

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, August 15, 2023, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mark Smith, Pamela Stang
Board Members Approved Absent: Nick Clevenger
Others Present: Helenanne Cathey, Mary Finch

Mark Smith called the meeting to order at 6:02 p.m.

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on July 25, 2023, as written. Pamela Stang seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were available for review. 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: **\$25,344.69**

07/31/23 Interest \$21.53

Ending Savings Account Balance: **\$25,366.22**

Checking Account Balance End of Last Meeting: **\$66,030.61**

07/31/23 Interest \$22.90

08/10/23 Deposit – Assessments \$1,276.34

Checking Account Balance Prior to Meeting: **\$67,329.85**

Bills Paid / Checks Written at Meeting:

Ck# 1145 Cathey Consulting, LLC Inv. 7176 – July adm./bks/postage \$400.00

Ck# 1146 C N A Surety Bond / Board 10/1/23 – 10/1/24 \$250.00

Ck# 1147 Contractors Supply, Inc. Inv. 834445 – Culvert / Bald Mountain \$660.60 \$2,332.20

Inv. 834577 – Culverts / Bomber Mountain

Project \$1,671.60

Ck# 1148 J. Finch Dirt Works Inv. 107955 – 24 Five Finger Peak Rd 4 hrs. \$777.50

\$440.00

Inv. 107958 – 24 Five Finger Peak Rd – 4.5 hrs.

\$337.50

TOTAL: **\$3,759.70**

Ending Checking Account Balance: **\$63,570.15**

Receivables / Assessments: \$81,800.00 (2022 Assessments \$1,000 / 2023 Assessments \$80,800)

III. Unfinished Business

A. Road Work

1. Road Project (6/12/23): Bomber Mountain Road – from the intersection of Penrose and Bomber Mountain to 63 Bomber Mountain – 2,800 feet – repair 1 culvert, add 2 new culverts, Reshape according to County specifications, ditches to County specifications, 4" of 2" minus scoria with fines, 2,800 top cap 4" of J-base limestone. The project was approved with the following contractors:

J Finch Dirt Works – to do the road work

Crown Grading – to do the trucking

Rock - J-Base Limestone from Quality Agg and scoria from Melgaard

Construction. Pamela Stang seconded. Motion carried unanimously.

Project cost estimate \$51,599 / County grant amount requested \$14,779.75

The Board reviewed and signed the County grant agreement. Work was authorized to proceed after the County grant was approved 8/1/23. The work is in progress.

2. ON HOLD 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.
- Daly Road – from Fitch to Buffalo Back – about 1,800 feet and a couple of other spots that could use some rock. One culvert should be installed.
- Fitch – Will eventually be a project like Penrose was

3. Fences in road right-of-way. No update.

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.

4. **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: Mark Smith reported that the culverts are at James Newman’s place. Jason Finch will be notified that he can pick them up there whenever he needs them.

5. Future Projects:

1. Culvert on Moncreiffe, about 60’ west of Penrose needs to be addressed.
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.

6. Road Coordinator:

Appointed until next meeting: Mark Smith (307-660-4132)

Next: Pamela Stang (307-670-0292)

Nick Clevenger (509-994-0676)

B. Mailboxes – On hold for now. The history of the actions on mailboxes is listed below.

1. April, 2023 meeting – A motion was made to increase assessments by \$100 for mailboxes
2. May, 2023 meeting – The consensus was to not do the increase for mailboxes and to do a mailing to everyone for input on mailboxes.

C. Street Signs – Mary Finch provided a list of the signs and the number of posts and brackets that are needed. Helenanne Cathey will send an e-mail to the County Public Works office to get the signs, posts and brackets ordered.

D. Culverts - from July 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.” 8/15/23 – No update.

IV. New Business

- A. There was discussion on South Peak being too narrow. A suggestion was made to widen the road but probably wait until the rigs are done going through there.
- B. Training – All Board members will be required to complete a training sponsored by or approved by the Department of Audit by June 30, 2024. People elected or appointed to the Board in the future will be required to complete the training within 1 year of being elected or appointed. There are in-person, virtual and online options that will be available.

V. Next Regular Meeting: TUESDAY, SEPTEMBER 26, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2023 Meeting Schedule:

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 – Mark Smith moved to adjourn. Pamela Stang seconded. The meeting was adjourned at 6:15 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 _____