

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, April 25, 2023, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Mark Smith, Pamela Stang
Others Present: Helenanne Cathey, Sean Egerstrom, Tim & Tracy Hulderman, Jerry Hight, Helen Jerome, Jason McJilton, Brett Haynes, Russell Dexter, Jason Finch, Mary Finch, Shane Rickett

Nick Clevenger called the meeting to order at 6:00 p.m.

- I. Minutes** – Pamela Stang moved to approve the minutes for the regular meeting on March 28, 2023, as written. Nick Clevenger seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were available for review. Pamela Stang moved to accept the treasurer's report and pay the bills as presented. Nick Clevenger seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting: **\$25,260.12**

03/31/23 Interest \$21.46

Ending Savings Account Balance: **\$25,281.58**

Checking Account Balance End of Last Meeting: **\$57,827.73**

03/31/23 Interest \$19.21

04/10/23 Deposit – Assessments \$2,036.99

Checking Account Balance Prior to Meeting: **\$59,883.93**

Bills Paid / Checks Written at Meeting:

Ck# 1131 Cathey Consulting, LLC Inv. 6997 – Mar. adm./bks/postage \$375.00 \$400.00

Inv. 7016 – Late fee for post office box \$25.00

Ck# 1132 Crown Grading Inv. 133 – Blade roads 43 hours \$5,160.00

Ck# 1133 Local Gov't Liab. Pool Inv. 14536 – Insurance 7/1/23 – 6/30/24 \$500.00

TOTAL: **\$6,060.00**

Ending Checking Account Balance: **\$53,823.93**

Receivables / Assessments: \$32,600.00

III. Unfinished Business

A. Road Work

- Nick Clevenger explained how the Board hoped to do a project on Fitch this year, but due to this harsh winter, it may just be patch work this year – fixing spots that need it most and adding rock if needed in spots. There is a pipeline in the ditch by Fitch so the road has to be built up – you can't just cut a ditch. There was discussion on roads being built in the wrong spot and fences that are being placed right next to the road. Finishing Bomber is also a priority.

Nick Clevenger reported that he went to court regarding the culvert that was destroyed by someone going off the road. Unfortunately, the Judge didn't order restitution to the Oriva Hills Improvement and Service District for the individual that destroyed the culvert. Nick Clevenger would have to pursue damages from the individual to try to collect money to pay for the culvert.

- Fences in road right-of-way – Pamela Stang reported that she wasn't able to talk to anyone in the County Attorney's office this past month, but she will continue to follow up.

B. Road Coordinator: Appointed until next meeting: Nick Clevenger (509-994-0676)

- C. Mailboxes** – Pamela Stang reported that she met with the Postmaster, and there are no post office boxes for the District. The only ones they have are not usable. The cost would be about \$1,000 for a unit of 16 boxes

plus the concrete work. The post office explained in the past that there should be one box for each lot in the District – even those lots that aren't currently occupied because when someone new moves in there has to be a box for them. There was discussion on the mailboxes and whether or not the District should spend 20% of the District's current bank account on mailboxes. People at the meeting didn't think that was a good idea at this time with the roads in the condition they are in. Everyone at the meeting agreed that they were willing to pay separately to pay for the mailboxes. Pamela Stang will draft a letter and send it to Helenanne Cathey to mail it out to everyone.

Later in the meeting the mailboxes came up again. Everyone at the meeting supported getting locked mailboxes with package boxes to have secure mail and be able to pick up packages right there rather than having to go to the post office. The assessment could be increased for one year to fund the mailboxes, and people at the meeting agreed that paying \$100 with the annual assessment this year for the mailboxes was a good idea. This way everyone participates in the cost, and every lot will have a box. The understanding is that the post office won't allow some people to stay with the old mailboxes and some transfer to the locked boxes. It will have to be all or none. The budget will be updated to include the purchase of mailboxes and an increased assessment for this fiscal year. The proposed budget will need to be approved at the next meeting and the final budget at the June meeting. There was a discussion on the location of the mailboxes.

- D. Roads – Everyone was concerned about people speeding on the roads. The speed limit is 30 mph, and the Sheriff's office will patrol if you call them – but perhaps more people need to call and complain. The wash boards were discussed, and there was some disagreement on how best to deal with the wash board.

A concern was expressed about larger rocks being brought onto the road and clumps of weeds being brought up onto the road (from the sides) and windrows left on the road. There was disagreement on what to do with the roads and how to best maintain the roads. This conversation continued into new business.

- E. Street Signs – A list of signs will be developed, and Helenanne Cathey can order from the County on behalf of the District.
- F. Budget for 7/1/23 – 6/30/24 – The budget was discussed and will be updated for the next meeting for. The final budget will be reviewed and adopted at the June budget hearing and regular meeting.

IV. New Business

- A. Presentation from Jason Finch / J. Finch Dirt Works LLC – A petition was provided to the Board with 29 signatures that stated the following:

Roads are needing more attention then what they have been getting.

It is causing damage to vehicles and they are not pleasant to drive on.

There is definitely room for improvement where we as the community pay for this to be done.

