

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 27, 2018, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Robert Pfeil, Kari Purinton, 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 October 23, 2018, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Kari Purinton 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. Kari Purinton 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:	\$5,812.73
10/31/18 Interest	\$0.78
11/27/18 Ck# 0577 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$5,913.51
Checking Account Balance End of Last Meeting:	\$70,912.87
11/12/18 Deposit – County Assessments	\$18,400.00
11/14/18 Deposit – County Grant	\$23,482.33
Checking Account Balance Prior to Meeting:	\$112,795.20

Bills Paid at Meeting:

Ck# 572	Cathey Consulting, LLC	Inv. 4661 – Oct. adm./bks	\$ 340.50
Ck# 573	Crown Grading	Inv. 75 – Blading	\$ 300.00
Ck# 574	Gillette News-Record	Ad 00228788 – Director election ad	\$ 74.32
Ck# 575	Hespen Excavating	Inv. 186 – Rock/culverts	\$ 3,855.25
Ck# 576	L.A.W. Trucking	Rock	\$ 928.48
Ck# 577	Oriva Hills ISD	Monthly Transfer	\$ 100.00
TOTAL:			\$ 5,598.55
Ending Checking Account Balance:			\$107,196.65
Receivables: Assessments: \$63,000.00			

III. Unfinished Business

A. Road Work

1. Penrose project update – There was discussion on waiting to put the limestone down as it probably won't stay well on frozen ground. The consensus is to wait until spring. Robert Pfeil will contact Pete Lien to see if they will honor the same quote in the spring.
2. Up to \$1,000 in limestone approved at the August, 2018 meeting (\$16 per ton) – The work was done and bill received for this meeting. This is done.
3. Culverts installed – 1) on Oriva (40' X 18") and one under Pond's driveway (30' X 12") – The culverts were installed. This is done.
4. Issues regarding John Daly's property and Signs:
 - a. Drainage – 9/26/17 – Troy Manselle reported that he talked to John Daly. John Daly suggested they get together this fall to look at the area and discuss the issues.
5. 6/27/17 – James Newman to do the culvert on Moncreiffe after getting approval from John Daly. There was discussion at the January meeting about installing the culvert with just the verbal approval rather than waiting for written approval.
6. 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. Entrance at Echeta – bring in about 10' – it was recommended to put reflector posts if you pull that road in.
8. Hallelujah Peak – This will be a bigger issue and may be a future project.
9. 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.

7. Road Coordinator:

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

B. Surface Use Payments – No update. This will be removed from the agenda.

C. Director Election – Ballots were canvassed on November 7, 2018, by Helenanne Cathey, Troy Manselle, and Dwayne Pond. Election Results:

Envelopes/Ballots mailed:	248
Envelopes/Ballots returned undeliverable by Post Office:	17
Envelopes/Ballots Spoiled:	6
Envelopes/Ballots Counted:	30

Votes for 2 directors to serve on the Board of Directors for 4 year terms:

Robert Pfeil – 24 votes

Kari Purinton – 26 votes

Mont Hamblin – 2 votes

Chris Bennette – 2 votes

Wade Steiger – 1 vote

Jim Hance – 1 vote

Pat Daly – 1 vote

AJ Simon – 1 vote

Troy Manselle – 1 vote

Congratulations to Robert Pfeil and Kari Purinton for your election to the Board. Oaths were completed as required.

D. Mailboxes extended – On the north side, the drainage was causing the mail not to be delivered to a few boxes. This was discussed last month. It looks like a pipe was extended. Kari Purinton will watch to see if it continues to degrade, they will look at adding an extension to the south end. John Hespen reported that he filled in a little on the north end, but it may not stay there. There was discussion on the lock boxes.

IV. New Business

A. The 2019 meeting dates were reviewed. The December, 2019 meeting was moved to the second Tuesday (December 10, 2019.)

B. Officer Elections – Kari Purinton moved to have Robert Pfeil, President / Troy Manselle, Vice President / Kari Purinton, Secretary/Treasurer. Robert Pfeil seconded. Motion carried unanimously.

- C. There was discussion on doing a survey asking residents for their input on priorities for the subdivision. After discussion, the consensus was to post something on Facebook asking for input telling people they can private message if they prefer instead of posting publicly.
- D. There was discussion on some drainage work on the west end of Moncreiffe. James Newman will work on it as weather permits.
- E. A reminder to landowners that they should not be blading the roads – especially Penrose. Also, please do not push rock and dirt into the ditches. Landowners are responsible for cleaning out driveway culverts.

V. Next regular Meeting: TUESDAY, DECEMBER 11, 2018, 5:00 p.m. (Usually the 4th Tuesday of each month – this meeting moved to the second Tuesday due to the holiday)

2019 meeting schedule:

Jan. 22, 2019	Feb. 26, 2019	Mar. 26, 2019
April 23, 2019	May 28, 2019	June 25, 2019
July 23, 2019	Aug. 27, 2019	Sep. 24, 2019
Oct. 22, 2019	Nov. 26, 2019	Dec. 10, 2019* (moved to 2 nd Tuesday)

VI. Adjourn – Robert Pfeil moved to adjourn the meeting. Kari Purinton seconded. The meeting adjourned at 5:30 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

Troy Manselle, Vice-President (680-1816) _____ Date

Kari Purinton, Secretary/Treasurer (670-0275) _____ Date