

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, May 28, 2019, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Kari Purinton, Robert Pfeil
Board Members Approved Absent: Troy Manselle
Others Present: Helenanne Cathey, John Hespen, James Newman

Robert Pfeil called the meeting to order at 5:02 p.m.

- I. Minutes** – The minutes for the last regular meeting on April 23, 2019, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Robert Pfeil 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. Robert Pfeil moved to accept the treasurer's report and pay bills as presented including the bills for Crown Grading and Hespen Excavating that were received after the agenda was printed. Kari Purinton seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$6,417.20
04/30/19 Interest	\$0.83
05/28/19 Ck# 0601 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$6,518.03
Checking Account Balance End of Last Meeting:	\$105,194.09
05/10/19 Deposit – Assessments	\$6,652.49
05/14/19 Deposit – County Grant	\$2,655.75
Checking Account Balance Prior to Meeting:	\$114,502.33
Bills Paid / Checks Written at Meeting:	
Ck# 600 Cathey Consulting, LLC	Inv. 4917 – Apr. adm./bks \$ 341.65
Ck# 601 Oriva Hills ISD	Monthly Transfer \$ 100.00
Ck# 602 Pete Lien & Sons Inc.	4/30/19 449.73 tons limestone in April \$ 8,095.19
Ck# 603 Crown Grading	Inv. 82 – Blading / Bald Mtn project \$ 2,775.00
Ck# 604 Hespen Excavating	Inv. 191 – Apply pit run/scoria / blade \$ 5,775.00
TOTAL:	\$ 17,086.84
Ending Checking Account Balance:	\$ 97,415.49
Receivables: Assessments: \$26,000 / M & K Oil \$654.00	

I. Unfinished Business

- a. Road Work
- Drainage on Woolsey to protect Penrose project – 3/26/19 Approved up to \$5,000 for Crown Grading to dig ditch and move road. 5/28/19 – Waiting for things to dry up a bit.
 - Spring blading approved at 3/26/19 meeting (Crown Grading) 5/28/19 – Waiting for other projects to be completed. James Newman reported he drove the roads today and made a list of spots to put down rock starting with the worst spots first. Some areas need ditches done before putting rock down, for example some areas on Cloud Peak and Five Fingers.
 - L.A.W. Trucking approved for \$95 an hour to bring in rock with his dump truck for problem areas (\$2,500 approximately)
 - 4/23/19 – \$6,500 approved for Hespen Excavating to make repairs on Fitch and blade Penrose. John Hespen reported that this was completed, and the total was \$5,775.00, which was paid at this meeting. He reported on the work that he did. There is a lot more rock that will be brought in for Penrose by Pete Lien. Robert Pfeil reported that Pete Lien won't be bringing rock in probably until August. Pete Lien has committed to bringing in 8 to 10 trucks a day for a couple of weeks in August, which should complete the project. The cost is a lot cheaper for rock from Pete Lien, so the Board feels it is worth waiting for it.

- v. John Hespen recommended the Board use one operator to do the maintenance because he does things differently than Crown Grading. There was discussion on the plan for the roads. The Board feels that there is a plan in place. The problem is that bad spots come up or homeowners come to meetings with problem areas that become priorities and push other things back. Ditches have been put in, and then a year later, the ditches are gone.
- vi. 4/23/19 – \$9,500 approved for Crown Grading to do rock and blading on Bald Mountain from Moncreiffe to Bomber. 5/28/19 – Some blading has been done, but after all of the moisture, it will have to be bladed again before rock is put down.

vii. Penrose project update

Hespen Excavating bid \$63,317.20 / \$63,288.40 billed and paid. Project complete.

Work pending: Pete Lien = 4,800 tons of limestone for \$86,400 (\$18 per ton)

12/5/18	207.15 tons	\$3,728.71
1/15/19	345.42 tons	\$6,217.60
1/23/19	243.18 tons	\$4,377.28
3/28/19	69.81 tons	\$1,256.59
4/02/19	174.79 tons	\$3,146.25
4/08/19	345.56 tons	\$6,220.14
TOTAL AS OF 4/18/19	1,385.91 tons	\$24,946.57 (last meeting)
05/01/19	449.73 tons	\$8,095.19
TOTAL AS OF 5/01/19	1,835.64 tons	\$33,041.76
<i>Remaining per bid:</i>	<i>2,964.36</i>	<i>\$53,358.24</i>

County Grant approved 8/21/18 for \$63,317.20 + \$86,400 = \$149,717.20 with grant request of \$45,097 leaves \$104,620.20 District cost.

