

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, March 23, 2021, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Robert Pfeil, Mark Smith
Others Present: Helenanne Cathey, Kari Purinton, James Newman

Robert Pfeil called the meeting to order at 6:00 p.m.

- I. Minutes** – Minutes are e-mailed and posted online after each meeting at www.catheyconsulting.net. Robert Pfeil moved to approve the minutes for the regular meeting on February 23, 2021, as written. Nick Clevenger seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Robert Pfeil 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:	\$8,632.35
02/28/21 Interest	\$0.66
03/23/21 Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$8,733.01
Checking Account Balance End of Last Meeting:	\$76,554.14
02/28/21 Interest	\$4.21
03/09/21 Deposit – Assessments	\$800.00
Checking Account Balance Prior to Meeting:	\$77,358.35

Bills Paid / Checks Written at Meeting:

Ck# 1050 Cathey Consulting, LLC	Inv. 5900 – Feb. adm./bks/postage	\$ 341.10
Ck# 1051 Local Gov't Liability Pool	Inv. 13020 – 7/1/21-6/30/22 liab. insurance	\$ 500.00
Ck# 1052 Oriva Hills ISD	Monthly Transfer to Savings (\$100/mo.)	\$ 100.00
Ck# 1053 Crown Grading	Inv. 111 – Blade roads	\$ 950.00
TOTAL:		\$ 1,891.10
Ending Checking Account Balance:		\$75,467.25

Receivables / Assessments: \$36,400.00

III. Unfinished Business

A. Road Work –

1. Letters to landowners with fences on the road that need to be moved back out of the road right-of-way.
 - A letter was sent 2/2/21 to the owner of 12 Hallelujah Peak Court to keep the fence 30' from the center of the road.
 - At the last meeting, the Board approved mailing a letter to all landowners. A letter was drafted, but there is additional information that should be included. There are actually four roads with 100' easements, and the rest are 60'. In the engineered study, it was stated that the District was not responsible for maintaining or improving roads that haven't been accepted or built to County specifications. The County has also confirmed that it is not the District's responsibility to build roads to County specifications. The District may need to clearly identify which roads will be maintained and which will need some work before the District will do improvements or maintain them. There was discussion on going through all of the roads and making a decision on which roads will be maintained and which will not be maintained and putting it down on paper. The letter is on hold for now.
2. The following are on hold and will be discussed in the spring:
 1. Corner on Bomber
 2. Culvert on the corner of Woolsey and Moncreiffe

Culvert Inventory (10/27/2020):

3 each 18" X 20' culverts

3 each 18" X 15' culverts

3 each 18" bands

3. Starvation Peak Road – At the last meeting, the Board affirmed that the District will not build roads. If landowners or developers build a road, and build it to County specifications, then the District will maintain it, but the District doesn't build new roads. The County sent an e-mail regarding the direction they gave to someone who has purchased property on the road and is hoping to develop the road. It will be up to the landowners to build the road to County specifications if they want the District to maintain the road.
4. Other Future Projects (no update):
 1. *(Discussion Nov., 2020):* North end of South Peak and north end of Cloud Peak, spot on Five Fingers, several areas on Moncreiffe, Bomber Mountain sections, about a half a mile on Bald Mountain. (Cloud Peak is still eligible for 50% grant for drainage improvements)
 2. Fitch – from Oriva to Cloud Peak (L-Base) / Culvert at Henderson's / soft spots
 3. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
 4. M & K access road off South Peak – drainage at intersection
 5. Hallelujah Peak – This will be a bigger issue and may be a future project.
 6. Culvert on Moncreiffe, about 60' west of Penrose needs to be addressed.
 7. Seven Brothers – There are a number of issues on this road. This will be a bigger project and will be addressed in the future.

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: Mark Smith (307-660-4132)

- B. Mailboxes – Nick Clevenger reported that there will be 225 individual boxes and several package boxes. We don't know the number of pedestals. Robert Pfeil will look into costs for the concrete pad, and there was discussion on a three-sided building at some point. There was discussion on the location of the mailboxes.
- C. Street Signs – Signs were ordered. There was discussion on making sure the street signs are on the correct side of the street.

IV. New Business

- A. The Local Government Liability Pool renewal application was completed and will be returned to renew the general liability and directors & officers insurance for the next fiscal year.
- B. Budget for 7/1/21 – 6/30/22 – The budget for the next fiscal year was discussed. The budget will be updated over the next few months and finalized at the June budget hearing and regular meeting.

V. Next Regular Meeting: TUESDAY, APRIL 27, 2021, 6:00 p.m. (Usually, the 4th Tuesday of each month)
2021 meeting schedule:

Tues., Apr. 27, 2021, 6:00 p.m. Tues., May 25, 2021, 6:00 p.m. Tues., June 22, 2021, 6:00 p.m.

Tues., July 27, 2021, 6:00 p.m. Tues., Aug. 24, 2021, 6:00 p.m. Tues., Sep. 28, 2021, 6:00 p.m.

Tues., Oct. 26, 2021, 6:00 p.m. Tues., Nov. 23, 2021, 6:00 p.m. Tues., Dec. 28, 2021, 6:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 6:50 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.

7) 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) A reminder to homeowners that all of the roads in the District have a minimum of 60' right of way. In other words, all fences need to be back at least 30' from the center of the road. (Some roads may be 100' right-of-way, so the fence would need to be 50' from the center of those roads.) 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

Robert Pfeil, President (307-299-4601)	Date
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Nicholas (Nick) Clevenger, Vice President (509-994-0676)	Date
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Mark Smith, Secretary/Treasurer (307-660-4132)	Date
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