

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, May 22, 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, Roger Oedekoven, James Newman,
Dean Thompson, Dale Purinton

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

- I. Minutes** – The minutes for the last regular meeting on April 24, 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. 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:	\$5,209.25
04/30/18 Interest	\$0.44
05/22/18 Ck# 545 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$5,309.69

Checking Account Balance End of Last Meeting:	\$128,921.35
05/10/18 Deposit – County Assessments	\$18,614.50
Checking Account Balance Prior to Meeting:	\$147,535.85
Bills Approved for Payment:	
Ck# 544 Cathey Consulting, LLC Inv. 4400 – Apr. adm./bks/postage	\$ 321.00
Ck# 545 Oriva Hills ISD Monthly Transfer	\$ 100.00
Ck# 546 Hespen Excavating Inv. 171	\$ 8,000.00
TOTAL:	\$ 8,421.00
Ending Checking Account Balance:	\$139,114.85
Receivables: Assessments: \$31,600.00	

III. Unfinished Business

A. Road Work / Other – Projects Approved / Work in Progress

1. Road Work – Penrose – from the entrance to Moncreiffe. A scope of work was developed at the April meeting for Penrose, and bids were requested on the project. 4 bids were received. The bids were as follows (excluding limestone – limestone quotes will be gathered for the next meeting. The contractors bid the limestone, but the limestone can be purchased for a lot less money directly through Pete Lien or another company).

<u>Bids As Received</u>		<u>Bids Updated with Hespen Quantities</u>
Gorman Construction	\$109,109.00	\$110,253.00
Hespen Excavating	\$63,317.20	\$63,317.20
Melgaard Construction	\$243,200.00	\$230,870.00
Oedekoven Excavating	\$208,000.00	\$124,540.00

There was discussion on the project and the bids with John Hespen and Roger Oedekoven who both bid on the project. John Hespen reported that his bid is to provide ditches where they can, and where they can't, then the road will be raised. Oedekoven focused more on raising the road throughout, whereas Hespen was cutting more ditches. John Hespen assured the Board his bid would meet the project specifications.

There was discussion on the District hiring Pete Lien directly to bring in limestone rather than having Hespen Excavating provide the limestone. Although John Hespen bid on the limestone, he is willing to work with Pete Lien (or whoever hauls in limestone), but if it is going to take a long time for them to haul in the rock that's needed (like several weeks), he would want to do some other blading and work on some other areas. He can't just park his equipment for weeks at a time and wait for rock to be hauled in. There are a few other companies that backhaul the limestone as well, including Aulick Leasing, Trimac, and Roth Trucking. Robert Pfeil will get bids for limestone.

Kari Purinton will call Century Link regarding utility locates and costs for utilities moved if needed. Robert Pfeil is working with Powder River Energy.

Robert Pfeil moved to accept the low bid from Hespen Excavating for \$63,317.20. Kari Purinton seconded. Motion carried unanimously. Robert Pfeil will get bids to Cathey Consulting for the limestone prior to the next meeting. Helenanne Cathey will draft a grant application to be reviewed at the June meeting. The County will not consider any grant applications until July or August. The project cannot be started until the grant is approved.

2. Road Coordinator:

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

- B. Weed and Pest / Canadian thistle bugs – Kari Purinton talked to Weed & Past after the April meeting. They will have bugs available in July or August.
- C. Mailboxes – This will be removed from the agenda. There isn't the money to do this project in the foreseeable future.
- D. Budget – The budget was reviewed and updated. Troy Manselle moved to approve the preliminary budget. Robert Pfeil seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record prior to the budget hearing.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
ORIVA HILLS IMPROVEMENT & SERVICE DISTRICT**

Oriva Hills Improvement and Service District will hold a public hearing to review the 7/1/18 – 6/30/19 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on June 26, 2018, at 5:00 p.m. Budget Summary:

Expenses: Administrative \$6,230 / Indirect \$750 / Operations \$243,022
Revenue and Rollover: \$250,002

Assessments will be the same as last year - \$400 per lot. The complete proposed budget is available online at www.catheyconsulting.net – Oriva Hills meeting minutes for 05/21/18. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

