

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, February 28, 2023, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Mark Smith,
Pamela Stang (by phone)
Others Present: Helenanne Cathey

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

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on January 24, 2023, as written. Nick Clevenger 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 bills as presented. Nick Clevenger seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,219.32
01/31/23 Interest	\$21.43
Ending Savings Account Balance:	\$25,240.75
Checking Account Balance End of Last Meeting:	\$63,661.04
01/31/23 Interest	\$18.56
02/09/23 Deposit – Assessments	\$1,221.49
Checking Account Balance Prior to Meeting:	\$64,901.09
Bills Paid / Checks Written at Meeting:	
Ck# 1126 Cathey Consulting, LLC	Inv. 6909 – Jan. adm./bks/postage \$375.00
Ck# 1127 Crown Grading	Inv. 132 – Snow removal \$2,820.00
TOTAL:	\$3,195.00
Ending Checking Account Balance:	\$61,706.09
Receivables / Assessments: \$36,000.00	

III. Unfinished Business

- A. Road Work –
1. Fences in the right-of-way – Residents are encouraged to contact the County Attorney's office to register complaints about fences on the roads. They may take action if enough people call.
 2. There was discussion on roads. Two projects for this spring, possibly, include: 1) There is no rock on Fitch and drainage needs work as well. 2) Finish Bomber. There was discussion on using smaller rock, but the concern is that it crushes to dust much quicker. The crushed rock is also more money. Limestone costs quite a bit more, so scoria was suggested. Washboard is also a concern. Blading will be done when possible, but the biggest problem is people driving too fast. If there is no moisture, blading the washboard won't last. Someone crushed a culvert at 42 Five Fingers. The individual who did the damage is going to court, and the District should get a check to replace that culvert.
 3. There was \$24,252.44 remaining for blading and reshaping roads and getting rock down where needed. The consensus is to call this project complete and use the money this spring for other road projects.
- B. Road Coordinator: Appointed until next meeting: Mark Smith (307-660-4132)
- C. Mailboxes – Nick Clevenger reported that the mailboxes are here but he still has not been able to get ahold of the postmaster. Pamela Stang volunteered to work on this project. The Board would like to get the mailboxes out in the District if there is a place to store them. There was discussion on a building or a wind break type fence behind it. A building is likely too expensive.
- D. Street Signs – There was discussion on the street sign project. A list of signs will need to be developed, and then the signs can be requested from the County. This may need to be done in the spring or summer.

IV. New Business

- A. Road work for spring/summer / County grant application – Board members will work on developing a scope and getting quotes so a grant application can be submitted the first part of April.
- B. Mark Smith moved to update the signature card at the bank, adding Pamela Stang and removing Robert Pfeil. Nick Clevenger seconded. Motion carried with Mark Smith and Nick Clevenger voting aye. Pamela Stang abstained.
- C. The Wyoming Association of Special Districts is an organization that advocates for special districts and provides training for Board members. The cost to become a member is \$100. This will be discussed during the budget process.
- D. There was discussion on snow removal. A number of people volunteered their time and cleared streets and driveways. Crown Grading also contacted for moving snow, and a bill was approved at this meeting. Brian Schmidt was also contacted and will have a bill for approval at the next meeting for snow removal.

V. Next Regular Meeting: TUESDAY, MARCH 28, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2023 Meeting Schedule:

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.*

VI. Adjourn – Mark Smith moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 6:28 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 _____

Nicholas (Nick) Clevenger, Vice President (509-994-0676) _____ Date _____

Pamela Stang, Secretary/Treasurer (307-670-0292) _____ Date _____