

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, July 25, 2023, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mark Smith, Pamela Stang
Board Members Not Present: Nick Clevenger
Others Present: Helenanne Cathey, Mary Finch, Sean Egerstrom, Alyssa Black

Mark Smith called the meeting to order at 6:00 p.m.

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting and budget hearing on June 27, 2023, and the special meeting on July 5, 2023, as written. Pamela Stang 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:	\$25,323.87
06/30/23 Interest	\$20.82
Ending Savings Account Balance:	\$25,344.69

Checking Account Balance End of Last Meeting:	\$70,038.99
06/30/23 Deposit – Assessments	\$2,067.35
06/30/23 Interest	\$19.27
Checking Account Balance Prior to Meeting:	\$72,125.61

Bills Paid / Checks Written at Meeting:

Ck# 1141	Cathey Consulting, LLC	Inv. 7131 – June adm./bks/postage \$375.00	\$475.00
		Inv. 7152 – Special meeting 7/5/23 \$100.00	
Ck# 1142	J. Finch Dirt Works	Inv. 107954 – Blade Bomber Mtn from Penrose to Seven Brothers 2 hrs. \$240.00	\$960.00
		Inv. 107956 – 24 Five Finger Peak Rd 6 hrs. \$720.00	
Ck# 1143	Quality Agg & Construction	Inv. 49696 – 2" 480 cubic yards scoria at \$9.50	\$4,560.00
Ck# 1144	Wyo. Assoc. of Special Distr.	Membership	\$100.00
TOTAL:			\$6,095.00
Ending Checking Account Balance:			\$66,030.61

Receivables / Assessments: \$83,000.00 (2022 Assessments \$2,200 / 2023 Assessments \$80,800)

III. Unfinished Business

A. Road Work

1. Road Project (6/12/23): Bomber Mountain Road – from the intersection of Penrose and Bomber Mountain to 63 Bomber Mountain – 2,800 feet – repair 1 culvert, add 2 new culverts, Reshape according to County specifications, ditches to County specifications, 4" of 2" minus scoria with fines, 2,800 top cap 4" of J-base limestone. The project was approved with the following contractors:

J Finch Dirt Works – to do the road work

Crown Grading – to do the trucking

Rock - Mark Smith moved to get the J-Base Limestone from Quality Agg.

Pamela Stang seconded. Motion carried unanimously. Mark Smith moved to get the scoria from Melgaard Construction. Pamela Stang seconded. Motion carried unanimously.

Work will commence after the County Grant is approved, and the County Grant is on the County Commissioners' Agenda for August 1, 2023.

Project cost estimate \$51,599 / County grant amount requested \$14,779.75

2. ON HOLD 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.
- Fitch – Will eventually be a project like Penrose was

3. Fences in road right-of-way. No update.

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.

4. **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

Pamela Stang reported that Jason Finch is working on a project on South Peak where the road is washing out, and he needs some of the culverts from inventory. He was not able to get ahold of anyone regarding where the culverts are stored. Mark Smith will contact James Newman regarding the culverts.

5. 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.

6. Road Coordinator:

Appointed until next meeting: Nick Clevenger (509-994-0676)
Next: Mark Smith (307-660-4132)
Pamela Stang (307-670-0292)

B. Mailboxes – The history of the latest actions on mailboxes is listed below. The consensus is to put this project on hold for now.

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 – 1) Prepare list of street signs to be ordered; 2) Order signs; 3) Install street signs as needed. Mary Finch provided a list of signs, but the Board asked her to provide a list replacing more signs. She will provide an updated list and the number of posts and brackets that are needed.

IV. New Business

- A. More fencing has been put up on South Peak right down the side of the road. Landowners are reminded that fences need to be off the road the proper distance (see notes below – road right-of-way distances).
- B. A letter was received from Beatty & Wozniak, P.C. regarding Contango Resources LLC's access to a lot in the District. The letter was sent to a property owner with a copy to the District. If Contango Resources is going to be using the roads in the District, a suggestion was made to send a letter to the attorney that the District expects payments to be made to the District for maintenance and repairs of the roads if Contango uses the District's roads. Helenanne Cathey will draft a letter for Mark Smith to approve and sign to be sent to Beatty and Wozniak, P.C.
- C. A credit application for Contractors Supply was signed to set up an account for the District to purchase culverts or other supplies as needed.
- D. Helenanne Cathey asked that the District move the August meeting to Tuesday August 29th or Tuesday, August 15th so that she can attend a training that the Department of Audit is providing in Cheyenne. Mark Smith moved to change the August meeting date to Tuesday, August 15, 2023, at 6:00 p.m. instead of Tuesday, August 22nd. Pamela Stang seconded. Motion carried unanimously.
- E. Training Requirements for Board members – All Board members and staff dealing with the Districts are required to complete a Department of Audit approved training by June 30, 2024. There is one scheduled for August 23rd, but there should be additional training opportunities available down the road.
- F. Culverts – 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.

V. Next Regular Meeting: TUESDAY, AUGUST 15, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2023 Meeting Schedule:

Tues., Aug. 15, 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. Pamela Stang 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
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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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