

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, April 23, 2024, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mark Smith, Mary Schoen, Pamela Stang
Others Present: Helenanne Cathey, Mary Finch, Jason Finch

Mark Smith called the meeting to order at 6:00 p.m.

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on March 26, 2024, as written. Mary Schoen seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Mark Smith moved to accept the treasurer's report and pay the bills as presented. Pamela Stang seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,514.55
3/31/24 Interest	\$21.62
Ending Savings Account Balance:	\$25,536.17

Checking Account Balance End of Last Meeting:	\$56,440.34
03/31/24 Interest	\$23.24
04/08/24 Deposit – Assessments	\$1,626.24
Checking Account Balance Prior to Meeting:	\$58,089.82

Bills Paid / Checks Written at Meeting:		
Ck# 1171 Cathey Consulting, LLC	Inv. 7527 – March adm./bks/compliance	\$400.00
Ck# 1172 J Finch Dirt Works	Inv. 107978 – Plowed snow of all roads in subdivision / 9 hours	\$1,090.00
Ck# 1173 Local Gov't. Liab. Pool	Inv. 15098 – 7/1/24-6/30/25 general liability / directors & officers insurance	\$600.00
TOTAL:		\$2,090.00
Ending Checking Account Balance:		\$55,999.82
Receivables / Assessments: \$33,800.00		

III. Unfinished Business

- A. Road Work – Mark Smith will develop a scope of work in order to get quotes to apply for the County grant. Cloud Peak and Fitch receive a lot of traffic. Daly is secondary but has needed rock for several years. If anyone has any suggestions on road work, please contact Mark Smith. Pamela Stang reported that she has heard numerous comments about rock on the sides of the roads and in the ditches. There was discussion on how to pull the rock up from the edges and the ditches or if it's best not to pull up that rock. Jason Finch recommended leaving the rock there because it's generally oversized rock on the sides and in the ditches. There have been a lot of issues in the past with pulling the rock up from the sides, but Mark Smith reported that the problem was the little ridge or berm left on the side after pulling the rock up and not flattening it. Jason Finch explained how he blades the roads and explained that he leaves the large rock off to the side to keep it off of the road because it's so hard on tires. Board members commented that the roads are shedding water the way they should be now. Mark Smith asked that the larger rock be left on the side of the road and not pushed into the ditches because a lot of people mow their ditches. Mary Schoen and Pamela Stang commented that the roads have gotten much better in the past year and both told Jason Finch he is doing a good job on the roads. Mark Smith reported that in earlier years, there was larger scoria put on the roads, and it has taken a long time to break that rock down. That's part of why the roads are better today because the rock is breaking down.

1. ON HOLD UNTIL SPRING:

1) as of 6/12/23:

- Moncreiffe from Cloud Peak to Penrose – pulling ditches and adding rock / about 2,500 feet (2nd on priority list)

- On Cloud Peak from corner of Fitch and Cloud Peak west toward corner where it turns into Five Fingers. This is estimated at about 2,000 feet.
 - Daly Road – from Fitch to Buffalo Back – about 1,800 feet and a couple of other spots (so a total of about 2,000 feet) that could use some rock. One culvert should be installed.
10/24/23: One culvert needs to be replaced on Daly.
 - Fitch – Will eventually be a project like Penrose was
- 2) as of 10/24/23:
- rock for Bald Mountain (1 load), Buffalo Back (3 loads), Daly (4 loads)
11/28/23: One load of rock approved for end of Bald Mountain/South Peak. This was completed and invoices received and paid 2/27/24.
 - Culvert on Daly that is damaged and not functioning to be addressed in the spring.
- 3) As of 11/28/23:
- Work on South Peak.
2. Fences in road right-of-way – No discussion at this meeting.
1. 6/23/21 – Letter sent to County Attorney’s office asking that this issue be investigated and addressed by the County Attorney’s office, especially on three properties.
 2. 3/28/23 – Pamela Stang contacted County Attorney’s office prior to this meeting and they hadn’t had time to deal with the issue. Pamela Stang will follow up periodically with the County Attorney’s office.
3. **Culvert Inventory (10/27/2020 – were 3 of each / used one of each July, 2022):**
 2 ea 18” X 20’ culverts
 2 ea 18” X 15’ culverts
 2 ea 18” bands
 8/15/23: Culverts are stored at James Newman’s place. 9/26/23: No culverts were used for the Bomber Mountain project in summer, 2023, so the inventory should still be the same.
4. Future Projects:
1. Culvert on Moncreiffe, about 60’ west of Penrose needs to be addressed. **This may be moved up to this spring’s projects.**
 2. Seven Brothers – There are a number of issues on this road. This will be a bigger project and will be addressed in the future. 10/26/21 – *Until the fence is moved, we will probably not be able to do any snow removal.*
from 2/28/17 minutes: A landowner was at this meeting to discuss his concerns on Seven Brothers. There is plastic blowing around from bags of peat moss and other stuff. There are six tanks full of oil on the property. A couple of landowners are interested in buying the property, but have concerns about those things as well as the additional assessment if they were to buy the lot. There is also a concern about the bus stop at the end of Seven Brothers is a concern. The consensus of the Board is that the garbage and clean up of the oil tanks is on the landowner. The District will address the bus stop at some point when the budget allows.
5. Road Coordinator:
- Appointed until next meeting: Pamela Stang (307-670-0292)
 Next: Mark Smith (307-660-4132)
 Mary Schoen (303-912-1399)
- B. Mailboxes – There was discussion on the mailboxes and polling the members of the District for their input on whether or not they support installing the locked mailboxes. Pamela Stang drafted a survey which was updated at the meeting. The cost for the mailboxes will be \$100 per lot, paid for with a one year assessment. These mailboxes would mean that people wouldn’t have to maintain their own mailboxes anymore, and the locked mailboxes would be more secure and should include some package boxes as well. Mailboxes would be installed at the first entrance (on Penrose).

