

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, May 23, 2017, 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 (by telephone)
Others Present: Helenanne Cathey, James Newman, Dale Purinton

Troy Manselle called the meeting to order at 5:05 p.m.

- I. Minutes** – The minutes for the last regular meeting on April 25, 2017, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Troy Manselle 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. Kari Purinton seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$4,004.80
04/30/17 Interest	\$0.30
05/23/17 Ck# 505 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$4,105.10
Checking Account Balance End of Last Meeting:	\$71,181.98
05/09/17 Deposit – County Assessments	\$11,230.58
Checking Account Balance Prior to Meeting:	\$82,412.56

Bills Approved for Payment:

Ck# 503 Cathey Consulting, LLC	Invoice 3875 – April adm./bks/postage	\$ 320.00
Ck# 504 Crown Grading	Invoice 57 – Snow removal	\$ 1,850.00
Ck# 505 Oriva Hills ISD	Monthly Transfer	\$ 100.00
TOTAL:		\$ 2,270.00
Ending Checking Account Balance:		\$80,142.56

Assessments Due: \$23,400.00 + Superior Field Services Invoice Due: \$1,200 = \$24,600 Total Receivables

- 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. **4/25/17 – There are problems with this area. Troy Manselle will go meet with John Daly.**
 - 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. One sign was installed. **4/25/17 – Kari Purinton will work on the signs. There is a sign by the second entrance that is down that needs to be put back up.**

- ii. **4/25/17 – James Newman was instructed to go ahead with the following culverts or do ditch work as needed for the following. James Newman will be working on the project in the coming weeks.**
1. Moncreiffe – culvert
 2. Cloud Peak and Fitch – culvert needs to be replaced (at Tom Walker’s place) (may just need ditch work – James Newman will work on it)
 3. Daly and Fitch – culvert (at Tom Hill’s place) – if there is an issue with phone lines, James Newman will contact a Board member and determine what needs to be done.
 4. Penrose and Bomber Mt. – cut ditch or add culvert at Rups – 8/23/16 – Kari Purinton reported that Rups said that a culvert can be moved from the old gate to the location where it is needed now. If the culvert is damaged, a new culvert will be installed.

- iii. **Rock – 4/25/17 – Robert Pfeil explained that what we wanted to do on Penrose isn’t economically feasible at this time. The cost to do Penrose alone would be about \$70,000 with the cheapest bid. Robert Pfeil talked to Kevin Geis at Road and Bridge. Kevin Geis recommended using L-Base instead of J-Base. L-Base is still limestone. The consensus was to apply limestone whenever possible and forget about mag chloride. Robert Pfeil will get quotes for the following work:**

1. Shaping/drainage/culverts where needed and top with L-Base or scoria. (4” of rock on an area 20’ wide) – considering the following roads:
 - Oriva – from Penrose to Fitch (L-Base) (.32 miles)
 - Penrose – from the entrance to Moncreiffe (L-Base)
 - Fitch – from Oriva to Cloud Peak (L-Base)
 - Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)

Robert Pfeil will contact Kevin Geis and Philip Giffin with the County and drive the project area and define the project to get bids. The County’s new form for the grant program will be used to get quotes.

Mailboxes area – When Crown Grading is out blading, James Newman will work on the grade by the mailboxes.

5/23/17 – There was discussion on Oriva Road and whether or not something should be done now (before the grass grows too high). After discussion, the consensus was to wait and do any work as part of a County grant-eligible project as listed above. Shaping the road and digging ditches is eligible for 50% grant (one time only per street).

- iv. 2018 (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.

- i. Road Coordinator Appointed until next meeting: Robert Pfeil (299-4601) (May until June meeting)

- 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. Board members are still monitoring for surface use payments. **5/23/17 Robert Pfeil reported that he has seen a number of companies out there on the roads.**
- c. 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. (5/23/17 – \$1,200 HAS NOT BEEN RECEIVED YET.)
- d. 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. (4/25/17 – Robert Pfeil to check to see if they have completed this work.)
- e. Budget – The following legal ad will run at least one week prior to the budget hearing on June 27, 2017.

**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 7/1/17 – 6/30/18 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 27, 2017, at 5:00 p.m. Budget Summary:

Expenses: Administrative \$5,450 / Indirect \$750 / Operations \$198,554
Revenue and Rollover: \$204,754

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 04/25/17. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business –

- a. There was discussion on assessments and covenants. The covenants state that people maintain their own ditches. There was discussion on setting up a program where people could work off their assessments instead of paying a tax assessment. Two of the board members were opposed to this idea.

V. Next Regular Meeting: TUESDAY, JUNE 27, 2017, 5:00 p.m. (Usually the 4th Tuesday of each month)
2017 meeting schedule:

July 25, 2017	August 22, 2017	September 26, 2017
October 24, 2017	November 28, 2017	December 26, 2017

VI. Adjourn – Kari Purinton moved to adjourn the meeting. Robert Pfeil seconded. The meeting adjourned at 5:45 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. 8
- 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)

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