

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, May 24, 2016, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Troy Manselle, Robert Pfeil
Board Members Not Present: Kari Purinton
Others Present: Helenanne Cathey, James Newman

Troy Manselle called the meeting to order at 5:04 p.m.

- I. Minutes** – The minutes for the regular meeting on April 26, 2016, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Troy Manselle moved to approve the minutes as written. Robert Pfeil 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:	\$2,802.64
04/30/16 Interest	\$0.11
Ck# 456 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$2,902.75

Checking Account Balance End of Last Meeting:	\$63,265.05
05/10/16 – Deposit – County Assessments	\$11,615.09
Checking Account Balance Prior to Meeting:	\$74,880.14

Bills Approved for Payment:

AUTO	First Interstate Bank	Loan Payment	\$ 786.88
Ck# 453	Cathey Consulting, LLC	Invoice 3360 – April admin./books	\$ 320.00
Ck# 454	Crown Grading	Invoice 45 – Road work	\$ 5,100.00
Ck# 455	Earth Work Solutions	Invoice 33474 – Deliver 43 belly-dumps scoria	\$19,780.00
Ck# 456	Oriva Hills ISD	Monthly Transfer	\$ 100.00
TOTAL:			\$26,086.88
Ending Checking Account Balance:			\$48,793.26
Assessments Due: \$22,400.00			

III. Unfinished Business

- i. Projects Approved / Work in Progress
 1. Troy Manselle will follow up with John Daly on:
 - 1) Drainage
 - 2) Oil field trucks travelling District's roadsThere was discussion on blocking the road where people are accessing Daly's property. The main concern is that those companies using the road are not contributing to the District's road maintenance. They either need to stop using the District's roads or pay surface use agreements. Troy Manselle will contact John Daly.
 2. CenturyLink utility line – When the project has been completed a completion report and closeout letter need to be submitted to the County. Kari Purinton will contact CenturyLink.
 3. Snow removal – Kari Purinton requested a Certificate of insurance from Pete Enriquez for snow removal work and blade work. This will be removed from the agenda.
- ii. Spring 2016 Projects:
 1. Bald Mountain between Hazelton Peak and Bomber Mountain – This is done.
 2. Five Fingers – install culvert – Crown Grading will install the culvert. This was approved at a previous meeting. The homeowner is going to have to pull his posts out on the approach

so the road can be shaped to keep the water off of the road. Troy Manselle will follow up with the landowner.

3. Pull shoulders and add 2" minus scoria (with fines), 2" thick (approved 4/26/16) on the following:

Moncreiffe – from Willow Lake to Penrose - DONE
Willow Lake – from Gargoyle to Moncreiffe - DONE
Bald Mountain (#1 above) - DONE

The following projects were re-prioritized and will be addressed:

- 1) Fitch – from Cloud Peak to Oriva (add rock in spots) – 5/24/16 – has been pulled up and waiting for vegetation to degrade and then Crown Grading will feather it out.
- 2) Frying Pan Lake – all of Frying Pan Lake (and add culvert)
- 3) Daly – one spot starting to get muddy needs a load of rock, west side needs done
- 4) Woolsey – from Moncreiffe to Penrose (all of Woolsey) (pull ditch on east side and add rock in spots)
- 5) Oriva – from Fitch to Cloud Peak and spots that need work

Other Roads Discussed on 4/26/16:

Hazleton Peak – This road is fine. It will be removed from the list.

South Peak – This road is fine. It will be removed from the list.

4. 30 mph speed limit signs installed – Kari Purinton will be doing this in the spring.
5. Stop sign on Bomber Mountain coming down to Penrose – Kari Purinton will be installing the stop sign this spring.
6. Crown Grading to fix the post that Earth Work Solutions knocked over when they delivered rock and James Newman to request Earth Work Solutions provide rock to fix the post. This is done and will be removed from the agenda.

- iii. The following items will be discussed in July (when the County grant program is available again):

1. 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.
2. Daly & Buffalo Back – cut ditch and add culvert
3. Penrose and Bomber Mt. – cut ditch and add culvert at Rupps
4. Culvert installed at 156 Oriva. It needs a load of rock too.

- iv. 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.

- v. Road Coordinator

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

- b. Budget for 7/1/16 – 6/30/17 – The preliminary budget was approved at the April meeting. The final budget will be approved at the July budget hearing and regular meeting. The following legal ad will run at least one week prior to the budget hearing/regular meeting in July.

**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 7/1/16 – 6/30/17 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 July 26, 2016, at 5:00 p.m. Budget Summary:

Expenses: Administrative \$10,180.29 / Indirect \$1,731.00 / Operations \$178,910.79 / Loan \$7,081.92
Revenue and Rollover: \$197,904.00

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 04/26/16. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

- a. **Letter from MIGC, LLC, An Anadarko Petroleum Corporation Company** – A letter was received from the company stating the following:

“Please be advised that MIGC, LLC personnel will be inspecting the right-of-way and above-ground equipment of our pipelines (portions of which cross your property). This project will begin immediately and conclude December 31, 2016. If you have any questions or concerns please contact me (Jaycie R. Burch) at 307-670-6037 or Randee Jespersen at 307-622-2692.”

Robert Pfeil will contact them to talk about payments for surface use.

- b. There was discussion on the materials used on the road. There was discussion on the areas around the railroad and entrances.

V. Next Meeting: Tuesday, June 28, 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:

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 6:15 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:**

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