

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, December 20, 2022, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Mark Smith
Board Members Not Present: *Vacant Director Position*
Others Present: Helenanne Cathey

Nick Clevenger called the meeting to order at 6:06 p.m.

- I. Director Vacancy** – Floyd Cape has declined the director position. The County has advised that the Board will need to appoint someone to fill the vacant position until the next election. If anyone is interested in serving on the Board of Directors, please contact a Board member or come to the next meeting.
- II. Minutes** – Nick Clevenger moved to approve the minutes for the regular meeting on November 22, 2022, as written. Mark Smith seconded. Motion carried unanimously.
- III. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were available for review. Nick Clevenger moved to accept the treasurer's report and pay bills as presented. Mark Smith seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,177.73
11/30/22 Interest	\$20.18
Ending Savings Account Balance:	\$25,197.91

Checking Account Balance End of Last Meeting:	\$33,388.18
11/30/22 Interest	\$7.97
12/09/22 Deposit – Assessments	\$27,802.53
Checking Account Balance Prior to Meeting:	\$61,198.68

Bills Paid / Checks Written at Meeting:	
Ck# 1123 Cathey Consulting, LLC	Inv. 6843 – Additional time/director \$482.85
	Election, certified letter \$107.85
	Inv. 6830 – Nov. adm./bks/postage \$375.00
Ck# 1124 Crown Grading	Inv. 130 – Road work \$900.00 \$2,700.00
	Inv. 131 – Snow removal \$1,800.00
TOTAL:	\$3,182.85
Ending Checking Account Balance:	\$58,015.83
Receivables / Assessments: \$43,200.00	

- IV. Unfinished Business**
- A. Road Work – No update.
- B. Road Coordinator: Appointed until next meeting: Mark Smith (307-660-4132)
- C. Mailboxes – No update.
- D. Street Signs – No update.
- V. New Business**
- A. An e-mail was received from Brigade Emissions Abatement Service and Testing requesting access to the District's property for testing for orphaned and abandoned oil and gas wells. Nick Clevenger contacted them and took care of it.
- VI. Next Regular Meeting: TUESDAY, JANUARY 24, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)**
- 2023 Meeting Schedule:
Tues., Jan. 24, 2023, 6:00 p.m. / Tues., Feb. 28, 2023, 6:00 p.m. / Tues., Mar. 28, 2023, 6:00 p.m.

Tues., Apr. 25, 2023, 6:00 p.m. / Tues., May 23, 2023, 6:00 p.m. / Tues., June 27, 2023, 6:00 p.m.
 Tues., July 25, 2023, 6:00 p.m. / Tues., Aug. 22, 2023, 6:00 p.m. / 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.

VII. Adjourn – Nick Clevenger moved to adjourn the meeting. Mark Smith seconded. The meeting adjourned at 6:11 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
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Nicholas (Nick) Clevenger, Vice President (509-994-0676)	Date
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Vacant, Secretary/Treasurer	Date
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