

**Oriva Hills Improvement & Service District**  
**Regular Meeting Minutes**  
**Tuesday, December 10, 2019, 5:00 p.m.**  
**Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

**Board Members Present:** Nick Clevenger, Tom Walker  
**Board Members Not Present:** Robert Pfeil  
**Others Present:** Helenanne Cathey, James Newman, Dale Purinton, Kari Purinton

Tom Walker called the meeting to order at 5:25 p.m.

- I. Minutes** – Minutes are e-mailed and posted online after each meeting at [www.catheyconsulting.net](http://www.catheyconsulting.net). Tom Walker moved to approve the minutes for the regular meeting on November 26, 2019, as written. Nick Clevenger seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. There was discussion on the invoice for limestone. Tom Walker moved to accept the treasurer's report and pay bills as presented, including the bill from Crown Grading that was received after the agenda was printed. Nick Clevenger seconded. Motion carried unanimously.

**Savings Account Balance End of Last Meeting:** **\$7,121.43**

11/30/19 Interest \$0.28  
12/10/19 Ck# 0632 – Transfer from Checking \$100.00

**Ending Savings Account Balance:** **\$7,221.71**

**Checking Account Balance End of Last Meeting:** **\$97,665.22**

12/09/19 Deposit – Assessments \$15,200.00

**Checking Account Balance Prior to Meeting:** **\$112,865.22**

Bills Paid / Checks Written at Meeting:

Ck# 631 Cathey Consulting, LLC Inv. 5235 – Nov. adm./bks/postage \$340.00 \$ 430.26  
Inv. 5249 – Checks \$90.26

Ck# 632 Oriva Hills ISD Monthly Transfer \$ 100.00

Ck# 633 Pete Lien & Sons, Inc. Inv. 19POS/137411 – Limestone (2,966.41 tons) \$ 56,361.80

Ck# 634 Crown Grading Inv. 89 – Snow removal \$ 900.00

**TOTAL:** **\$ 57,792.06**

**Ending Checking Account Balance:** **\$ 55,073.16**

Receivables: Assessments: \$40,000.00 / M & K Oil \$1,308.00 / County Grant \$13,354.22 (to submit today)

**III. Unfinished Business**

**A. Road Work**

1. L.A.W. Trucking approved for \$95 an hour to bring in rock with his dump truck for problem areas (\$2,500 approximately – approved March, 2019). No update.
2. \$6,500 approved for scoria for South Peak on 10/22/19. No update.
3. The Penrose project is complete. Tom Walker moved to approve the final County grant pay request for \$13,354.22 (Pete Lien & Sons invoice \$56,361.80), the completion report and close out letter for the grant. Nick Clevenger seconded. Motion carried unanimously.
4. Scope of work for other areas – There was discussion.
5. The concrete blocks that held up a cattleguard on Bomber were removed. There was discussion on what to do with them. They could be used in a future project.
6. James Newman reported that he tried to address the road near the railroad tracks, but the railroad kicked him out of that area. James Newman will continue to talk to the railroad about getting the crown back in the road there. The railroad should be doing the work within their right-of-way. They are also dragging mud up onto the road. There was discussion on cleaning out the cattleguards.

7. There was discussion on people speeding and cutting corners (resulting in damaged culverts). It would be very helpful if people would slow down and stop cutting corners! There was discussion on getting some large rocks and setting them in the corners that people are cutting.
8. There was discussion on the number of people that have gone through the fence at the bottom of a hill on Bomber Mountain. People are encouraged to go the other way when it is icy.
9. 2020 (or later) Proposed or Possible Projects – No update.
  1. Oriva – from Penrose to Fitch (L-Base) (.32 miles)
  2. Fitch – from Oriva to Cloud Peak (L-Base)  
Culvert at Henderson's
  3. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
  4. M & K access road off South Peak – drainage at intersection
  5. Hallelujah Peak – This will be a bigger issue and may be a future project.
  6. Culvert on Moncreiffe, about 60' west of Penrose needs to be addressed.
  7. Seven Brothers – There are a number of issues on this road. This will be a bigger project and will be addressed in the future.

*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.*

10. Road Coordinator:

Appointed until next meeting: Robert Pfeil (307-299-4601) (Dec. until Jan. meeting)

- B. Mailboxes – Post office (how many boxes will be required) / concrete pad / locked box pedestals – No update.

**IV. New Business**

- A. Nick Clevenger moved to add Tom Walker to the signature card at the bank and remove Troy Manselle. Tom Walker seconded. Motion carried unanimously.

**V. Next Regular Meeting: TUESDAY, JANUARY 28, 2020, 5:00 p.m. (Usually the 4<sup>th</sup> Tuesday of each month)**

2020 meeting schedule:

Tues., Jan. 28, 2020, 5:00 p.m.    Tues., Feb. 25, 2020, 5:00 p.m.    Tues., Mar. 24, 2020, 5:00 p.m.  
 Tues., Apr. 28, 2020, 5:00 p.m.    Tues., May 26, 2020, 5:00 p.m.    Tues., June 23, 2020, 5:00 p.m.  
 Tues., July 28, 2020, 5:00 p.m.    Tues., Aug. 25, 2020, 5:00 p.m.    Tues., Sep. 22, 2020, 5:00 p.m.  
 Tues., Oct. 27, 2020, 5:00 p.m.    Tues., Nov. 24, 2020, 5:00 p.m.    Tues., Dec. 22, 2020, 5:00 p.m.

**VI. Adjourn – Tom Walker moved to adjourn the meeting. Nick Clevenger seconded. The meeting adjourned at 6:00 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.
  - 7) 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.

**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](http://www.catheyconsulting.net).

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board  
307-685-8235

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| Robert Pfeil, President (307-299-4601) | Date |
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| Tom Walker, Vice-President (307-660-5271) | Date |
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| Nicholas (Nick) Clevenger, Secretary/Treasurer (509-994-0676) | Date |
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