

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, September 22, 2020, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Tom Walker, Robert Pfeil (by phone)
Board Members Not Present: Nick Clevenger
Others Present: Helenanne Cathey, Kari Purinton, James Newman, Dale Purinton

Tom Walker 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. Tom Walker moved to approve the minutes for the regular meeting on August 25, 2020, as written. Robert Pfeil seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Tom Walker 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:		\$8,028.22
08/31/20	Interest	\$0.67
09/22/20	Transfer from Checking	\$100.00
Ending Savings Account Balance:		\$8,128.89
Checking Account Balance End of Last Meeting:		\$36,245.75
08/31/20	Interest	\$4.36
09/10/20	Deposit – Assessments	\$1,725.46
Checking Account Balance Prior to Meeting:		\$37,975.57
Bills Paid / Checks Written at Meeting:		
Ck# 1028	Cathey Consulting, LLC	Inv. 5629 – Aug. adm./bks/postage \$ 343.60
Ck# 1029	Crown Grading	Inv. 103 – Back filled holes, cleaned culv., blade \$ 2,800.00
Ck# 1030	Oriva Hills ISD	Monthly Transfers (\$100/mo.) \$ 100.00
Ck# 1031	Postmaster	Annual box fee \$ 56.00
TOTAL:		\$ 3,299.60
Ending Checking Account Balance:		\$34,675.97
Receivables / Assessments: \$82,800 (2019 - \$1,600 / 2020 - \$81,200) / County Grant: \$6,031.00		

III. Unfinished Business

A. Road Work

1. Protecting culverts – Tom Walker called the County. They recommend break away posts if the District puts posts up. The District could put concrete around them to protect them, but they are more difficult to clean then.
2. 8/25/20 meeting discussion:
 1. Corner on Bomber needing work (to be addressed in the spring).
 2. Culvert on the corner of Woolsey and Moncreiffe – discussions on moving the culvert up the road to try to redirect the water going down Moncreiffe or installing a new culvert rather than trying to pull the culvert out and re-installing it somewhere else. Ditches on Woolsey – James Newman to look at these projects and check back with the Board on a cost estimate. 9/22/20: There isn't much that can be done right now. Some ditching needs to be done before any other work is done. The consensus is to consider this project in the spring.
 3. Blading – Roads were bladed.
 4. Limestone on the sides of Penrose – The road was bladed and the rock was pulled up.
3. Future projects – No update.
4. Road Coordinator until next meeting: Robert Pfeil (307-299-4601)

B. Mailboxes – No update.

C. Self-Audit – 9S Consulting will be completing the self-audit within the next couple of weeks.

- D. Director Election – (November 3, 2020 – 4 year term and 2 year term Walker and Clevenger) – Nicholas Clevenger submitted an application to be on the ballot in the required time period. Mark A. Smith submitted an application, but it was not received until August 31st. The County Elections office confirmed that this name cannot be printed on the ballot as it was not received by August 25th as required by state statute. People are welcome to write this name in on the ballot if they want. His name just can't be pre-printed on the ballot.

The sample ballot was approved and will be mailed between October 9th and 19th. The following legal ad will run in the News-Record on October 20, 2020. A canvassing board will count ballots within 7 days of the election date. Kari Purinton and Adair Walker volunteered to be on the canvassing board.

NOTICE OF DIRECTOR ELECTION
ORIVA HILLS IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Oriva Hills Improvement & Service District for the purpose of electing one director for a two (2) year term and one director for a four (4) year term on the Board of Directors. Candidates include Nicholas Clevenger for the four year term. There are no candidates on the ballot for the two year term. Replacement ballots may be obtained from 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) or by calling Helenanne Cathey at 307-685-8235. An "Elector Affidavit" form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Oriva Hills Improvement & Service District by mail at P.O. Box 5035, Gillette, Wyoming, 82717, or at the office of Cathey Consulting by 5:00 p.m. on November 3, 2020, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 3, 2020, between 9:00 a.m. and 2:00 p.m.

Filing Officer: Nicholas Clevenger, Secretary / Treasurer
Oriva Hills Improvement & Service District

IV. New Business

- A. The corner property across from Dale Purinton is for sale. A suggestion was made that the District buy a portion of the property in order to put a road back in there, and it could also be used for mailboxes. A suggestion was made to talk to the County to see if they would even allow putting a Y back in the road. Robert Pfeil will talk to the County. Kari Purinton will contact the landowner to see if they are interested in subdividing the property.

V. Next Regular Meeting: TUESDAY, OCTOBER 27, 2020, 5:00 p.m. (Usually the 4th Tuesday of each month)

2020 meeting schedule:

Tues., Oct. 27, 2020, 5:00 p.m. Tues., Nov. 24, 2020, 5:00 p.m. Tues., Dec. 22, 2020, 5:00 p.m.

VI. Adjourn – Tom Walker moved to adjourn. Robert Pfeil seconded. The meeting adjourned at 5:23 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

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

Tom Walker, Vice-President (307-660-5271)	Date
---	------

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