

**Oriva Hills Improvement & Service District**  
**Regular Meeting Minutes**  
**Tuesday, December 17, 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, Tom Walker, 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 November 19, 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.

<b>Savings Account Balance End of Last Meeting:</b>	<b>\$25,685.92</b>
11/30/24 Interest	\$21.06
<b>Ending Savings Account Balance:</b>	<b>\$25,706.98</b>

<b>Checking Account Balance End of Last Meeting:</b>	<b>\$47,515.07</b>
11/30/24 Interest	\$21.86
12/10/24 Deposit – Assessments	\$25,007.80
12/12/24 Deposit – County Grant	\$3,672.00

<b>Checking Account Balance Prior to Meeting:</b>	<b>\$76,216.73</b>
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Bills Paid / Checks Written at Meeting:

Ck# 1197 Cathey Consulting, LLC	Inv. 7873 – Nov. Admin./bks/compl.	\$420.00
Ck# 1198 J Finch Dirt Works	Inv. 107995 – Hauled 1 load J Base from Quality Agg to Bald Mtn & South Peak / cut washboard and recrowned Penrose, Moncreiffe, Bald Mtn, Bomber Mtn, Fitch, Cloud Peak, Buffalo Back, Daly & Oriva & Five Finger Peaks	\$3,230.00

Ck# 1199 Quality Agg & Constr., Inc.	Inv. 52960 – 12.61 tons J-Base	\$239.59
<b>TOTAL:</b>		<b>\$3,889.59</b>

<b>Ending Checking Account Balance:</b>	<b>\$72,327.14</b>
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Receivables / Assessments: \$43,200.00  
(2024 Assessments total: \$80,800)

**III. Unfinished Business**

A. Road Work

1. Work on South Peak – This is now complete and will be removed from the agenda.
2. 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.**

3. 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.  
9/24/24: Mark Smith will get the culverts.

4. 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.*

5. Projects for 2025, utilizing the County grant:

1. There was discussion on addressing the drainage below a homeowner's driveway at 139 South Peak that runs straight down to South Peak. A culvert is needed at the bottom of the driveway. The biggest problem is the drainage that runs down the driveway and washes out the road (past the corner of South Peak and Bald Mountain). A suggestion was made to include this in a project next spring, applying for a County grant.
2. First stretch of Oriva Road where it comes off of Fitch (going from Fitch to Cloud Peak on Oriva Road) – it gets muddy, and there isn't any drainage on it. (approximately 1.3 miles).
3. Rock on some secondary roads – Gargoyle, upper end of Five Finger Peak, north end of Cloud Peak Ct. (where the bus turns around).
4. Rock on cul-de-sac at end of South Peak (where the pumping unit is).
5. There are a few thin spots on Penrose that could use some limestone.

**If anyone has any suggestions for additional projects next year that can be used under a County grant, please come to a Board meeting.**

B. Road Coordinator until next meeting: Mary Schoen (303-912-1399)

C. Street Signs – Mark Smith picked up the street signs and posts. J Finch Dirtworks will put up the signs and posts (approved at 9/24/24 meeting).

D. 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. No update.

E. Mark Smith will contact the railroad regarding the area they need to maintain.

F. Mark Smith will follow up on the suggestion of putting t-posts at the corners and on culverts. There was discussion.

IV. **New Business**

A. There was discussion on replacing the subdivision sign. The sign is really old. A suggestion was made to get a couple of solar lights for it as well. Pamela Stang will get some quotes. There was discussion on options.

B. There was discussion on fixing the cattleguard at the entrance. Mark Smith and Jason Finch will work on it.

C. The Board asked Jason Finch to blade the road coming off of Echeta.

D. There was discussion on a third tower that's being put up by Visionary.

V. **Next Regular Meeting: TUESDAY, JANUARY 28, 2025, 6:00 p.m.**  
(Usually, the 4<sup>th</sup> Tuesday of each month)

2025 meeting schedule:

Tues., Jan. 28, 2025, 6:00 p.m. / Tues., Feb. 25, 2025, 6:00 p.m. / Tues., Mar. 25, 2025, 6:00 p.m.  
Tues., Apr. 22, 2025, 6:00 p.m. / Tues., May 27, 2025, 6:00 p.m. / Tues., June 24, 2025, 6:00 p.m.  
Tues., July 22, 2025, 6:00 p.m. / Tues., Aug. 26, 2025, 6:00 p.m. / Tues., Sept. 23, 2025, 6:00 p.m.  
Tues., Oct. 28, 2025, 6:00 p.m. / Tues., Nov. 18, 2025, 6:00 p.m.\* / Tues., Dec. 16, 2025, 6:00 p.m.\*  
*\*November and December meetings moved to the 3<sup>rd</sup> Tuesday instead of the 4<sup>th</sup> Tuesday.*

VI. **Adjourn** – Mark Smith moved to adjourn. Pamela Stang seconded. The meeting was adjourned at 6:22 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](http://www.catheyconsulting.net).

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



Signature

Mark Smith

Printed Name

1/28/25

Date



Signature

Pamela Stang

Printed Name

1/28/25

Date

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