

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, March 28, 2017, 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, James Newman

Troy Manselle called the meeting to order at 5:00 p.m.

- I. Minutes** – The minutes for the last regular meeting on February 28, 2017, 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. Robert Pfeil seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$3,804.20
02/28/17 Interest	\$0.28
03/28/17 Ck# 497 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$3,904.48
Checking Account Balance End of Last Meeting:	\$72,866.83
03/09/17 Deposit – County Assessments	\$200.00
Checking Account Balance Prior to Meeting:	\$73,066.83

Bills Approved for Payment:

Ck# 495	Cathey Consulting, LLC	Invoice 3792 – Feb. adm./bks/postage	\$ 320.00
Ck# 496	Local Gov't Liability Pool	Insurance for 7/1/17-6/30/18	\$ 500.00
Ck# 497	Oriva Hills ISD	Monthly Transfer	\$ 100.00
Ck# 498	Crown Grading	Invoice 55 – Blade roads	\$ 4,250.00

TOTAL:	\$ 5,170.00
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Ending Checking Account Balance:	\$67,896.83
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Assessments Due: \$39,200.00

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 to get John Daly's authorization in writing after the July meeting. At the July meeting, the Board approved moving forward with the work. **11/22/16 – Troy Manselle reported that John Daly still has not contacted him. Troy will try to contact John Daly again. Kari Purinton reported that she talked to some of John Daly's people driving on the road and told them that they need to slow down. Troy Manselle will ask John Daly why any of his people are using the District's roads. 3/28/17 – Troy Manselle sent an e-mail to John Daly and has not heard back.**
 - 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. **9/27/16 Signs will be installed soon. One sign was installed. Kari Purinton will work on the signs.**

- ii. CenturyLink utility line – Kari Purinton reported that Century Link is checking in to refunding the District’s money. The County will be reimbursed for the District Support grant funds when the money is received.
- iii. At this meeting, the consensus was to go ahead with some of the culvert / drainage work now. James Newman was waiting until we had the written authorization from John Daly so he could do all of them at one time. Since it’s taking a while to get John Daly’s written permission, the consensus was to go ahead with the following culverts:
 - 1. Moncreiffe – culvert
 - 2. Cloud Peak and Fitch – culvert needs to be replaced (at Tom Walker’s place)
 - 3. Daly and Fitch – culvert (at Tom Hill’s place)
 - 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.

There was discussion on what to do if a culvert can’t be installed because of the location of the phone line. James Newman will contact the Board if there is an issue to work through the issue with the landowner. The consensus was that the Board is authorized to negotiate a solution with the landowner on site as needed to avoid any further delays.

There was discussion on the other culverts that have been installed. Rock was added around them after installation.

iv. Kari Purinton is working on setting up an account at Menard’s.

- v. **Rock** – Robert Pfeil reported on the quotes he is getting for rock and mag chloride. The quotes for crushed concrete/asphalt blend are actually coming in a little cheaper. There was discussion on concerns about pieces of iron (rebar) that sometimes is in the crushed concrete. The consensus was to use J-Base:
 - 1. Limestone (J-Base): Add between 2” and 4” of limestone (there was discussions last month about 6”, but the consensus is that we could use less) (22’ wide) to the following:
 - Penrose – from the entrance to Moncreiffe
 - Oriva – from Penrose to Fitch
 - Fitch – from Oriva to Cloud Peak
 - 2. Scoria on bare spots on Oriva Road (2” cap of scoria). Any wash outs and drainage need to be addressed and culverts installed where needed. Pull in the shoulders. Culvert may be needed. This will be done after July 1, 2017. The District will submit a grant application as soon as possible in July for this project.
 - Oriva – from Fitch to Cloud Peak
 - 3. Mag Chloride on those same sections (Fitch & Penrose)

After much discussion, the consensus was to submit a County Grant application for the following project this spring:

Penrose (from the entrance to Moncreiffe) – drainage / culverts where needed and then add 4” of limestone, 22 feet wide, 1.4 miles top with full treatment of mag chloride (this includes the area by the mailboxes). Board members will work with Helenanne Cathey to get the grant application submitted. The consensus was to get another bid for the other culverts as well and submit it on this grant application. 50% can be requested for drainage.

Mailboxes area – When Crown Grading is out blading, James Newman will work on the grade by the mailboxes. The project (J-Base and mag chloride) will include limestone for this area.

- vi. 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.

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.

vii. Road Coordinator

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

December (until January meeting): Troy Manselle (680-1816)

January (until February meeting): Kari Purinton (670-0275)

February (until March meeting): Robert Pfeil (299-4601)

- b. Surface Use Payments – 8/23/16 & 9/27/16 – One of the companies isn't Anadarko now – it was sold to Wood Group. Wood Group sold to Pegasus and Powder River Midstream. There was discussion on the reclamation that needs to be done and also on the lines that were being abandoned. Robert Pfeil reported that the State has been paying companies for reclamation, which will bring in a lot of truck traffic. It was suggested that the District contact BLM regarding the reclamation work and talk to them about surface use. The consensus was for Troy Manselle to talk to John Daly regarding how to calculate surface use agreement dollars before approaching BLM. There was discussion on what companies have lines through the subdivision. The District doesn't want to discourage the reclamation work but wants to make sure the roads aren't destroyed when the work is done. It doesn't take a lot of heavy truck traffic to do a lot of damage to the road. Robert Pfeil reported that the contracts are in process. Board members are still monitoring for surface use payments.

Troy Manselle brought in the records that Jamie Cragle had gathered. The information is on file.

II. New Business

- a. 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. The following e-mail was sent:

Oriva Hills will receive a \$1,200.00 fee from your company to bring 4 semi loads of oil equipment from John Daly's property. This will be a one-time fee for this usage. We require the trucks to adhere to 20 mph speed limit while on the roads. Also if the trucks were to leave anything over 2" ruts it would be your responsibility to haul in Scoria or limestone and pay for all trucking and or blading fees.

Helenanne Cathey will get an invoice to Superior Oil Services as soon as possible.
- b. 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.
- c. Budget – A preliminary budget for 7/1/17 – 6/30/18 needs to be approved and submitted to the County and State by June 1, 2017. The draft budget was reviewed.

IV. Next Regular Meeting: TUESDAY, APRIL 25, 2017, 5:00 p.m. (Usually the 4th Tuesday of each month)
2017 meeting schedule:

May 23, 2017	June 27, 2017	
July 25, 2017	August 22, 2017	September 26, 2017
October 24, 2017	November 28, 2017	December 26, 2017

V. Adjourn – Troy Manselle moved to adjourn the meeting. Robert Pfeil seconded. The meeting adjourned at 6:50 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