oriva Hills Improvement & Service District

- b. James Newman reported that Pacific Steel is not going to be stocking culverts. They can order them out of Billings, but they won't order them unless they have a full truckload. James Newman will call some other local companies to see if they sell culverts and what their prices are. There was discussion on culverts.
- c. Kari Purinton reported that there was a fire at her place yesterday. People requested being notified when things like this happen. There was discussion on how to notify people in the event of emergencies and pass on information. There was talk about a reverse 911 where people are contacted in the event of emergencies. Kari Purinton is checking into the reverse 911 system.
- d. There was discussion on the community property. The north end of the community land is grazed and mowed. A landowner hays another area.
- e. Kari Purinton reported that there are some people who have asked about putting a playground on the community property. There was discussion on who would maintain it and who would be responsible for it, etc. If people are interested in putting in a playground, they need to come to a meeting with their specific plan and proposal and estimate of costs.

f. PLEASE NOTE: There is a County burn ban right now and a ban on fireworks.

- ## III. Next Meeting (and budget hearing): Tuesday, July 26, 2016, 5:00 p.m.
- at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette. Regular monthly meetings are the fourth Tuesday of each month at 5:00 p.m. 2016 meeting schedule:

August 23, 2016
October 25, 2016

September 27, 2016
November 22, 2016

December 27, 2016

- ## IV. Adjourn
- Troy Manselle moved to adjourn the meeting. Kari Purinton seconded. The meeting adjourned at 6:10 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.

**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