Pay Request 1 \$23,482.33 submitted 10/23/18 / received and deposited 11/14/18.

Pay Request 2 \$2,486.58 submitted 1/23/19 / received and deposited 2/19/19

Pay Request 3 \$1,094.32 submitted 2/27/19 / received and deposited 4/19/19

Pay Request 4 \$2,655.75 submitted 4/23/19 / received and deposited 5/13/19

Pay Request 5 \$2,023.80 / Pete Lien & Sons (\$8,095.19 invoices) – Robert Pfeil moved to approve and submit the pay request. Kari Purinton seconded. Motion carried unanimously.

Total Req.: \$31,742.78 Remaining: \$13,354.22

- viii. Issues regarding John Daly's property and signs – 3/25/19 – Reviewed letter from John Daly and e-mail from Clark Melinkovich. The consensus was to find another way to deal with the drainage in this area. There were too many issues with the letter as proposed by Mr. Daly. This item will be removed from the agenda.
- ix. Scope of work for other areas (3/26/19 – Board to work on scope for larger areas to use the County grant).
- x. 2019 (or later) Proposed or Possible Projects:
 1. Oriva – from Penrose to Fitch (L-Base) (.32 miles)
 2. Penrose – from the entrance to Moncreiffe (L-Base)
 3. Fitch – from Oriva to Cloud Peak (L-Base)
Culvert at Henderson's
 4. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
 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.
 6. M & K access road off South Peak – drainage at intersection
 7. Hallelujah Peak – This will be a bigger issue and may be a future project.
 8. 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.

xi. Road Coordinator:

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

- b. Mailboxes – Someone took the mail out of the mailboxes recently. It was reported to the Sheriff's Office. There was discussion on getting quotes for installing locked mailboxes. The post office needs to be contacted to determine how many boxes they will require. There are 204 lots out there, but they aren't all developed, and some people own multiple mailboxes. There was discussion on paying for mailboxes and assessments.
- c. Budget for 7/1/19 – 6/30/20 – The preliminary budget was approved at the April 23rd meeting. Robert Pfeil moved to approve the legal ad as follows. Kari Purinton seconded. Motion carried unanimously. The following legal ad will run at least a week prior to the budget hearing next month:

**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 7/1/19 – 6/30/20 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 25, 2019, at 5:00 p.m.

Budget Summary:

Expenses: Administrative \$6,450 / Indirect \$750 / Operations \$175,253
Revenue and Rollover: \$182,453

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 04/23/19. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

II. New Business

- a. A newsletter from the Wyoming Association of Special Districts was received and reviewed.
- b. Kari Purinton moved to designate Helenanne Cathey as the public records person for the District. Robert Pfeil seconded. Motion carried unanimously.
- c. Kari Purinton submitted a letter of resignation. The remaining Board members will have to accept the letter of resignation and then will need to appoint someone to fill this position on the Board. Anyone willing to serve on the Board is asked to please attend the next meeting.

III. Next Regular Meeting / Budget Hearing: TUESDAY, JUNE 25, 2019, 5:00 p.m. (Usually the 4th Tuesday of each month)

2019 meeting schedule:

July 23, 2019	Aug. 27, 2019	Sep. 24, 2019
Oct. 22, 2019	Nov. 26, 2019	Dec. 10, 2019* (moved to 2 nd Tuesday)

IV. Adjourn – Robert Pfeil moved to adjourn the meeting. Kari Purinton seconded. The meeting adjourned at 6:41 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
685-8235

Robert Pfeil, President (299-4601)	Date
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Troy Manselle, Vice-President (680-1816)	Date
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Kari Purinton, Secretary/Treasurer (670-0275)	Date
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