Jason Finch has over thirty years in this type of work to help maintain our roads on a monthly basis. He has worked for Wyoming Department of Transportation along with other jobs doing construction work. Running all equipment that is needed to keep our subdivision at a satisfaction level. We have lived here since 2015 and would love to bring his experience to benefit our subdivision. Thank you for your time. J. Finch Dirt Works, LLC.

A written proposal was provided with a suggestion of a monthly program of maintenance for the roads, touching up the more heavily travelled areas – addressing drainage that currently doesn't exist, cleaning out culverts, fixing smashed culverts, snow removal, etc. The proposal is to provide a guaranteed 24 hours a month for \$3,000 which is \$125 per hour. Pictures were provided of concerns that were voiced – windrows, rock in the road, culverts plugged. Jason Finch explained that he has 30 years of experience of construction of roads, highways, maintenance, reclamation and excavation or building locations. There was discussion on the way the roads are maintained and disagreement on how to pull in the shoulders and the reason for windrows and whether or not bigger rocks should be left on the road. The proposal includes a written contract. Jason Finch is asking for a commitment of one year, but the contract allows for cancellation for non-performance or if the Board's designated representative reveals that the Contractor's work results in any non-acceptable maintenance condition of one or all specified areas pertaining to Oriva Hills subdivision.

The Board is reluctant to enter into a contract, but they understand the reason for a contract in order to justify Mr. Finch's making the investment in equipment. Someone at the meeting reported that \$125 per hour is still less than the cost to rent a blade, which is around \$175 – and that's without an operator. Crown Grading charges \$120 per hour for blading.

James Newman (Crown Grading) explained his history with the District and how it came about that he did the blading of the roads. Since he started doing the blading in 2005, the roads have vastly improved without any debt and without increasing assessments. He has bladed and done snow removal as his schedule allows. This past winter he wasn't here as much and wasn't able to provide the services he did in past years. In the past, the Board has requested bids for snow removal, and there were no contractors interested in providing that service in the District. It has been difficult to find contractors willing to work on the District's roads.

It was noted that a lot of people in the area get out and help their neighbors with snow removal and other things. Many people ran their equipment to clear their own driveways and roads as well as help clear their neighbors driveways this past winter. Neighbors helping neighbors. Everyone at the meeting expressed their appreciation and thanks for all of the people that helped them this year!

There was discussion again on getting people to slow down. People need to call the Sheriff's office – maybe numerous times – to get officers out there to patrol the roads and ticket people who are speeding. The Board can't do anything to slow people down, but the Sheriff's office can, and they will do that if people call.

James Newman explained how he has helped the District get rock. He set it up so that the supplier bills the District directly so he isn't billing it and marking it up. He hauls it out there with his equipment. He doesn't make any money on the rock.

There was discussion on using scoria from the District and the difficulties, especially of getting the right fines in with the scoria to keep it on the road.

Jason Finch asked that the Board commit to a one year contract. The hourly rates for work outside the 24 hours a month would be done at the rates provided in the agreement. The contract is for basic maintenance work on the roads. Bigger jobs would be billed separately. The Board generally gets bids for projects in order to use the County grant. The District can receive up to 50% reimbursement for drainage work one time only per street. The 50% grant has been used on Fitch, Bomber Mountain and Penrose. 25% reimbursement can be requested for rock and for drainage work as well if the 50% grant has been used on a street.

James Newman estimated that it takes about 6 to 8 hours to blade snow for the entire subdivision – two passes both ways. That's with maybe 6" of snow without a lot of drifting. More snow and drifting would take more time.

A question was asked about putting better quality material on the roads than scoria. The main reason for using scoria is the cost. Higher quality materials are more expensive. A suggestion was made to increase the assessment, but people at the meeting with multiple lots expressed their concern that they do not want the assessment to be increased.

There was discussion on bringing a water truck in to put water down on the roads so the roads can be bladed in the summer. A suggestion was made to rent a water truck and use water from a reservoir in the District if there was a project that was being done or a serious issue with a road. The concern once again is the cost. There was discussion on the possibility of using a methane well, but the concern with that is the estimated cost to convert a methane well would be \$10,000 to \$15,000. Using water from a local reservoir is not a guarantee either if they dry up.

The Board has looked into purchasing equipment, but there are a whole lot of issues with that.

The Board will review the proposal and discuss / consider it at the next meeting.

V. Next Regular Meeting: TUESDAY, MAY 23, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2023 Meeting Schedule:

Tues., May 23, 2023, 6:00 p.m. / Tues., June 27, 2023, 6:00 p.m.

Tues., July 25, 2023, 6:00 p.m. / Tues., Aug. 22, 2023, 6:00 p.m. / Tues., Sep. 26, 2023, 6:00 p.m.

Tues., Oct. 24, 2023, 6:00 p.m. / Tues., Nov. 28, 2023, 6:00 p.m. / Tues., Dec. 19, 2023, 6:00 p.m. *

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

VI. Adjourn – Pamela Stang moved to adjourn. Mark Smith seconded. The meeting adjourned at 7:32 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

Nicholas (Nick) Clevenger, Vice President (509-994-0676) _____ Date

Pamela Stang, Secretary/Treasurer (307-670-0292) _____ Date