

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, September 27, 2016, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Kari Purinton, Robert Pfeil
Board Members Not Present: Troy Manselle
Others Present: Helenanne Cathey, Dale Purinton, James Newman, Tom Walker

Robert Pfeil called the meeting to order at 5:05 p.m.

- I. Minutes** – The minutes for the regular meeting on August 23, 2016, 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. Kari Purinton seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$3,203.11
08/31/16 Interest	\$0.14
Ck# 473 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$3,303.25

Checking Account Balance End of Last Meeting:	\$55,458.77
09/12/16 – Deposit – County Assessments	\$2,946.98
Checking Account Balance Prior to Meeting:	\$58,405.75

Bills Approved for Payment:

AUTO	First Interstate Bank	Loan Payment	\$ 786.88
Ck# 470	Campbell County Treasurer	Taxes	\$ 94.28
Ck# 471	Cathey Consulting, LLC	Invoice 3537 – Aug. admin./books	\$ 320.00
Ck# 472	Crown Grading	Ticket 50 – Road work	\$ 2,600.00
Ck# 473	Oriva Hills ISD	Monthly Transfer	\$ 100.00
Ck# 474	Postmaster	Annual post office box fee	\$ 48.00
TOTAL:			\$ 3,949.16
Ending Checking Account Balance:			\$54,456.59
Assessments Due: \$82,400.00			

I. Unfinished Business

- a. Road Work / Other –
- i. Projects Approved / Work in Progress
1. 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. **8/23/16 – Troy Manselle sent John an e-mail requesting information in writing. John has not responded in writing.**
- 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.**
2. 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.

- ii. 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
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.**

Kari Purinton will check into setting up an account at Menard's.

- iii. 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.

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

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

Robert Pfeil seconded. Motion carried unanimously.

- iv. 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.

- v. Road Coordinator

Appointed until next meeting: Troy Manselle (680-1816) (September until Oct. meeting)

- b. Robert Pfeil to contact MIGC, LLC, An Anadarko Petroleum Corporation Company following the May meeting regarding surface use payments to the District. **8/23/16 – It isn't Anadarko now – it was sold to Wood Group, but there is another company that has supposedly bought Wood Group. 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.**

9/27/16 – Robert Pfeil reported that Wood Group has sold to Pegasus and Powder River Midstream.

- c. Director Election - November 8, 2016 (Manselle – 4 year term) – Ballots to be mailed between October 14th and October 24th. The draft ballot was reviewed and approved. The following legal ad will run on October 25, 2016, after ballots are mailed.

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 the Board of Directors to serve a four year term. Candidates include Troy Manselle. 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 8, 2016, to be valid. There will be no polling place.

Filing Officer: Kari Purinton, Secretary / Treasurer
Oriva Hills Improvement & Service District

- d. Reverse 911 System – Kari Purinton to check into it.
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. Self-Audit to be completed by Larry Cathey (8/23/16 meeting) – The audit has not been completed yet. It is due to the state by December 31, 2016.

II. New Business

- a. There was discussion on having a fire truck or a fire department station in the Oriva Hills area. A fire station would require dedicated volunteers. There was a great deal of discussion on a pickup with a water tank or a trailer with a water tank. Where are you going to get water? What kind of liability would there be?
b. Surveying maps were received from Lubnau Law Office. They will be put in the District’s files.
c. Local Government Liability Pool information was received and will be filed.
i. Hot Topics 2016 – An informational letter regarding issues that arose during 2016.
ii. Nomination form for the Joint Powers Board that manages the LGLP.

III. Next Meeting: Tuesday, October 25, 2016, 5:00 p.m. at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette. Regular monthly meetings are the fourth Tuesday of each month at 5:00 p.m. 2016 meeting schedule:

November 22, 2016

December 27, 2016

IV. Adjourn – Robert Pfeil moved to adjourn the meeting. Kari Purinton seconded. The meeting adjourned at 6:33 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:

Troy Manselle (680-1816)

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