A survey will be e-mailed to everyone on the e-mail list, and copies of the survey will be available online at www.catheyconsulting.net and will also be available from the office of Cathey Consulting (400 S Gillette

Avenue, Suite 106, Gillette). Anyone interested in providing feedback through the survey format is welcome to fill it out and e-mail it to hlcathey@collinscom.net no later than 5:00 p.m. May 16, 2024.

This project will be discussed at the May meeting when a proposed budget will be approved and again at the June budget hearing and regular meeting when the final budget will be considered and adopted.

- C. Street Signs – Mark Smith picked up the street signs and posts. The signs will be installed in the spring/summer of 2024. Other landowners volunteered to help put up the posts and signs.
- D. Culverts – From July, 2023 meeting minutes: “There was a discussion on culverts in driveways and the question was asked if the District is responsible for driveway culverts. The notes below state that homeowners are responsible for maintaining culverts that provide adequate drainage. Other districts require homeowners to maintain their driveway culverts and ensure they provide proper drainage as well. Some homeowners do not have adequate culverts. This item will be added to the next meeting agenda.” No discussion at this meeting.
- E. District funds in higher earning accounts like CD, money market, WyoStar, etc. No discussion at this meeting on this topic.
- F. Budget for 7/1/24 – 6/30/25 – The budget was reviewed. The proposed budget will be approved at the May meeting after the surveys on mailboxes have been received and reviewed. The final budget will be considered and adopted at the June budget hearing and regular meeting.

IV. New Business

- A. Western Midstream correspondence – MIGC LLC personnel will be inspecting the right-of-way and above ground equipment on their pipelines (portions of which cross District property) beginning May 1, 2024 and concluding September 20, 2024. If anything is needed aside from inspection, such as repairs, the District will be notified ahead of time.
- B. Campbell County Public Works sent a letter regarding proposed amendments to County Chapter 6 Subdivision Regulations and County Chapter 7 Zoning Regulations with a survey requesting feedback from County residents. The County will be having several meetings regarding the proposed changes.
- C. There are two other contractors that plowed snow with the last snow storm. Only one invoice has been received for snow removal.

V. Next Regular Meeting: TUESDAY, MAY 28, 2024, 6:00 p.m.

(Usually, the 4th Tuesday of each month)

2024 meeting schedule:

Tues., May 28, 2024, 6:00 p.m. / Tues., June 25, 2024, 6:00 p.m.

Tues., July 23, 2024, 6:00 p.m. / Tues., Aug. 27, 2024, 6:00 p.m. / Tues., Sep. 24, 2024, 6:00 p.m.

Tues., Oct. 22, 2024, 6:00 p.m. / Tues., Nov. 26, 2024, 6:00 p.m. / Tues., Dec. 17, 2023, 6:00 p.m. *

**December meetings moved to the 3rd Tuesday instead of the 4th Tuesday.*

VI. Adjourn – Mark Smith moved to adjourn. Mary Schoen seconded. The meeting was adjourned at 6:27 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.**
 - 8) **RIGHT-OF-WAY ALONG ALL ROADS.**
 - * Daly, Fitch, Penrose and Oriva Road – 100 foot right-of-way – This means that there should be a minimum of 50 feet between the center of the road and any fence on either side of the road.**

*** All Other Roads – 60 foot right-of-way – This means that there should be a minimum of 30 feet between the center of the road and any fence on either side of the road.
ROADS CANNOT BE MAINTAINED OR IMPROVED IF FENCES ARE TOO CLOSE TO THE ROAD!**

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

Mark Smith, President (307-660-4132)	Date
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Pamela Stang, Vice President (307-670-0292)	Date
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Mary Schoen, Secretary/Treasurer (303-912-1399)	Date
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