

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 22, 2016, 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
Others Present: Helenanne Cathey, Dallas Grubbs

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

- I. Minutes** – The minutes for the last regular meeting on September 27, 2016, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. There was no meeting in October due to no quorum. 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. 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:			\$3,303.25
09/30/16	Interest	\$0.13	
10/25/16	Ck# 478 – Transfer from Checking	\$100.00	
10/31/16	Interest	\$0.14	
	Ck# 485 – Transfer from Checking	\$100.00	
Ending Savings Account Balance:			\$3,503.52
Checking Account Balance End of Last Meeting:			\$54,456.59
10/12/16	Deposit – County Assessments	\$6,083.65	
BILLS PAID IN OCTOBER:			
AUTO	First Interstate Bank	Loan Payment	\$ 786.88
Ck# 475	Cathey Consulting, LLC	Invoice 3580 – Sep. admin./books	\$ 490.85
		Invoice 3608 – Election mailing	\$170.85
Ck# 476	Earth Work Solutions	Deliver 3 belly-dump loads of scoria	\$ 1,380.00
Ck# 477	Larry Cathey	7/1/15-6/30/16 Self-Audit	\$ 75.00
Ck# 478	Oriva Hills ISD	Monthly Transfer	\$ 100.00
Ck# 479	Crown Grading	Blading	\$ 2,200.00
Ck# 480	Earth Work Solutions	Deliver 16 belly-dump loads of scoria (July)	\$ 5,880.00
TOTAL:			\$10,912.73
11/01/16	Deposit – M & K Oil Company – Surface Use Agreement	\$654.00	
11/09/16	Deposit – Assessments	\$16,200.00	
Checking Account Balance Prior to Meeting:			\$66,481.51
Bills Approved for Payment:			
AUTO	First Interstate Bank	Loan Payment	\$ 786.88
Ck# 481	Cathey Consulting, LLC	Invoice 3633 – Oct. admin./books	\$ 320.94
Ck# 482	Crown Grading	Ticket 52 – Road work	\$ 1,400.00
Ck# 483	Earth Work Solutions	Invoice 33795 – Deliver rock	\$ 4,882.50
Ck# 484	Gillette News-Record	Ad 00321177 – Director election ad	\$ 57.75
Ck# 485	Oriva Hills ISD	Monthly Transfer	\$ 100.00
TOTAL:			\$ 7,548.07
Ending Checking Account Balance:			\$58,933.44
Assessments Due: \$60,200.00			

- III. Unfinished Business**
- 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.**

- 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. **9/27/16 Signs will be installed soon. One sign was installed. Kari Purinton will work on the signs.**

- ii. CenturyLink utility line – When the project has been completed a completion report and closeout letter need to be submitted to the County. Kari Purinton to follow up with CenturyLink.
- iii. The consensus was to go ahead with some culverts without the County grant program. At the July meeting, the Board authorized Crown Grading to do the following work. The work won't be done until the District has written permission from John Daly. **9/27/16 Waiting for John Daly to provide written authorization. James Newman reported that he was waiting until we had the written authorization so he could do all of them at one time. The consensus was to have James Newman go ahead with culverts.**
 1. Moncreiffe – culvert
 2. Cloud Peak and Fitch – culvert needs to be replaced (at Tom Walker's place)
 3. Daly and Buffalo Back – cut ditch and add culvert – **11/22/16 – This one will not be done. It will be removed from the agenda.**
 4. Daly and Fitch – culvert (at Tom Hill's place)
 5. Penrose and Bomber Mt. – cut ditch or add culvert at Rupps – **8/23/16 – Kari Purinton reported that Rupps said that a culvert can be moved from the old gate to the location where it is needed now.**

11/22/16 – Kari Purinton is working on setting up an account at Menard's.

- iv. **11/22/16: This item is complete and will be removed from the agenda:** There was discussion on adding 2 or 3 loads of scoria rock to create a school bus turn around area on Gargoyle Peak Court. Some rock is needed at the beginning of Oriva and Penrose as well as a few loads on Fitch. There was discussion on putting some crushed concrete or concrete/asphalt blend or dirty limestone between the railroad track and cattle guard. There was discussion on using something other than scoria because scoria breaks down so fast. There was discussion on applying the better material on roads where the drainage has been brought up to the County standard and utilizing the County grant program.

September 27, 2016:

Kari Purinton moved to add rock and blade the following, spending up to \$8,000:

- 1) add 3 loads of scoria for a school bus turn around area on Gargoyle Peak Court, and
- 2) add 7 loads of limestone on Fitch and the railroad tracks

Robert Pfeil seconded. Motion carried unanimously.

- v. **11/22/16: There was discussion on dust control on the roads. Concerns were raised regarding the dust and if there is anything that can be done on the roads to keep the dust down. There was discussion on mag chloride on the major roads or maybe just on some of the stretches of roads that produce the most dust. If people slowed down, the dust would be less. There was discussion on assessments. The District is working to get the roads upgraded and up to county specifications. The County grant program can be used to help with costs, but they will only approve the grant if the drainage meets the County specifications. Once the roads are addressed, the Board is willing to look at some dust control.**

vi. 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.
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.

11/22/16 – The following 2 items were discussed, and the Board will get quotes.

- 6. Add 6" of limestone (some areas don't need the 6" – this will be evaluated) (22' wide – the Board will measure the distance) to the following:**

Fitch – from Oriva Road to Cloud Peak

Penrose – from the entrance to Moncreiffe

- 7. Mag Chloride on those same sections (#6 – Fitch & Penrose)**

Board members will get quotes for items 6 and 7 above to discuss in the coming months.

vii. Road Coordinator

Appointed until next meeting: Robert Pfeil (299-4601) (Nov. until Dec. 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. **11/22/16 – No update.**
- c. Director Election - November 8, 2016 (Manselle – 4 year term) – Kari Purinton, Robert Pfeil and Helenanne Cathey canvassed ballots on November 14, 2016. Election results:
- Troy Manselle – 14 votes
 - Brian Schmidt – 2 votes
 - Tom Kaness – 2 votes
 - Dale Purinton – 1 vote
- Congratulations Troy. The oath was completed as required.
- d. Reverse 911 System – Kari Purinton to check into it. The County has a new emergency notification system. Kari Purinton will contact the County.
- e. The Fire Department has requested that homes put red house numbers at their properties. Robert Pfeil to check into the recommended standard for the numbers and see if they are available from the courthouse.
- f. At the September meeting, there was discussion on having a fire truck or a fire department station at Oriva Hills. Robert Pfeil will see if someone from the Fire Department would be willing to come to explain the requirements of having a station and to answer questions.
- g. The self-audit has been completed and was reviewed. The paperwork was signed and will be submitted to the state as required.

IV. New Business

- a. Election of Officers – Kari Purinton moved to keep the same slate of officers. Troy Manselle seconded. Motion carried unanimously. (Troy Manselle, President / Robert Pfeil, Vice President / Kari Purinton, Secretary/Treasurer.)

**V. Next Regular Meeting: MONDAY, DECEMBER 19, 2016, 5:00 p.m. (NOTE DATE CHANGE)
(Usually the 4th Tuesday of each month)**

2017 meeting schedule:

January 24, 2017
April 25, 2017
July 25, 2017
October 24, 2017

February 28, 2017
May 23, 2017
August 22, 2017
November 28, 2017

March 28, 2017
June 27, 2017
September 26, 2017
December 26, 2017

VI. Adjourn – Troy Manselle adjourned the meeting at 6:49 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