

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, August 23, 2022, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mark Smith, Robert Pfeil (by phone)
Board Members Not Present: Nick Clevenger
Others Present: Helenanne Cathey

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 July 26, 2022, as written. Robert Pfeil 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 bills as presented. Robert Pfeil seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,145.92
07/31/22 Interest	\$3.21
Ending Savings Account Balance:	\$25,149.13

Checking Account Balance End of Last Meeting:	\$71,836.00
07/31/22 Interest	\$6.54
07/08/22 Deposit – Assessments	\$1,881.66
Checking Account Balance Prior to Meeting:	\$73,724.20

Bills Paid / Checks Written at Meeting:

Ck# 1111 Cathey Consulting, LLC	Inv. 6662 – July adm./bks/postage	\$ 375.00
Ck# 1112 C N A Surety	Bond on Board 10/1/22 – 10/1/23	\$ 250.00
Ck# 1113 Crown Grading	Inv. 128 – Road projects, maintenance blading	\$ 1,740.00
Ck# 1114 Quality Agg & Construction	Inv. 47635 – 1,488 yards 2" scoria (\$9/CY)	\$13,392.00
TOTAL:		\$15,757.00
Ending Checking Account Balance:		\$57,967.20

Receivables / Assessments: \$83,200.00 (2021 – \$2,400 / 2022 - \$80,800)

III. Unfinished Business

A. Road Work –

1. Fences in right-of-way – No update.
 1. 6/23/21 – A letter was sent to the County Attorney's office asking that this issue be investigated and addressed by the County Attorney's office, especially on three properties. 8/23/22 – **No update.**
 2. 5/24/22 – Blade and reshape the roads and get rock down where it is needed – Total project cost approved \$115,529.44. Spent to date \$59,185 with \$56,344.44 remaining. Hopefully there will be moisture in the near future to allow for more work.
2. **Culvert Inventory (10/27/2020) – there were 3 of each of the following but one of each were used this month. The following is the remaining inventory.:**
 - 2 each 18" X 20' culverts
 - 2 each 18" X 15' culverts
 - 2 each 18" bands
3. Other Future Projects – No update.
 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.

4. Road Coordinator:

Appointed until next meeting: Nick Clevenger (509-994-0676)

B. Mailboxes – No update.

C. Street Signs – No update.

D. Director Election (November 8, 2022 – Pfeil and Smith) – Anyone interested in running for the Board and having their name on the ballot must file an application between August 10th and August 30th. The application is online at www.catheyconsulting.net or is available from the office of Cathey Consulting (400 S Gillette Ave., Suite 106, 307-685-8235).

IV. New Business

A. The Board reviewed and signed the Local Government Annual Report Summary for FYE 6/30/22 which will be submitted to the Wyoming Department of Audit as required.

B. Mark Smith moved to approve the updated fee schedule for public records requests and other items from Cathey Consulting. Robert Pfeil seconded. Motion carried unanimously. The fee schedule is posted online at www.catheyconsulting.net.

V. Next Regular Meeting: TUESDAY, SEPTEMBER 27, 2022, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2022 meeting schedule:

Tues., Sep. 27, 2022, 6:00 p.m.

Tues., Oct. 25, 2022, 6:00 p.m. Tues., Nov. 22, 2022, 6:00 p.m. Tues., Dec. 27, 2022, 6:00 p.m.

VI. Adjourn – Mark Smith moved to adjourn. Robert Pfeil seconded. The meeting adjourned at 6:09 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

Robert Pfeil, President (307-299-4601)	Date
--	------

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

Mark Smith, Secretary/Treasurer (307-660-4132)	Date
--	------