

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, August 27, 2024, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mary Schoen, Mark Smith, 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 July 23, 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:		\$25,599.74
07/31/24 Interest	\$21.69	
Ending Savings Account Balance:		\$25,621.43

Checking Account Balance End of Last Meeting:		\$72,425.61
07/31/24 Interest	\$28.30	
08/10/24 Deposit – Assessments	\$5,159.23	
Checking Account Balance Prior to Meeting:		\$77,613.14

Bills Paid / Checks Written at Meeting:

Ck# 1184 Cathey Consulting, LLC	Inv. 7692 – July Admin./bks/compliance	\$420.00
Ck# 1185 C N A Surety	Bond / Board 10/1/24 – 10/1/25	\$250.00
Ck# 1186 Contractors Supply, Inc.	Inv. 61475 – Culvert 15 X 20 Dual Wall	\$464.70
Ck# 1187 J Finch Dirt Works	Inv. 107985 – Cut washboard and bladed and recrowned roads / fix drainage start of Bald Mtn. Rd / new culvert on Daly	\$3,650.00

TOTAL:	\$4,784.70
Ending Checking Account Balance:	\$72,828.44
Receivables / Assessments: \$81,800 (2023 Assessments \$1,000 and 2024 Assessments \$80,800)	

III. Unfinished Business

- A. Road Project / Grant** – The scope of work and spreadsheet for itemizing bids was finalized. The County Road specifications will be included with the scope as well as the specifications for reseeding. The scope is as follows.

1. Moncreiffe Ridge Road project

Scope: Moncreiffe from intersection of Penrose Peak and Moncreiffe Ridge Road west to the intersection of Coud Peak and Moncreiffe Ridge Road. 2,465 feet of road.

- 2 culverts to be checked and cleaned out – 1 at 220 feet from the intersection and the other is 1,588 feet from the intersection (from first intersection – Moncreiffe and Penrose).
- Pull aggregate out of the ditch starting at 1410 feet from the intersection (from first intersection – Moncreiffe and Penrose) to 1480 feet, approximately 70 feet total.
- Mow vegetation in the ditch before work begins.
- Maintain road width of 22' minimum and 24' maximum.
- Recrown road in accordance with County Specifications.
- Add and spread 4" of scoria (2" minus scoria with fines) . 730 cubic yards total.
- Reseed the road ditches after work completion. (culvert and pulling aggregate out of ditch) (County road spec.)

2. Daly Road project

Scope: Daly from intersection of Fitch and Daly to the intersection of Daly and Buffalo Back. No ditch work. 1,950 feet of road.

- 1 culvert to be repaired intersection of Daly and Buffalo Back. (May have to dig it up and repair a section of it and reset it and include gravel for covering it up if needed.)
- Mow vegetation in the ditches before work begins.
- Maintain road width of 22' minimum and 24' maximum.
- Recrown road in accordance with County Specifications.
- Add and spread 4" of scoria (2" minus with fines). 578 cubic yards total.
- Reseed the road ditches after work completion (where culvert was fixed) (County road spec.)

3. Cloud Peak Road Project

Scope: Cloud Peak from intersection of Fitch and Cloud Peak to the intersection of Five Fingers and Cloud Peak. No ditch work. No culverts need to be addressed. 1,285 feet of road.

- Mow vegetation in the ditches before work begins.
- Maintain road width of 22' minimum and 24' maximum.
- Recrown road in accordance with County Specifications.
- Add and spread 4" of scoria (2" minus with fines). 380 cubic yards total.

Awarded contractor will be responsible for all locates through One Call of Wyoming, trucking, road closures to be provided for the safety of those traveling on the road.

Bid each project separate as a stand alone project. Projects may be awarded to different contractors and/or some work may be done at a later date (spring, for example) depending on funds available to the District.

Quote 2 ways:

- 1) Include rock as separate line items in the quotes two ways –
 - a. as part of the project whereby contractor purchases the rock and resells it to the district as part of the project costs and
 - b. the District purchases the rock directly from a supplier and has it shipped to the project location, but the contractor spreads the rock on the road. (District is tax exempt and can save costs on road work by buying the rock separately/directly from rock provider rather than through contractor).
- The Oriva Hills Improvement and Service District reserves the right to reject any or all bids.
- For any questions about the projects and/or to discuss or look at the project, please contact Mark Smith at 307-660-4132
- Return bids to hlcathey@collinscom.net or deliver to the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, WY.
- Selected contractor must have any appropriate licenses and provide proof of insurance (\$2 million minimum).
- Due Date for bids: Monday, September 16, 2024, 5:00 p.m.

B. Other Specific Road Issues to be addressed:

1. as of 10/24/23 – these items are either done or are included in the bid other than the three loads of rock for Buffalo Back.
 - 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. Invoices received and paid 2/27/24.
 - Culvert on Daly that is damaged and not functioning to be addressed in the spring.
2. As of 11/28/23: Work on South Peak.
3. Fences in road right-of-way.
 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.

A reminder to homeowners, if your fences are in the right-of-way and your fences are hit by the Grader, it is not the District's responsibility. As per the covenants, no fences should be in the right-of-way. If you put a fence in the right-of-way and it is damaged, the repair costs will be on you.

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: 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.

Contactors should contact Mark Smith to get culverts.

5. Future Project:

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.

- C. Road Coordinator Until Next Meeting: Mark Smith (307-660-4132)
- D. Street Signs – Mark Smith picked up the street signs and posts and will install them in summer/fall 2024.
- E. 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." There was some discussion at the October 24, 2023, meeting and agreement that driveway culverts should be homeowner responsibilities.
- F. Director election (November 5, 2024 – Stang and Schoen (one director for the remaining 2 years of a 4-year term and one director for a 4-year term) – Anyone interested in running for the Board and having their name on the ballot needs to submit an application between August 7th and August 27th. The application is available from the office of Cathey Consulting and online at www.catheyconsulting.net.

THANK YOU TO EVERYONE THAT HELPED FIGHT FIRES. If anyone needs assistance with fuel reimbursement or other assistance, please submit a claim to the District and/or attend a Board meeting.

IV. New Business

- A. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/24 to be submitted to the state along with the Proof of Cash completed by Helenanne Cathey. The annual report was completed online by Helenanne Cathey.

- B. There was discussion on making sure ditch work and culvert work are discussed at the meeting and utilizing the County grant whenever possible. The Road Coordinator should generally approve blading and snow removal.

V. **Next Regular Meeting: TUESDAY, SEPTEMBER 24, 2024, 6:00 p.m.**
(Usually, the 4th Tuesday of each month)

2024 meeting schedule:

Tues., Sep. 24, 2024, 6:00 p.m.

Tues., Oct. 22, 2024, 6:00 p.m. / Tues., Nov. 19, 2024, 6:00 p.m.* / Tues., Dec. 17, 2023, 6:00 p.m.*

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

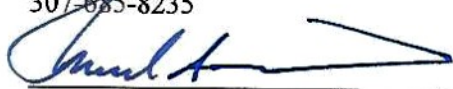
VI. **Adjourn** – Mark Smith moved to adjourn. Pamela Stang seconded. The meeting was adjourned at 6:34 p.m.

- 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



Signature

Mark Smith

Printed Name

9/24/24

Date



Signature

Pamela Stang

Printed Name

9/24/24

Date

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