

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

Board Members Present: Mark Smith, Mary Schoen, Pamela Stang
Others Present: Helenanne Cathey, Mary Finch

Mark Smith called the meeting to order at 6:01 p.m.

- I. Minutes** – Mary Schoen moved to approve the minutes for the regular meeting on January 23 ,2024, as written. Mark Smith seconded. Motion carried unanimously.
- II. Treasurer’s Report / Bills** – The treasurer’s report, bank statements and bills were available for review. 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:		\$25,472.76
01/31/24 Interest	\$21.58	
Ending Savings Account Balance:		\$25,494.34
Checking Account Balance End of Last Meeting:		\$62,805.15
01/31/24 Interest	\$24.56	
02/09/24 Deposit – Assessments	\$608.09	
Checking Account Balance Prior to Meeting:		\$63,437.80
Bills Paid / Checks Written at Meeting:		
Ck# 1166 Cathey Consulting, LLC	Inv. 7433 – January adm./bks/compliance	\$400.00
Ck# 1167 J Finch Dirt Works	Inv. 107975 – Bladed roads, cut wash board & recrowned – Bald Mtn., Bomber Mtn. / South Peak / dug out buried culvert on Woolsey	\$1,570.00
TOTAL:		\$1,970.00
Ending Checking Account Balance:		\$61,467.80
Receivables / Assessments: \$35,600.00		

III. Unfinished Business

- A. Road Work - There was discussion on what projects should be done this year. A scope will be developed to be reviewed at the March meeting so that bids can be requested and a grant application submitted the first part of April. Mark Smith will work on the scope for the project(s).

1. ON HOLD UNTIL SPRING

1) as of 6/12/23:

- Moncreiffe from Cloud Peak to Penrose – pulling ditches and adding rock / about 2,500 feet (2nd on priority list)
- On Cloud Peak from corner of Fitch and Cloud Peak west toward corner where it turns into Five Fingers.
- Daly Road – from Fitch to Buffalo Back – about 1,800 feet and a couple of other spots that could use some rock. One culvert should be installed. 10/24/23: One culvert needs to be replaced on Daly.
- Fitch – Will eventually be a project like Penrose was

2) as of 10/24/23:

- 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. This was completed and invoices received and paid 2/27/24.
- Culvert on Daly that is damaged and not functioning to be addressed in the spring.

3) As of 11/28/23:

- Work on South Peak.

2. Fences in road right-of-way – There was discussion on fences that have been built too close to the road. The Board discussed a new owner that has a fence too close to the road. The fence was built before this person purchased the property. A suggestion was made that a board member talk to them to see if they are aware of the required setbacks.
 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.
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.
4. Future Projects:
 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.
5. Road Coordinator:
 - Appointed until next meeting: Mark Smith (307-660-4132)
 - Next: Mary Schoen (313-912-1399)
 - Pamela Stang (307-670-0292)
- B. Mailboxes – There was discussion on the mailboxes and polling the members of the District for their input on whether or not they want the mailboxes. Pamela Stang will draft a document to be considered at the next meeting for mailing and e-mailing to homeowners.
 1. April, 2023 meeting – A motion was made to increase assessments by \$100 for mailboxes
 2. May, 2023 meeting – The consensus was to not do the increase for mailboxes and to do a mailing to everyone for input on mailboxes.
- C. Street Signs – Mark Smith picked up the street signs in September, 2023. Posts will be picked up when the weather is better and installed in the spring/summer of 2024.
- 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.

IV. New Business

- A. An e-mail was received from a resident that asked about investing some of the District’s money into CDs or a Money Market account. Special Districts can put their money into CDs or Savings or other types of investment funds, but they have to meet statutory requirements for public funds. There was discussion on the question. The District’s savings account is an emergency account – for an extreme weather event like a big snow storm in the winter so tying up the District’s funds in a CD may not make sense. There is a WyoStar and WyoStar II program that governmental entities can put their money in. The consensus of the Board is to consider other options for the District’s savings account and look at adding funds to that account each year to make sure it stays ahead of inflation.

V. Next Regular Meeting: TUESDAY, MARCH 26, 2024, 6:00 p.m.

(Usually, the 4th Tuesday of each month)

2024 meeting schedule:

Tues., Mar. 26, 2024, 6:00 p.m.

Tues., Apr. 23, 2024, 6:00 p.m. / Tues., May 28, 2024, 6:00 p.m. / Tues., June 25, 2024, 6:00 p.m.

Tues., July 23, 2024, 6:00 p.m. / Tues., Aug. 27, 2024, 6:00 p.m. / Tues., Sep. 24, 2024, 6:00 p.m.

Tues., Oct. 22, 2024, 6:00 p.m. / Tues., Nov. 26, 2024, 6:00 p.m. / Tues., Dec. 17, 2023, 6:00 p.m.*

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

VI. Adjourn – Mark Smith moved to adjourn. Mary Schoen seconded. The meeting was adjourned at 6:35 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 _____

Pamela Stang, Vice President (307-670-0292) _____ Date _____

Mary Schoen, Secretary/Treasurer (303-912-1399) _____ Date _____