

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, February 23, 2016, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

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

Troy Manselle called the meeting to order at 5:03 p.m.

- I. Minutes** – The minutes for the regular meeting on January 26, 2016, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Kari Purinton moved to approve the minutes as written. Troy Manselle 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. Troy Manselle seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting: **\$2,502.32**

1/31/16 Interest \$0.10

Ck# 443 – Transfer from Checking \$100.00

Ending Savings Account Balance: **\$2,602.42**

Checking Account Balance End of Last Meeting: **\$72,095.71**

Checking Account Balance Prior to Meeting: **\$72,095.71**

Bills Approved for Payment:

AUTO	First Interstate Bank	Loan Payment	\$ 786.88
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Ck# 442	Cathey Consulting, LLC	Invoice 3229 – January admin./books	\$ 320.00
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Ck# 443	Oriva Hills ISD	Monthly Transfer	\$ 100.00
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TOTAL: **\$ 1,206.88**

Ending Checking Account Balance: **\$70,888.83**

Assessments Due: \$36,400.00

III. Unfinished Business

- a. Road Work / Other – James Newman has done some blading. The County has done some blading, and it looks like a lot of rock was pushed off into the ditch. The ditches probably need to be pulled. There was discussion on different roads that need blading. Kari Purinton will drive the roads today or tomorrow and call James Newman to authorize work needed.

A landowner called to report that a lot of oilfield people are driving the District's roads to use a gate on Daly's place. They should be paying for the surface use for using the District's roads. Troy Manselle will try to find the name of the company that's using the roads. There was discussion on putting a lock on the gate. There was discussion on cutting the road or putting some kind of concrete block in front of it. The company using the road needs to start paying surface use fees or the District is going to block the road off. Troy Manselle made two phone calls during the meeting to try to contact John Daly or his manager regarding the issue. He will continue trying to contact them.

There was discussion on the next road project – which roads need the most major work and whether or not a grant application will be submitted. The County grant program will shut off sometime this spring. Board members will get together and drive the roads and work on a project scope.

i. Projects Approved / Work in Progress

1. Troy Manselle to discuss drainage with John Daly following the November meeting. No update.

2. CenturyLink proposal. County approved grant application 11/17/15 for \$1,283.00 (half of the project cost of \$2,566.82). CenturyLink to send bill. Board to request that CenturyLink contact Crown Grading when they do the work. No update from CenturyLink. Kari Purinton will contact them again.
 3. Snow removal – Kari Purinton to request Certificate of insurance from Pete Enriquez for snow removal work. No update. Kari Purinton will follow up with him.
- ii. Projects On Hold Until Spring, 2016:
1. Entrance at Echeta – bring in about 10’ – it was recommended to put reflector posts if you pull that road in – (future project – secondary priority)
 2. Hazelton Peak and Bald Mountain – Culvert across Hazelton E-W – 7/13/15 – It looks like a homeowner may have taken care of this. The board will talk to a homeowner about this one.
 3. M & K access road off South Peak – drainage at intersection – (future project – secondary priority).
 4. Bald Mt. from Jamie’s house to Bomber Mt. N-side ditch, culvert – 7/13/15 – It looks like a homeowner may have taken care of this. The board will talk to a homeowner about this one.
 5. 7 Brothers – end at cul-de-sac – garbage (get ahold of the owner) – 8/17/15 – It was suggested that a letter be sent to the landowner. This will be addressed in the Spring. **Troy Manselle reported that he has not been able to get ahold of Linda Atkinson or anyone with Oriva Hills Development. He will keep trying to contact them.**
 6. Penrose and Bomber Mt. – cut ditch and culvert at Rupps (future project – secondary priority).
 7. Daly & Buffalo Back – cut ditch and culvert (future project – secondary priority).
 8. Cloud Peak and Fitch – culvert needs to be replaced
On the corner of Fitch and Cloud Peak after the culvert was installed, James Newman reported that the District needs to address the hump in the road, or the culvert will be full of dirt. He suggested a culvert across Cloud Peak. There was discussion on looking at specific areas to determine elevations and the correct installation of a culvert. (future project – secondary priority).
- NOTE: The Board will monitor the drainage at the intersections of Daly and Fitch as well as Fitch and Cloud Peak.
9. 30 mph speed limit signs installed – Kari Purinton will be doing this in the spring.
 10. Weed Spraying – Kari Purinton will check into spraying. Dale Purinton will check into doing some mowing and spraying.
 11. No hunting signs purchased and posted on community area before next hunting season – Kari Purinton is taking care of this project.
 12. Stop sign on Bomber Mountain coming down to Penrose where people keep going off the road and through the fence.

iii. Road Coordinator

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

IV. New Business

- a. A letter was reviewed to send to the County Commissioners listing the directors and officers of the District.
- b. A request was made to put a stop sign on Bomber Mountain coming down to Penrose. People keep going off the road and through the fence. The consensus was to go ahead with a stop sign there. Helenanne Cathey will call the County to order the sign, post and bracket. When they are ready, Kari Purinton will pick them up.
- c. There was additional discussion on road work. Ditches need to be pulled on some roads. Fitch needs it.
- d. Posts need to be put up to mark the new culverts that were installed to discourage people from cutting corners.
- e. A culvert needs to be installed at 156 Oriva. It needs a load of rock as well. This will be added to the list of projects for this spring.
- f. Troy Manselle reported that he will not be running for the board this November. People are encouraged to run for the Board. Anyone interested is invited to start attending meetings.

V. **Next Meeting: Tuesday, March 22, 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:

April 26, 2016	May 24, 2016	June 28, 2016
July 26, 2016	August 23, 2016	September 27, 2016
October 25, 2016	November 22, 2016	December 27, 2016

VI. **Adjourn** – Troy Manselle moved to adjourn the meeting. Kari Purinton seconded. The meeting adjourned at 6:11 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:

Robert Pfeil (299-4601)

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