

**Oriva Hills Improvement & Service District
Budget Hearing and Regular Meeting Minutes**

Tuesday, June 27, 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, Brett Haynes, Rod & Corinne Torrence, Sean Egerstrom, Mary Finch, Jason Finch, Marta Ellsworth, Leonard Coleman

BUDGET HEARING

Called the budget hearing to order at 6:05 p.m. The budget for 7/1/23 – 6/30/24 was reviewed. There was some discussion on the budget and an opportunity for public comment. Mark Smith moved to adjourn the budget hearing. Pamela Stang seconded. Motion carried unanimously. The budget hearing adjourned at 6:07 p.m.

REGULAR MEETING

Mark Smith called the regular meeting to order at 6:08 p.m.

- I. Budget** – Mark Smith moved to adopt the budget for 7/1/23 – 6/30/24 for \$206,770 and adopt a resolution to assess and submit assessments to the County as approved in the budget. Pamela Stang seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on May 23, 2023, and the special meeting on June 12, 2023, as written. Pamela Stang seconded. Motion carried unanimously.
- III. 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: **\$25,302.37**

05/31/23 Interest \$21.50

Ending Savings Account Balance: **\$25,323.87**

Checking Account Balance End of Last Meeting: **\$50,736.49**

05/31/23 Interest \$16.44

06/12/23 Deposit – Assessments \$25,564.66

Checking Account Balance Prior to Meeting: **\$76,317.59**

Bills Paid / Checks Written at Meeting:

Ck# 1136 Cathey Consulting, LLC Inv. 7086 – May adm./bks/postage \$375.00 \$525.00

Inv. 7103 – Special meeting \$150.00

Ck# 1137 Crown Grading Inv. 136 – Spread rock on Fitch/Blade 9.5 hrs. \$1,140.00

Ck# 1138 Gillette News-Record Inv. 3304 – Budget hearing ad \$93.60

Ck# 1139 J. Finch Dirt Works Inv. 107951 – Blade Gargoyle, 7 Brothers \$420.00

3.5 hrs.

Ck# 1140 Midnight Trucking LLC Inv. 126 – Haul scoria to Fitch Road \$4,100.00

TOTAL: **\$6,278.60**

Ending Checking Account Balance: **\$70,038.99**

Receivables / Assessments: \$4,200.00

IV. Unfinished Business

A. Road Work

1. Road work -

1. 6/12/23 meeting priorities:

- 1) Bomber Mountain – Bids were requested for 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.

Only one bid was received by the deadline of Tuesday, June 27th at 5:00 p.m. One contractor reported that they did not receive the e-mail. The County grant requires at least two bids for consideration. The consensus is to extend the deadline for submitting a bid until 5:00 p.m. Friday, June 30, 2023.

A special meeting will be held Wednesday, July 5, 2023, at 6:30 p.m. at the office of Cathey Consulting to review bids and award a bid to proceed, contingent upon the approval of the County Grant, and submit a County grant application.

Helenanne Cathey reported that the bid that was received was not shared publicly or with the Board and will not be shared until the Board is ready to review all submitted bids.

There was discussion on blading Bomber Mountain prior to the project as it is really rough.

- 2) Other projects discussed / 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 HOLD.
 - On Cloud Peak from corner of Fitch and Cloud Peak west toward corner where it turns into Five Fingers. ON HOLD.
 - On Fitch from Cloud Peak to Oriva. This is done.
 - 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. ON HOLD.
 - Concerns raised on no blading on Seven Brothers and Gargoyle Peak. This is done.
 - Fitch – Will eventually be a project like Penrose was. ON HOLD.
2. Fences in road right-of-way. No update, but there was a discussion on the issue with fences. The problem is that some people have put their fences right on the edge of the road. This makes it impossible to take care of the road properly. It hinders or prevents snow removal and regular road blading. The District has asked the County Attorney's office to help with this problem. There is no way to bring a modular or mobile home in the area where people have put fences. History:
 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
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: Pamela Stang (307-670-0292)

Next: Nick Clevenger (509-994-0676)

Mark Smith (307-660-4132)

B. Mailboxes –

1. April meeting – A motion was made to increase assessments by \$100 for mailboxes
2. May meeting – The consensus was to not do the increase for mailboxes this fiscal year and to do a mailing to everyone for input on mailboxes.

- C. Street Signs – 1) Prepare a list of street signs to be ordered; 2) Order signs; 3) Install street signs as needed. This topic has been on the agenda for a while. A request was made for a volunteer to put a list together of signs that are needed. Mary Finch volunteered to put together a list of signs and the number of posts and brackets that are needed.

