Oriva Hills Improvement & Service District
Budget Hearing & Regular Meeting Minutes
Tuesday, June 28, 2022, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present:	Robert Pfeil, Mark Smith (by Phone)
Board Members Not Present:	Nick Clevenger
Others Present:	Helenanne Cathey, Kari Purinton, James Newman, Mike Lynch

BUDGET HEARING
Robert Pfeil called the budget hearing to order at 6:30 p.m. The budget was reviewed. There was an opportunity for public comment, and there was none. Robert Pfeil adjourned the budget hearing at 6:32 p.m.

REGULAR MEETING
Robert Pfeil called the regular meeting to order at 6:32 p.m.

I. **Budget Adoption** – Robert Pfeil moved to adopt the budget for 7/1/22 – 6/30/23 for $271,375 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Mark Smith 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 24, 2022, as written. Mark Smith 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. Mark Smith seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:			**$10,143.89**
05/31/22	Interest	$1.03	
06/28/22	Transfer from Checking	$15,000.00	
Ending Savings Account Balance:			**$25,144.92**

Checking Account Balance End of Last Meeting:			**$116,722.47**
05/31/22	Interest	$7.11	
06/10/22	Deposit – Assessments	$20,891.14	
Checking Account Balance Prior to Meeting:			**$137,620.72**
Bills Paid / Checks Written at Meeting:			
Ck# 1101	Cathey Consulting, LLC	Inv. 6582 – May adm./bks/postage	$ 340.00
Ck# 1102	Crown Grading	Inv. 126 – Blade Roads, Moncreiffe project (spread rock)	$ 6,720.00
Ck# 1103	Gillette News-Record	Ad 00374015 – Budget hearing ad	$ 71.50
Ck# 1104	Oriva Hills ISD	Monthly Transfer to Savings	$15,000.00
Ck# 1105	VanDamme & Sons	Inv. 85 – Hauled rock from Quality Ag's pit On Fairview Rd to Moncreiffe	$ 8,740.00
TOTAL:			**$ 30,871.50**
Ending Checking Account Balance:			**$106,749.22**
Receivables / Assessments: $5,400.00			

IV. **Unfinished Business**

A. Road Work –

1. Fences in right-of-way – No update.
    1. 6/23/21 – A letter was sent to the County Attorney's office asking that this issue be investigated and addressed by the County Attorney's office, especially on three properties. **6/28/22 – No update.**

2. 5/24/22 – Blade and reshape the roads and get rock down where it is needed – Board members developed a list of road work to be completed. Robert Pfeil moved to approve the road work as discussed for an estimated amount of $115,529.44. Mark Smith seconded. Motion carried unanimously.

2. The following are on hold:
    1. Corner on Bomber
    2. Culvert on the corner of Woolsey and Moncreiffe

    Culvert Inventory (10/27/2020):

    3 each 18" X 20' culverts
    3 each 18" X 15' culverts
    3 each 18" bands

3. Other Future Projects (no update):
    1. *(Discussion Nov., 2020):* Spot on Five Fingers, several areas on Moncreiffe, Bomber Mountain sections, about a half a mile on Bald Mountain. (Cloud Peak is still eligible for 50% grant for drainage improvements)
    2. Fitch – from Oriva to Cloud Peak (L-Base) / Culvert at Henderson's / soft spots
    3. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
    4. M & K access road off South Peak – drainage at intersection
    5. Hallelujah Peak – This will be a bigger issue and may be a future project.
    6. Culvert on Moncreiffe, about 60' west of Penrose needs to be addressed.
    7. Seven Brothers – There are a number of issues on this road. This will be a bigger project and will be addressed in the future. **10/26/21: Until the fence is moved, we will probably not be able to do any snow removal.**
    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.

4. Road Coordinator:
    Appointed until next meeting: Robert Pfeil (307-299-4601)

B. Mailboxes – No update.
C. Street Signs – Kari Purinton is working with the County to get street signs. The signs are on order.
D. Director Election (November 8, 2022 – Pfeil and Smith) – Anyone interested in running for the Board and having their name on the ballot must submit an application between August 10th and August 30th.

V. New Business

A. Public Record Notice – The Public Records Notice was signed and will be submitted to the County indicating that the District's records are stored at the office of Cathey Consulting.
B. Official Depository – Robert Pfeil moved to designate First National Bank as the Official Depository for 7/1/22 – 6/30/23. Mark Smith seconded. Motion carried unanimously.
C. Records Retention Schedule – Robert Pfeil moved to approve a Records Retention General Schedule as presented. Mark Smith seconded. Motion carried unanimously.

