

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, January 26, 2016, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Troy Manselle, Robert Pfeil
Board Members Not Present: Kari Purinton
Others Present: Helenanne Cathey

Troy Manselle called the meeting to order at 5:01 p.m.

- I. Minutes** – The minutes for the regular meeting on December 21, 2015, were e-mailed after the last meeting and posted online at www.catheyconsulting.net. Troy Manselle 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. Troy Manselle 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:	\$2,402.22
12/31/15 Interest	\$0.10
Ck# 441 – Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$2,502.32

Checking Account Balance End of Last Meeting:	\$69,497.66
01/11/16 Deposit – Assessments	\$3,804.93
Checking Account Balance Prior to Meeting:	\$73,302.59

Bills Approved for Payment:

AUTO	First Interstate Bank	Loan Payment	\$ 786.88
Ck# 440	Cathey Consulting, LLC	Invoice 3186 – December admin./books	\$ 320.00
Ck# 441	Oriva Hills ISD	Monthly Transfer	\$ 100.00
TOTAL:			\$ 1,206.88
Ending Checking Account Balance:			\$72,095.71

Assessments Due: \$40,200.00

III. Unfinished Business

a. Road Work / Other

i. Projects Approved / Work in Progress

1. Troy Manselle to discuss drainage with John Daly following the November meeting. Troy Manselle reported he has tried to contact John Daly, but he has not heard back from him. He will keep trying to get ahold of him.
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 at this time.
3. Snow removal – Kari Purinton to request Certificate of insurance from Pete Enriquez for snow removal work. Nothing has been provided yet.

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 Spring.

1/26/16: This item was discussed at the December meeting. The Board is trying to find out who owns this lot and who is dumping the materials on the lot in the cul-de-sac. Helenanne Cathey contacted Pat Avery (realtor). Pat Avery advises that he does not have anything to do with Seven Brothers property or any other property owned by Oriva Hills Dev. Troy Manselle will contact Linda Atkinson to see if she has any idea how to contact anyone with Oriva Hills Development.

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
10. Weed Spraying
11. No hunting signs purchased and posted on community area

iii. Road Coordinator

Appointed until next meeting: Kari Purinton (670-0275)

IV. New Business

- a. There was discussion on what road projects to do next and getting a couple of estimates to submit a County grant application. There was discussion on working on some of the cul-de-sacs to help the school bus turn around. The board will drive the roads and try to put together a definitive project in order to utilize the County grant program as much as possible.

V. Next Meeting: Tuesday, February 23, 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:

March 22, 2016		
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. Robert Pfeil seconded. The meeting adjourned at 6:06 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:

Kari Purinton (670-0275)

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