

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, July 23, 2024, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mary Schoen, Pamela Stang
Board Members Not Present: Mark Smith
Others Present: Helenanne Cathey, Mary Finch

Pamela Stang called the meeting to order at 6:02 p.m.

- I. Minutes** – Pamela Stang moved to approve the minutes for the budget hearing and regular meeting on June 25, 2024, as written. Mary Schoen seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Pamela Stang moved to accept the treasurer's report and pay the bills as presented. Mary Schoen seconded. Bald Mountain and Bomber Mountain need some work (due to washboard), but because they are so dry, Jason Finch recommended waiting until there is some moisture. It won't do any good to blade them when it's this dry. They are on the list to be addressed when conditions are right. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,578.77
06/30/24 Interest	\$20.97
Ending Savings Account Balance:	\$25,599.74

Checking Account Balance End of Last Meeting:	\$72,374.23
06/26/24 Deposit – Assessments	\$2,276.86
06/30/24 Interest	\$25.32
Checking Account Balance Prior to Meeting:	\$74,676.41

Bills Paid / Checks Written at Meeting:

Ck# 1180	Brian Schmidt	Inv. 658552 – Brush mowing & clean up on Fitch Rd 2.9 hours	\$319.00
Ck# 1181	Cathey Consulting, LLC	Inv. 7652 – June Admin./bks/compliance	\$400.00
Ck# 1182	Gillette News-Record	Inv. 25095 – Director Election legal ad	\$111.80
Ck# 1183	J Finch Dirt Works	Inv. 107983 – Uncovered buried culverts & drainage on Fitch and Cloud Peak between Fitch & Five Fingers Peak Rd / hauled off grass and dirt from culverts / put in ditch and drainage and narrowed road to 22 ft & crowned to 4% on Cloud Peak. Cut out washboard and recrown.	\$1,420.00

TOTAL:	\$2,250.80
Ending Checking Account Balance:	\$72,425.61
Receivables / Assessments: \$5,800 (2023 Assessments) / \$80,800 (2024 Assessments)	

III. Unfinished Business

1. Road work –

1. Mary Schoen reported that she and Mark Smith have started developing a scope in order to get bids and apply for the County grant. Some of the following items will be included in the scope:

- 1) Moncreiffe from Cloud Peak to Penrose – pulling ditches and adding rock / about 2,500 feet (2nd on priority list). Also culvert on Moncreiffe, about 60' west of Penrose needs to be addressed.
- On Cloud Peak from corner of Fitch and Cloud Peak west toward corner where it turns into Five Fingers. This is estimated at about 2,000 feet.

- Daly Road – from Fitch to Buffalo Back – about 1,800 feet and a couple of other spots (a total of about 2,000 feet) 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 – Some work was done on Fitch this last month – ditches and culverts.
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. Invoices received and paid 2/27/24.
Culvert on Daly that is damaged and not functioning to be addressed in the spring. **Pamela Stang moved to fix or replace this culvert on Daly. Mary Schoen seconded. Motion carried unanimously.**
3. As of 11/28/23:
- Work on South Peak.
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.
- Mary Schoen reported that she talked to Mark Smith about moving the culverts to community property. James Newman doesn’t mind the culverts sitting at his property, but the concern is access for other contractors to the culverts when needed. **Pamela Stang moved to relocate the culverts to the community property so that any District contractors can access them when needed. Mary Schoen seconded. Motion carried unanimously.**
- Pamela Stang reported that someone called her regarding the community property and how it is accessed. People at the meeting weren’t sure how the community property works. Since it is fenced, how do people get in there? It should be open to anyone in the District. Some research will be done, and this will be discussed at the next meeting.
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. Road Coordinator:

Appointed until next meeting: Pamela Stang (307-670-0292)

- B. Street Signs – Mark Smith picked up the street signs and posts and will install them in summer/fall 2024. No update.
- C. 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.

Board members agree that there are some inadequate culverts in homeowner driveways. The consensus is to ask Jason Finch to talk to homeowners when the situation arises and work collaboratively with homeowners to resolve culvert issues.

There was discussion on putting a flyer on people’s doors when work is being done on a road. There are a few issues with this idea. Another suggestion was to put up a sign / bright colored sign in the area that is being worked on. **Pamela Stang moved to put up an 8.5 X 11 sign when work is done on roads – one at the start of the project and one at the end of the project. Mary Schoen seconded. Motion carried unanimously.**

- D. Director election (November 5, 2024 – Stang and Schoen (1 director for the remaining 2 years of a 4-year term and one for a 4-year term) – Anyone interested in running for the Board and having their name on the ballot needs to submit an application between August 7th and August 27th. The application is available from the office of Cathey Consulting and online at www.catheyconsulting.net.

IV. New Business

- A. The November meeting was moved to November 19th instead of November 26th because it was so close to Thanksgiving.

**V. Next Regular Meeting: TUESDAY, AUGUST 27, 2024, 6:00 p.m.
(Usually, the 4th Tuesday of each month)**

2024 meeting schedule:

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. 19, 2024, 6:00 p.m.* / Tues., Dec. 17, 2023, 6:00 p.m.*

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

VI. Adjourn – Pamela Stang moved to adjourn. Mary Schoen seconded. The meeting was adjourned at 6:42 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.

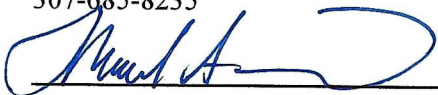
* All Other Roads – 60 foot right-of-way – This means that there should be a minimum of 30 feet between the center of the road and any fence on either side of the road.

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



Signature

Mark Smith

Printed Name

8/27/24

Date



Signature

MARY R. SCHOEN

Printed Name

8/27/24

Date

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