Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, October 22, 2019, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Robert Pfeil, Nick Clevenger, Troy Manselle (by telephone)
Others Present: Helenanne Cathey, Dale Purinton, Tom Walker, James Newman

Robert Pfeil called the meeting to order at 5:00 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 July 23, 2019, as written. Troy Manselle seconded. Motion carried unanimously. There was no meeting in August or September.

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. Troy Manselle seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:			**$6,719.60**
07/31/19	Interest	$0.90	
08/27/19	Ck# 0616 – Transfer from Checking	$100.00	
08/31/19	Interest	$0.35	
09/24/19	Ck# 0620 – Transfer from Checking	$100.00	
09/30/19	Interest	$0.29	
10/22/19	Ck# 0627 – Transfer from Checking	$100.00	
Ending Savings Account Balance:			**$7,021.14**
Checking Account Balance End of Last Meeting:			**$106,634.62**
08/09/19	Deposit – Assessments	~~$3,617.78~~ $3,609.20	
	County's actual deposit $8.58 less than report – Credit for July interest as a result of tornado from last year. Report didn't match the deposit on the bank statement. County sent an e-mail with an explanation on 9/18/19.		

Bills paid in August:			
Ck# 613	Cathey Consulting, LLC	Inv. 5056 – July adm./bks/postage	$ 341.10
Ck# 614	C N A Surety	Bond – Board	$ 250.00
Ck# 615	Crown Grading	Inv. 85 – Road Work	$ 5,115.50
Ck# 616	Oriva Hills ISD	Monthly Transfer	$ 100.00
Ck# 617	Pacific Steel & Recycling	Inv. 6931928 – Culverts	$ 1,262.14
09/09/19	Deposit – Assessments	$1,748.97	
Bills paid in September:			
Ck# 618	Cathey Consulting, LLC	Inv. 5099 – Aug. adm./bks/postage	$ 340.00
Ck# 619	Crown Grading	Inv. 86 – Road Work	$ 7,850.00
Ck# 620	Oriva Hills ISD	Monthly Transfer	$ 100.00
Ck# 621	Postmaster	Annual Box Fee	$ 56.00
Checking Account Balance Prior to Meeting:			**$96,578.05**
Bills Paid / Checks Written at Meeting:			
Ck# 622	9S Consulting	Inv. 2019-316 – Self audit for FYE 6/30/19	$ 500.00
Ck# 623	Campbell County Treasurer	Tax Notice 6441 (property tax community land)	$ 53.08
Ck# 624	Cathey Consulting, LLC	Inv. 5141 – Sept. adm./bks/postage	$ 341.10
Ck# 625	Crown Grading	Inv. 87 – Blading/fix roads	$ 5,750.00
Ck# 626	Earth Work Solutions	Inv. 35779 – 25 loads of scoria hauled in	$ 10,875.00
Ck# 627	Oriva Hills ISD	Monthly Transfer	$ 100.00
TOTAL:			**$ 17,619.18**
Ending Checking Account Balance:			**$ 78,958.87**

Receivables: Assessments: $81,600 / M & K Oil $654

III. Unfinished Business

A. Road Work

1. Drainage on Woolsey to protect Penrose project – James Newman reported that the drainage is done other than what washed out and silted in after the last big storm. He has called Century Link 6 to 8 times, but they still haven't come out and taken care of their drop. If they don't come out and take care of it, it will be covered back up. James Newman reported he has about an hour of blading left. This item will be removed from the agenda.
2. Spring blading – There is a spot on Five Fingers that needs some rock, but the ditch needs to be cleaned up first. This item will be removed from the agenda, and any remaining work will be dealt with next year. James Newman reported that part of what made things difficult trying to pull the shoulders in was all of the sweet clover in the ditches. There was discussion on mowing. A number of homeowners mow their ditches. It would help if more people would mow their ditches.
3. L.A.W. Trucking approved for $95 an hour to bring in rock with his dump truck for problem areas – There was discussion on having L.A.W. Trucking bring in some rock. $2,500 was approved in March of 2019.

   James Newman brought up several areas that really need some work, but he can't do anything because fences are too close to the road. There was discussion on the location of the roads and how far off the road the fences are supposed to be. It varies, depending on the roads. The roads have been accepted "as is", so fences need to be off of the road an appropriate distance. A suggestion was made to send letters to landowners.

4. Penrose project update – Robert Pfeil reported that he is having a hard time getting ahold of anyone at Pete Lien. Pete Lien has not hauled any rock this fall and is likely not going to be hauling any rock any time soon as they are overcommitted. Robert Pfeil will continue to try to get ahold of Pete Lien. Pete Lien was charging $18 per ton, and the lowest any other local contractor would quote was at least $23 per ton.
5. There was discussion on the Penrose and Bomber Mountain intersection. Robert Pfeil moved to spend up to $2,500 for limestone and blading on Bomber hill. Troy Manselle seconded. Motion carried unanimously.
6. There was discussion on doing some work on South Peak. Robert Pfeil moved to spend up to $6,500 for scoria for South Peak. Troy Manselle seconded. Motion carried unanimously.
7. Scope of work for other areas – Oriva Road was reshaped, and rock was put down.
8. Road Coordinator:

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

B. Mailboxes – No update.

C. Self-Audit for fiscal year ending 6/30/19 – The self-audit has been completed by Crystal Ninas and is on file.

IV. New Business

A. The Board reviewed and signed the Internal Evaluation Worksheet and the Local Government Annual Report Summary for Fiscal Year ending 6/30/19 which will be submitted to the state along with the Proof of Cash completed by Helenanne Cathey and the Self-Audit paperwork completed by Chrystal Ninas.

B. A letter was read from David & Tracy Peterson dated September 24, 2019, with concerns about the condition of Oriva Hills Road. The Board agrees that when the road is just powder, we don't want to put rock down. James Newman reported that he had called for an estimate for a water truck for the work, and the cost estimate was around $3,000. Since rain was in the forecast, he didn't bring out a water truck. Rock was put down when there was moisture.

V. Next Regular Meeting: TUESDAY, NOVEMBER 26, 2019, 5:00 p.m. (Usually the 4th Tuesday of each month)

2019 meeting schedule: Nov. 26, 2019 *Dec. 10, 2019* (moved to 2nd Tuesday)*

VI. Adjourn

Adjourn – Robert Pfeil moved to adjourn the meeting. Troy Manselle seconded. The meeting adjourned at 6:25 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

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

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Troy Manselle, Vice-President (307-680-1816) Date

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