- A. Director Election(November 6, 2018 – Pfeil, Purinton – 4 year terms) – The following legal ad will run July 11th in the News-Record:

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

Public Notice is hereby given that on Tuesday, November 6, 2018, an election shall be held for the purpose of electing two Directors for four (4) year terms 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. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 6, 2018, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 18, 2018, and August 28, 2018. 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

- V. **Next regular Meeting: TUESDAY, JUNE 26, 2018, 5:00 p.m. (Usually the 4th Tuesday of each month)**
2018 meeting schedule:
- | | | | |
|----------------|------------------|---------------|--|
| 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** – Robert Pfeil moved to adjourn. Troy Manselle seconded. The meeting adjourned at 6:43 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: Robert Pfeil (299-4601) May until June meeting

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

Budget - Oriva Hills I & S District - 7/1/18 - 6/30/19				
Budget Hearing: Tuesday, June 26, 2018, 5:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717				
	Actual	Budget	Actual	Budget
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18 (ESTIMATED)	7/1/18 - 6/30/19
Revenue				
Assessments	81,600	81,600	81,600	81,600
Assessments - Interest	950		222	
Interest - Bank	3		4	
Surface Use Agreement M & K	654	654	654	654
Surface Use - Other	1,200		-1,200	
Other - Utility Cable / Assoc. Work (reimburse)	2,566			
Grants - County		17,500		50,000
Receivables End of FY				0
TOTAL REVENUE	86,973	99,754	81,280	132,254
CASH CARRYOVER		99,417		117,748
TOTAL REVENUE PLUS CASH CARRYOVER	86,973	199,171	81,280	250,002
Expenditures				
Administrative				
Contract Admin./Bookkeeping (\$4,080 + \$700)	3,915	4,000	4,161	4,780
Contract Legal		600		600
Miscellaneous				
Office / Postage / Advertising, etc.	442	750	200	750
Taxes - Rec. area	94	100	94	100
Travel				
TOTAL ADMINSTRATIVE	4,451	5,450	4,455	6,230
Indirect				
Insurance - Liability / D & O / Bonding	750	750	750	750
Miscellaneous				
TOTAL INDIRECT COSTS	750	750	750	750
INTEREST - TOTAL COSTS	143	0	0	0
DEBT - PRINCIPAL COSTS	6,157	0	0	0
Operations				
Misc (Cash Carryover less reserves) - Roads		99,417		26,022
Roads - Blading / Snow Removal / Signs / Other	39,695	23,554	21,850	22,000
Roads - Rock				10,000
Road Projects - Major Work (Grant elig.)		70,000		185,000
Payables End of FY				0
Utility Work	1,283			
TOTAL OPERATIONS COSTS	40,978	192,971	21,850	243,022
TOTAL EXPENDITURES	52,479	199,171	27,055	250,002
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	52,479	199,171	27,055	250,002
CURRENT YEAR NET (REV - EXP + MISC.)	34,494	0	54,225	-91,726
CURRENT YR CASH + REV - TOTAL EXP.		0		0
Receivables Start of FY	7,400		3,000	
Payables Balance Start of FY			0	
	6/30/2016	6/30/2017	6/30/2017	6/30/2018
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	60,523	99,417	60,523	117,748
TOTAL FUNDS BEGINNING OF YEAR	60,523	99,417	60,523	117,748
Receivables Balance End of FY	3,000			
Payables Balance End of FY				
End of Year Bank Balance	99,417		117,748	

\$400 X 204 lots

End of Prior Yr. Receivables

Increase to \$340/mo.

\$786.88 per mo.
paid off 3/2017

End of Prior Yr. Payables

CASH CARRYOVER

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. There was little work done on the roads this past fiscal year. The District anticipates a large road project on Penrose Peak this next fiscal year which is why the operations budget is so much more than what was spent this past year.

Board Member Signature

Board Member Signature

Directors: Robert Pfeil (Vice Pres.) & Kari Purinton (Sec./Treas.) terms end Nov., 2018 / Troy Manselle (Pres.) term ends Nov., 2020)

Meetings are the fourth Tuesday of each month at 5:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.

Records are stored at 400 S Gillette Ave, Suite 106, Gillette. Office hours generally Monday through Friday, 9 a.m. to 5 p.m.