

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 28, 2017, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Troy Manselle, Robert Pfeil, Kari Purinton
Others Present: Helenanne Cathey, Dale Purinton, Dwayne Pond

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

- I. Minutes** – The minutes for the last regular meeting on October 24, 2017, 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. Robert Pfeil moved to accept the treasurer's report and pay bills as presented including the bill from Crown Grading received after the agenda was printed. Kari Purinton seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$4,606.88
10/31/17 Interest	\$0.40
11/28/17 Ck# 527 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$4,707.28
 Checking Account Balance End of Last Meeting:	 \$89,838.18
11/02/17 Deposit – M & K Oil	\$654.00
11/15/17 Deposit – County Assessments	\$30,400.00
Checking Account Balance Prior to Meeting:	\$120,892.18
Bills Approved for Payment:	
Ck# 526 Cathey Consulting, LLC Invoice 4152 – Oct. adm./bks/postage	\$ 321.19
Ck# 527 Oriva Hills ISD Monthly Transfer	\$ 100.00
Ck# 528 Crown Grading Inv. 63 – Blading	\$ 1,600.00
TOTAL:	\$ 2,021.19
Ending Checking Account Balance:	\$118,870.99
Receivables: Assessments: \$49,400.00	

III. Unfinished Business

- a. Road Work / Other – Projects Approved / Work in Progress
1. Issues regarding John Daly's property and Signs:
 - 1) 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. There was discussion at the November 28th meeting. There shouldn't be an issue as long as it's within the easement. Troy Manselle will send another e-mail.
 2. 6/27/17 – James Newman to do the culvert on Moncreiffe after getting approval from John Daly.
 3. Road Work – Shaping/drainage/culverts where needed and top with L-Base or scoria. (4" of rock on an area 20' wide) – considering the following roads:
 - Oriva – from Penrose to Fitch (L-Base) (.32 miles)
 - Penrose – from the entrance to Moncreiffe (L-Base)
 - Fitch – from Oriva to Cloud Peak (L-Base)
 - Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
 - 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.

Board members will get bids from contractors for the above scope. A grant application will be submitted to the County. If needed, longer roads can be broken up into 2 or 3 projects.

There was discussion at the October meeting on pulling in the shoulders a bit on Oriva before winter. The Board looked at it the area. The consensus is that it doesn't need any work right now.

4. 2019 (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.

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.

5. Road Coordinator:

Appointed until next meeting: Robert Pfeil (299-4601) (UNTIL DECEMBER 26)
Troy Manselle (680-1816) (DEC. 27 UNTIL JAN. 23)

b. Surface Use Payments – No update.

c. Winter Preparations:

1. Markers for pipelines that are hard to mow around – Would it be possible to get them moved inside of fence lines so ditches could be mowed easier? Kari Purinton will map the markers and send it to Troy Manselle so that he can contact 811 to see about getting those markers moved.
2. A reminder if people could get out and clean up the ditches around their place (get rid of the big rocks, etc.), it will stay easier to mow.
3. Snow removal – Troy Manselle talked to S & S. They did not provide a quote yet.
4. Robert Pfeil will contact Powder River Energy to see what they are doing with the poles and boxes that are not used anymore.

d. Mailboxes – No update. There was discussion on the location of the mailboxes and if it would benefit the District to purchase a strip of land on a lot that is for sale across from where the mailboxes are currently located. It would have to be surveyed and re-platted. Kari Purinton will look for the property pins or get a quote for having it surveyed. The road could also be improved at the same time.

IV. New Business

- a. Officer elections – Robert Pfeil moved to keep the same slate of officers – Troy Manselle, President / Robert Pfeil, Vice President / Kari Purinton, Secretary/Treasurer. Troy Manselle seconded. Motion carried unanimously.
- b. There was discussion on alternative ways to assess and a suggestion that the District consider monthly billing instead of assessing through the County.
- c. There was discussion on talking to a new landowner about putting in a culvert to make sure drainage is adequate on a downslope of Bald Mountain Road. Robert Pfeil will talk to the landowner.
- d. Pete Enriquez provided proof of insurance for Torc, LLC. They can provide blading at the current rate and can also do snow removal. There was discussion on finding out if there are any people in the District that have medical conditions that might be a high priority for getting roads cleared in emergency conditions.
- e. There was discussion on the December meeting. Since there is not much that can be done right away, the consensus was to cancel the December meeting and meet on January 23, 2018. Regular bills will be paid in December as needed. Helenanne Cathey will call two board members to sign checks if needed.

2018 meeting schedule:

February 27, 2018

February 27, 2018 March 27, 2018 April 24, 2018

April 24, 2018

May 22, 2018

June 26, 2018

July 24, 2018

August 28, 2018

Sept. 25, 2018

October 23, 2018

Nov. 27, 2018

Dec. 11, 2018 (moved to 2nd Tues.)

VI. Adjourn – Robert Pfeil moved to adjourn. Troy Manselle seconded. The meeting adjourned at 6:10 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: Robert Pfeil (307-299-4601) until Dec. 26
Troy Manselle (307-680-1816) Dec. 27 – Jan. 23

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 _____