

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, March 27, 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, John Hespen, Tom Walker, Dale Purinton,
James Newman, Adair Walker

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

- I. Minutes** – The minutes for the last regular meeting on February 27, 2018, 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. Troy Manselle moved to accept the treasurer's report and pay bills as presented. Kari Purinton seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$5,008.46
02/28/18 Interest	\$0.38
03/27/18 Ck# 539 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$5,108.84
 Checking Account Balance End of Last Meeting:	 \$128,852.26
03/09/18 Deposit – County Assessments	\$2,459.09
Checking Account Balance Prior to Meeting:	\$131,311.35
Bills Approved for Payment:	
Ck# 537 Cathey Consulting, LLC Invoice 4320 – Feb. adm./bks	\$ 320.00
Ck# 538 Crown Grading Ticket 68 – Pulled shoulders	\$ 1,650.00
Ck# 539 Oriva Hills ISD Monthly Transfer	\$ 100.00
TOTAL:	\$ 2,070.00
Ending Checking Account Balance:	\$129,241.35
Receivables: Assessments: \$32,400.00	

III. Unfinished Business

- A. Road Work / Other – Projects Approved / Work in Progress – There was no update on any unfinished business.

IV. New Business

- A. MIGC / Anadarko letter – A letter was received reporting that MIGC, LLC personnel will be inspecting the right-of-way and above ground equipment on their pipelines. The project will begin immediately and conclude December 31, 2018.
- B. Local Government Liability Pool – The Local Government Liability Pool application to renew the insurance for the next fiscal year was signed. An information sheet was reviewed.
- C. Road Projects – John Hespen (Hespen Excavating LLC) came to the meeting to discuss the District's roads. John Hespen has done a lot of work for other Districts and has helped develop a scope of work for other Districts. John Hespen reported that he drove down Oriva. There was discussion on Oriva Road.

In a spring like this, there are going to be soft spots everywhere. There are a lot of places where the ditches are 8' or more out. The road is too wide in places. If you're going to do it right, blade work is not a fast thing. There is a general agreement that ditches are needed throughout almost the entire District. When the project was done on Cloud Peak, the fence should have been moved and ditches cut deeper. Fences need to be moved in a number of areas. The culverts are plugged in areas – some are frozen and others are full with dirt. John Hespen recommended when you put in a culvert, you have a high side and low side otherwise water just sits there.

There is a big concern today that Penrose is having major drainage problems that are causing the road to degrade. The consensus was that Penrose and Oriva are the priorities, with Penrose being the highest priority. John Hespen explained how he can help develop a scope of work for road work which will help get quotes. He can develop this in 10 days as long as snow isn't blocking sight to ditches and culverts.

The consensus is that the roads need to be built up. There is no way to dig the ditches because of utilities in so many places. Building the road up will also help in preventing drifting.

There was discussion on the study done by DOWL. There is really good information in it, especially pertaining to drainage. John Hespen will take a look at the study to assist in developing the scope.

Kari Purinton reminded everyone that the District Support Grant program comes from the 1% sales tax. The District can get 50% reimbursement one time only (per road) for drainage improvements. There was discussion that if we are going to do drainage, it needs to be done right. 25% reimbursement can be received for rock.

There was discussion on having a surveyor out there when the project is done to make sure it is done right. Robert Pfeil recommended looking at rip rap instead of pit run. There was discussion on having someone overseeing the project.

The consensus was when building up the roads, use scoria / pit run on the base and 4" of limestone on top. Homeowners are requesting limestone and stop using scoria on top. There was further discussion on putting some 2" minus scoria on top of the pit run before topping with the limestone.

Kari Purinton moved to hire Hespen Excavating LLC as the consultant to develop a scope and complete the County grant forms for Penrose and Oriva Road spending up to \$1,000. Robert Pfeil seconded. Penrose will be done first and sent out for bids and a grant application submitted as soon as possible. The Oriva Road project will be done for the next fiscal year. Motion carried unanimously. The Board will meet with Hespen Excavating to review the road so John Hespen can get started.

Fitch and Cloud Peak need some blading. John Hespen recommended not messing with the roads right now. There is too much moisture right now. You want some moisture, but not this much.

Kari Purinton moved to have Hespen Excavating LLC do the spring blading. Troy Manselle seconded. Hespen Excavating can be available within a few days when needed as well. Motion carried unanimously.

D. Budget – The budget was discussed. It will be updated at the next meeting.

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

May 22, 2018	June 26, 2018	July 24, 2018	August 28, 2018
Sept. 25, 2018	October 23, 2018	Nov. 27, 2018	<i>Dec. 11, 2018 (moved to 2nd Tues.)</i>

VI. **Adjourn** – Troy Manselle moved to adjourn. Robert Pfeil seconded. The meeting adjourned at 6:56 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: 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