V. **New Business**

- A. Official Depository – Mark Smith moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Pamela Stang seconded. Motion carried unanimously.
- B. Public records notice – Two board members signed the notice to submit to the County stating that the District's records are stored at the office of Cathey Consulting with office hours most Mondays through Thursdays 9 a.m. to 5 p.m.
- C. There was a discussion on cleaning out culverts. Mark Smith suggested that the Bomber Mountain project be completed first and then look at culverts.
- D. A culvert is requested on South Peak between 139 South Peak and the property across the street from them.
- E. A suggestion was made for a culvert on Cloud Peak. The address will be provided.
- F. **A reminder to residents that if you have an issue with the roads, please contact the Road Coordinator so they can try to get it addressed. Posting on Facebook isn't the appropriate way to get information to the Road Coordinator. Call or text the Road Coordinator or come to a monthly meeting.**
- G. Concerns were discussed on the roads and blading.
- H. A question was asked about last month's bill for blading. The Board explained that nearly all of the Districts roads (about 22 miles) were bladed.
- I. A question was asked about the District's roads – are they private or County? The roads are public roads and they are maintained by the District. They are not County roads and the County won't maintain the District's roads. The County has been adamant that they will not any other roads as County roads. In the event of an emergency, the County may provide some snow removal or assistance. The County District Support Grant program helps with costs (25% or up to 50% for drainage improvements) if the road meets the County specifications, and that program comes from the 1% sales tax in the County.
- J. A question was asked about using better material than scoria. The District is moving in that direction, but the better material comes with a higher cost. The biggest reason for the higher cost is the cost of trucking.

VI. **Next Regular Meeting: TUESDAY, JULY 25, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)**

2023 Meeting Schedule:

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. Pamela Stang seconded. The meeting was adjourned at 7:02 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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Budget - Oriva Hills I & S District - 7/1/2023 - 6/30/2024					
Budget Hearing: Tuesday, June 27, 2023, 6:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717					
		Actual	Budget	Actual	Budget
		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24
		(F32)		(ESTIMATED)	
Revenue					
	Assessments (1 fewer lots in 2021)	80,800	80,800	80,800	80,800
	Special Assessment for mailboxes				0
	Assessments - Interest	728	500	317	500
	Interest - Bank	82	70	160	70
	Surface Use Agreement M & K		0		0
	Surface Use - Other				
	Other - Utility Cable / Assoc. Work (reimburse)				
	Grants - County		31,250		31,250
	Grants - County (18-19 road project)				
	Receivables End of FY		4,200		0
	TOTAL REVENUE	81,610	116,820	81,277	112,620
	CASH CARRYOVER		158,755		94,150
	TOTAL REVENUE PLUS CASH CARRYOVER	81,610	275,575	81,277	206,770
Expenditures					
Administrative					
	Contract Admin./Bookkeeping (\$400 X 12) + \$200	4,081	5,000	4,640	5,000
	Contract Legal		600		600
	Miscellaneous				
	Office / Postage / Advertising, etc.	289	1,200	1,100	1,200
	Taxes - Rec. area	53	100	55	100
	Travel				
	TOTAL ADMINSTRATIVE	4,423	6,900	5,795	6,900
Indirect					
	Insurance - Liability / D & O / Bonding	750	750	750	750
	Miscellaneous				
	TOTAL INDIRECT COSTS	750	750	750	750
Operations					
	Misc (Cash Carryover less reserves) - Roads		108,725		44,120
	Mailboxes				0
	Road Work-blading/rock/drainage/culverts	42,388	30,000	100,000	30,000
	Road Work - Blading Snow and Ice	6,860		9,395	
	Road Projects - Major Work (Grant elig.)		125,000		125,000
	Payables End of FY		0		0
	Utility Work				
	TOTAL OPERATIONS COSTS	49,248	263,725	109,395	199,120
	TOTAL EXPENDITURES	54,421	271,375	115,940	206,770
Capital Improvements / Reserves					
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES	0	0	0	0
	TOTAL EXP. PLUS NET RESERVES	54,421	271,375	115,940	206,770
	CURRENT YEAR NET (REV - EXP + MISC.)	27,189	-45,830	-34,663	-50,030
	CURRENT YR CASH + REV - TOTAL EXP.		4,200		0
	Receivables Start of FY	6,200		4,200	
	Payables Balance Start of FY	342		8,548	
		6/30/2021	6/30/22 (EST)	6/30/2022	6/30/23 (EST)
BEGINNING OF FISCAL YEAR BALANCES					
	GENERAL FUNDS	86,731	149,622	108,016	85,017
	GENERAL FUND - SAVINGS ACCT	9,036	9,133	25,145	9,133
	TOTAL FUNDS BEGINNING OF YEAR	95,767	158,755	133,161	94,150
	Receivables Balance End of FY	4,200			
	Payables Balance End of FY	8,548			
	End of Year Bank Balance	133,162		94,150	

\$400 X 202 lots (2021)
 \$100 per lot (X 202 lots) (\$20,200)
 pulled from the budget 5/23/23

25% of grant eligible road wk.
 50% reimb. for drainage 1 time per rd.
 End of Prior Yr. Receivables

(Carryover)

CASH CARRYOVER
 CASH CARRYOVER

Budget Message: The District manages the roads and provides ongoing maintenance and improvements to the roads as the budget allows.
 The District does not have any reserves.

Board Member Signature

Board Member Signature

Directors: Mark Smith (Pres.) term ends Nov., 2026 / Nick Clevenger (Vice Pres.) and Pamela Stang (Sec./Treas.- appointed) terms ends 2024
 Meetings are the fourth Tuesday of each month at 6:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette. Office hours generally Monday through Friday, 9 a.m. to 5 p.m.