VI. Next Regular Meeting: TUESDAY, JULY 26, 2022, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2022 meeting schedule:

Tues., July 26, 2022, 6:00 p.m. Tues., Aug. 23, 2022, 6:00 p.m. Tues., Sep. 27, 2022, 6:00 p.m.
Tues., Oct. 25, 2022, 6:00 p.m. Tues., Nov. 22, 2022, 6:00 p.m. Tues., Dec. 27, 2022, 6:00 p.m.

VII. Adjourn – Robert Pfeil moved to adjourn. Mark Smith seconded. The meeting adjourned at 6:44 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.
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.
8) RIGHT-OF-WAY ALONG ALL ROADS.
*** Daly, Fitch, Penrose and Oriva Road – 100 foot right-of-way – This means that there should be a minimum of 50 feet between the center of the road and any fence on either side of the road.**
*** All Other Roads – 60 foot right-of-way – This means that there should be a minimum of 30 feet between the center of the road and any fence on either side of the road.**
ROADS CANNOT BE MAINTAINED OR IMPROVED IF FENCES ARE TOO CLOSE TO THE ROAD!

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

Nicholas (Nick) Clevenger, Vice President (509-994-0676) Date

Mark Smith, Secretary/Treasurer (307-660-4132) Date

Budget - Oriva Hills I & S District - 7/1/2022 - 6/30/2023

Budget Hearing: Tuesday, June 28, 2022, 6:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717

	Actual 7/1/20 - 6/30/21 (F32)	Budget 7/1/21 - 6/30/22	Actual 7/1/21 - 6/30/22 (ESTIMATED)	Budget 7/1/22 - 6/30/23	
Revenue					
Assessments (1 fewer lots in 2021)	81,200	80,800	80,800	80,800	$400 X 202 lots (2021)
Assessments - Interest	673	500	491	500	
Interest - Bank	57	50	70	70	
Surface Use Agreement M & K		0		0	
Surface Use - Other					
Other - Utility Cable / Assoc. Work (reimburse)					
Grants - County	6,031	31,250		31,250	25% of grant eligible road wk.
Grants - County (18-19 road project)					
Receivables End of FY		*0*		*0*	***End of Prior Yr. Receivables***
TOTAL REVENUE	87,961	112,600	81,361	112,620	
CASH CARRYOVER		**101,387**		**158,755**	
TOTAL REVENUE PLUS CASH CARRYOVER	**87,961**	**213,987**	**81,361**	**271,375**	
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($375 X 12) + $500	4,580	5,000	4,580	5,000	*$375/mo. (10% increase/no chg. In budget)*
Contract Legal		600		600	
Miscellaneous					
Office / Postage / Advertising, etc.	923	750	1,000	1,200	20% increase (estimated)
Taxes - Rec. area	53	100	53	100	
Travel					
TOTAL ADMINSTRATIVE	5,556	6,450	5,633	6,900	
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		*51,787*		*108,725*	(Carryover)
Road Work-blading/rock/drainage/culverts	75,440	30,000	18,450	30,000	
Road Work - Blading Snow and Ice					
Road Projects - Major Work (Grant elig.)		125,000		125,000	
Payables End of FY		*0*		*0*	
Utility Work					
TOTAL OPERATIONS COSTS	75,440	206,787	18,450	263,725	
TOTAL EXPENDITURES	81,746	213,987	24,833	271,375	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	81,746	213,987	24,833	271,375	
CURRENT YEAR NET (REV - EXP + MISC.)	6,215	-49,600	56,528	-50,030	
CURRENT YR CASH + REV - TOTAL EXP.		0		0	
Receivables Start of FY	6,800		6,800		
Payables Balance Start of FY	340		340		
	6/30/2020	**6/30/21 (EST)**	**6/30/2021**	**6/30/22 (EST)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	81,122	92,254	86,731	149,622	***CASH CARRYOVER***
GENERAL FUND - SAVINGS ACCT	7,827	9,133	9,036	9,133	***CASH CARRYOVER***
TOTAL FUNDS BEGINNING OF YEAR	88,949	101,387	95,767	158,755	
Receivables Balance End of FY	6,200				
Payables Balance End of FY	342				
End of Year Bank Balance	95,766		158,755		

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.) and Mark Smith (Sec./Treas.) terms end Nov., 2022 / Nick Clevenger (Vice Pres.) term ends 2024
Meetings are the fourth Tuesday of each month at 6:00 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.