

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, May 26, 2020, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Robert Pfeil, Tom Walker
Others Present: Helenanne Cathey, Kari Purinton, Dale Purinton, James Newman

Robert Pfeil called the meeting to order at 5:04 p.m.

- I. Minutes** – Minutes are e-mailed and posted online after each meeting at www.catheyconsulting.net. Robert Pfeil moved to approve the minutes for the regular meeting on April 28, 2020, as written. Tom Walker seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Robert Pfeil moved to accept the treasurer's report and pay bills as presented. Nick Clevenger seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting: **\$7,624.28**

04/30/20	Interest	\$1.14
05/26/20	Transfer from Checking	\$100.00

Ending Savings Account Balance: **\$7,725.42**

Checking Account Balance End of Last Meeting: **\$62,076.92**

04/30/20	Interest	\$5.60
05/11/20	Deposit – Assessments	\$6,230.58

Checking Account Balance Prior to Meeting: **\$68,313.10**

Bills Paid / Checks Written at Meeting:

Ck# 1008	Cathey Consulting, LLC	Inv. 5451 – Apr. adm./bks/postage	\$ 340.55
Ck# 1009	Oriva Hills ISD	Monthly Transfers (\$100/mo.)	\$ 100.00
Ck# 1010	Pacific Steel & Recycling	Inv. 7231191 – Culverts \$1,039.01	\$ 1,054.72
		Inv. 7231204 – Culverts \$15.71	
Ck# 1011	Crown Grading	Inv. 96 – Bladed / installed culverts	\$ 5,406.25

TOTAL: **\$ 6,901.52**

Ending Checking Account Balance: **\$ 61,411.58**

Receivables: Assessments: \$27,600.00 / M & K Oil \$1,308.00 – The consensus is to write off the M & K Oil invoicing. It does not look like the District will be getting this amount annually, at least for now. This will be removed from the books.

III. Unfinished Business

- A. Road Work – A grant application was prepared for adding J-Base limestone on Oriva Road between Penrose and Fitch. The County will not consider any grant applications until July so the work will not be done until later this summer if the grant is used. Robert Pfeil moved to approve the grant application and authorize the work after the grant is approved. Nick Clevenger seconded. Motion carried unanimously. The bids and grant summary are listed below. The low bid and approval are to use Croelle and TCRI for the project.

Oriva Hills ISD										
Road Project Bids - May, 2020										
Deliver 1,122 tons of limestone for Oriva Road between Penrose and Fitch (1,700 feet of road, 24' wide X 6" thick. The District's contractor will spread the rock.										
	Limestone and Trucking combined.			Limestone only			Trucking Only			TOTALS
	Tons	\$/Ton	Total	Tons	\$/Ton	Total	Tons	\$/Ton	Total	Total Bid
Earth Work Solutions	1,122	\$31.33	\$35,152.26							\$35,152.26
Melgaard Construction	1,122	\$30.00	\$33,660.00							\$33,660.00
Croelle				1,122	\$7.50	\$8,415.00				
TCRI							1,122	\$14.00	\$15,708.00	\$24,123.00
County Grant Calculation -										
Corelle & TCRI	24,123.00			District's contractor will spread rock.						
25% grant	6,030.75									
DISTRICT NET COST	18,092.25									

- B. James Newman reported that he talked to the County Public Works Department regarding fences, especially along Seven Brothers Court and Cloud Peak Court. James Newman reported that he also talked to a landowner on Cloud Peak Court, and the landowner said he would move his fence so that improvements can be made on the road with some ditching done and then rock put down. There was discussion.
- C. James Newman reported that the culverts have all been installed and that he will work on the corner of Gargoyle and Willow Lake and build up the road where it needs it to improve drainage. Rock will be needed. Some drainage will be added by Daly's. There was discussion on the work to be done. There are a number of culverts that need to be addressed or added and ditches addressed (discussion on Bomber, Willow Lake, Daly, Cloud Peak, Moncreiffe). There are culverts being run over in several areas and being crushed. A suggestion was made for a load of limestone on the corner of Bomber and Penrose. James Newman will pick up culverts and will work on getting them installed. Robert Pfeil moved to install the second culvert on Willow Lake, do some ditch work and build up roads as needed and add rock, spending up to \$6,500. Nick Clevenger seconded. Motion carried unanimously.
- D. James Newman reported on South Peak. The last time he bladed the hill, the phone line was right there. There is no rock there. \$6,500 was approved last October for scoria for South Peak. After discussion, the consensus is to go ahead with the work as approved.
- E. There was discussion on some soft spots on Fitch. James Newman reported that rock is needed at the Five Fingers / Cloud Peak corner. There was discussion on these projects and other road work in the future.
- F. On Cloud Peak – the section between Fitch and Moncreiffe – James Newman reported on the work he did on that section of road. A landowner expressed a concern that the road was not bad and did not understand why it was bladed. A Board member authorized James Newman to blade the road because of the track that was wearing in and the sides that were building up. James Newman explained that he pulled up the material from the sides to get the crown back in the road so water will drain off better. The tracks that were forming were not allowing drainage.
- G. Road Coordinator Until Next Meeting: Tom Walker (307-660-5271) (May until June. meeting)
- H. Mailboxes – Post office (how many boxes will be required) / concrete pad / locked box pedestals – No update.
- I. Budget for 7/1/20 – 6/30/21 – The preliminary budget was approved at the last meeting. The following legal ad will run at least a week 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 7/1/20 – 6/30/21 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 23, 2020, at 5:00 p.m. Budget Summary:

Expenses: Administrative \$6,450 / Indirect \$750 / Operations \$196,419
Revenue and Rollover: \$203,619

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 04/28/20. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

A. None

V. Next Regular Meeting (and Budget Hearing): TUESDAY, JUNE 23, 2020, 5:00 p.m. (Usually the 4th Tuesday of each month)

2020 meeting schedule:

Tues., June 23, 2020, 5:00 p.m.

Tues., July 28, 2020, 5:00 p.m. Tues., Aug. 25, 2020, 5:00 p.m. Tues., Sep. 22, 2020, 5:00 p.m.

Tues., Oct. 27, 2020, 5:00 p.m. Tues., Nov. 24, 2020, 5:00 p.m. Tues., Dec. 22, 2020, 5:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 6:29 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 (LISTED ABOVE UNDER UNFINISHED BUSINESS – ROAD WORK).

Meeting minutes are posted online at www.catheyconsulting.net.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board
307-685-8235

Robert Pfeil, President (307-299-4601) _____ Date

Tom Walker, Vice-President (307-660-5271) _____ Date

Nicholas (Nick) Clevenger, Secretary/Treasurer (509-994-0676) _____ Date