

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, March 22, 2016, 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

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

- I. Minutes** – The minutes for the regular meeting on February 23, 2016, 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 for Crown Grading for \$1,550, which was received after the agenda was printed. Robert Pfeil seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting: **\$2,602.42**

2/29/16 Interest \$0.11
Ck# 446 – Transfer from Checking \$100.00

Ending Savings Account Balance: **\$2,702.53**

Checking Account Balance End of Last Meeting: **\$70,888.83**

03/10/16 – Deposit – County Assessments \$1,218.84

Checking Account Balance Prior to Meeting: **\$72,107.67**

Bills Approved for Payment:

AUTO	First Interstate Bank	Loan Payment	\$ 786.88
Ck# 444	Cathey Consulting, LLC	Invoice 3229 – January admin./books	\$ 320.00
Ck# 445	CenturyLink Asset Accounting	Utility relocate	\$ 2,566.82
Ck# 446	Oriva Hills ISD	Monthly Transfer	\$ 100.00
Ck# 447	Crown Grading	Ticket #44 - blading	\$ 1,550.00

TOTAL: **\$ 5,323.70**

Ending Checking Account Balance: **\$66,783.97**

Assessments Due: \$36,400.00

III. Unfinished Business

a. Road Work / Other –

i. Projects Approved / Work in Progress

1. Troy Manselle reported that he called John Daly's office, and he was finally able to talk to John Daly. John Daly would like to look at the area where the District would like to cut to assist with drainage. He is supposed to contact Troy Manselle when he is available to look at the area.

There was discussion on the oil companies that are traveling on the District's roads. John Daly was not happy his companies were doing this and reported that they should not be using the District's roads. The companies that are working for him are supposed to be using an alternate route. The members present at the District meeting reported that companies are still travelling the District's roads. Troy Manselle will follow up with John Daly.

2. CenturyLink proposal. The County approved the grant application 11/17/15 for \$1,283.00 (half of the project cost of \$2,566.82). CenturyLink sent the bill. A check was cut at this meeting to pay for the work. The grant pay request was signed to submit for reimbursement. The completion report and close out letter will be submitted after the work is done. Kari Purinton will deliver the check and explain that the District needs confirmation when the work is done.

3. Snow removal – Kari Purinton to request Certificate of insurance from Pete Enriquez for snow removal work. No update. Kari Purinton will follow up with him.
4. There was discussion on the roads. Kari Purinton reported that a homeowner contacted her regarding the 18' width on Bomber Mountain Road from 7 Brothers to Bald Mountain. She drove the road with the homeowner. When they passed someone, it was very narrow, and they were almost in the ditch. James Newman reported that the County Engineer required a bigger crown on the road. There was discussion on the 18' width. Some people have been adamant that it shouldn't be any wider and others are saying it needs to be wider. The homeowners that are concerned about this issue are wanting to rent a grader and widen the road (filling in the ditch). They are saying that people aren't travelling Bomber Mountain and are using Penrose instead. There was discussion on people speeding – this is a big part of the problem. People need to SLOW DOWN!

We couldn't do a 24' road with the ditches and fences and utilities where they are. The County advised that the District needed to make it an 18' road. The County required the bigger crown on the road. James Newman advised that the bigger crown may be part of the problem. They could knock it down a little bit, pushing the rock to the side (not in the ditch), but the road hasn't really packed in yet. The spring rains will help settle the roads. The Board asks people to be patient – give the road some time to settle.

The County is funding these roads. The District has to follow the standards and requirements set by the County. We can't modify them outside of the County standards.

Anyone modifying the road can be billed for vandalism. No landowner has the right to modify the roads. All road work needs to go through the District. Come to a meeting or send a letter if you have suggestions or want to discuss something.

One of the biggest problems is people driving too fast. People need to slow down. Many of these problems will go away if people will slow down.

A comment was made that Moncreiffe is the worst road out there right now. It needs some work fairly soon. It was discussed under the projects below.

- ii. Spring 2016 Projects – The road projects list was discussed and updated.
 1. Bald Mountain between Hazelton Peak and Bomber Mountain – crown the road, address the ditch on the hill side of the road – cut the ditch along the bank on the north side of the road, a minimum of 1', 36" wide, 3-to-1 roadside slope, 1 road culvert (18" by 35') and 1 driveway culvert (12" by 30'), 2" of 2" minus scoria with fines on the road, 18' wide. There was discussion on using the County grant and thus the reason for all of the details. Would it be good to use the County grant or just do this project (and 2-4 below) on an hourly basis? After discussions, Robert Pfeil moved to authorize Crown Grading to go ahead with this project on an hourly basis. Troy Manselle seconded. Motion carried unanimously.
 2. Five Fingers – install culvert – Crown Grading will install the culvert. This was approved at a previous meeting.

NOTE: Crown Grading will be blading the roads in the area in the near future. With the moisture coming right now, it will be a good time to do some blading.

Robert Pfeil will talk to Phillip Giffin about the following projects:

3. 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.

4. Daly & Buffalo Back – cut ditch and add culvert
5. Penrose and Bomber Mt. – cut ditch and add culvert at Rupps
6. Culvert installed at 156 Oriva. It needs a load of rock too.
7. Moncreiffe – Address drainage on all of Moncreiffe and add 2” of rock (2” minus scoria). 18’ wide. This project is a good prospect for utilizing the County grant. Robert Pfeil will talk to Phillip Giffin at the County regarding this project.

If the County will approve a grant, a grant application will be submitted as soon as possible.

8. 30 mph speed limit signs installed – Kari Purinton will be doing this in the spring.
9. Stop sign on Bomber Mountain coming down to Penrose – Kari Purinton picked up the stop sign, post and brackets. The sign will be installed this spring.
10. Weed Spraying – Dale Purinton does a lot of the weed spraying. This will be removed from the agenda.
11. No hunting signs purchased and posted on community area before next hunting season – Kari Purinton is taking care of this project. This will be removed from the agenda.

iii. 2017 Proposed Projects:

1. M & K access road off South Peak – drainage at intersection
2. 7 Brothers – put in the cul-de-sac
3. Entrance at Echeta – bring in about 10’ – it was recommended to put reflector posts if you pull that road in.

iv. Road Coordinator

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

IV. New Business

- a. The Local Government Liability Pool renewal application was reviewed and signed and will be submitted to renew the insurance.
- b. The budget for 7/1/16 – 6/30/17 will be reviewed in the coming months.
- c. Some fence posts are needed for marking culverts. Troy Manselle moved to authorize Kari Purinton to pick up 25 or 30 steel posts. Robert Pfeil seconded. Motion carried unanimously.

V. Next Meeting: Tuesday, April 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:

May 24, 2016	June 28, 2016	
July 26, 2016	August 23, 2016	September 27, 2016
October 25, 2016	November 22, 2016	December 27, 2016

VI. Adjourn – Troy Manselle moved to adjourn the meeting. Robert Pfeil seconded. The meeting adjourned at 6:52 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