

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, January 24, 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 (appointed at this meeting)
Others Present: Helenanne Cathey, Sean Egerstrom

Mark Smith called the meeting to order at 5:46 p.m.

(Meeting started a little early as a Board member was supposed to report to work at 6:00, and all those at the meeting had no issues with starting early. No one else arrived for the meeting at 6:00 p.m. or after.)

- I. Director Vacancy** – McKenzie Heaton sent an e-mail 12/28/22 expressing an interest in serving on the Board and was encouraged to attend a District meeting. Pamela Stang expressed an interest in serving on the Board. Mark Smith moved to appoint Pamela Stang to fill the open director position until the next election (November, 2024) and serve as Secretary/Treasurer. Nick Clevenger seconded. Motion carried unanimously.
- II. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on December 20, 2022, as written. Nick Clevenger 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:	\$25,197.91
12/31/22 Interest	\$21.41
Ending Savings Account Balance:	\$25,219.32
 Checking Account Balance End of Last Meeting:	 \$58,015.83
12/31/22 Interest	\$15.57
01/09/23 Deposit – Assessments	\$6,004.64
Checking Account Balance Prior to Meeting:	\$64,036.04
Bills Paid / Checks Written at Meeting:	
Ck# 1125 Cathey Consulting, LLC	Inv. 6869 – Dec. adm./bks/postage \$375.00
TOTAL:	\$375.00
Ending Checking Account Balance:	\$63,661.04
Receivables / Assessments: \$37,200.00	

- IV. Unfinished Business**
- A. Road Work – There was discussion on roads. Concerns were noted about the big rock used on some spots and also on the lack of snow removal on South Peak. There was discussion on applying for the County grant for rock for a road project this year. There is still some money remaining for work approved last year, and there was discussion on possibly installing some culverts.
- B. Road Coordinator: Appointed until next meeting: Nick Clevenger (509-994-0676)
- C. Mailboxes – Nick Clevenger reported that the mailboxes are here. He has talked to the Assistant Postmaster, but the Assistant can't make any decisions. He still has not been able to talk to the Postmaster.
- D. Street Signs – No update.
- V. New Business**
- A. The Board will talk to James Newman about making sure that snow removal is done on South Peak when blading snow.
- VI. Next Regular Meeting: TUESDAY, FEBRUARY 28, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)**
- 2023 Meeting Schedule:
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 – Mark Smith moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 6:05 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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Pamela Stang, Secretary/Treasurer (307-670-0292)	Date
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