

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, March 28, 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, Jason Finch, Mary Finch, Sean Egerstrom

Mark Smith called the meeting to order at 6:02 p.m.

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on February 28, 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 bills as presented. Pamela Stang seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:		\$25,240.75
02/28/23 Interest	\$19.37	
Ending Savings Account Balance:		\$25,260.12
Checking Account Balance End of Last Meeting:		\$61,706.09
02/28/23 Interest	\$17.32	
03/09/23 Deposit – Assessments	\$1,420.32	
Checking Account Balance Prior to Meeting:		\$63,143.73
Bills Paid / Checks Written at Meeting:		
Ck# 1128 Brian Schmidt	Inv. 612815 – Snow removal 1/30-2/26/23 19.75 hrs. \$1,975.00	\$4,775.00
	Inv. 913444 – Snow removal 3/3-3/12/23 28 hrs. \$2,800.00	
Ck# 1129 Cathey Consulting, LLC	Inv. 6951 – Feb. adm./bks/postage	\$375.00
Ck# 1130 Postmaster	Annual box fee	\$166.00
TOTAL:		\$5,316.00
Ending Checking Account Balance:		\$57,827.73
Receivables / Assessments: \$34,600.00		

III. Unfinished Business

A. Road Work

- 2/28/23: Board members to develop scope and get quotes so a grant application can be submitted the first part of April. Mark Smith reported that he hasn't had a chance to get a scope or quotes yet. No update on the culvert.

(From February meeting minutes: There was discussion on roads. Two projects for this spring, possibly, include: 1) There is no rock on Fitch and drainage needs work as well. 2) Finish Bomber. There was discussion on using smaller rock, but the concern is that it crushes to dust much quicker. The crushed rock is also more money. Limestone costs quite a bit more, so scoria was suggested. Washboard is also a concern. Blading will be done when possible, but the biggest problem is people driving too fast. If there is no moisture, blading the washboard won't last. Someone crushed a culvert at 42 Five Fingers. The individual who did the damage is going to court, and the District should get a check to replace that culvert.)

- Fences in road right-of-way – Pamela Stang reported that she contacted the County Attorney's office. They are understaffed and haven't had a chance to deal with the issue so Pamela Stang will continue to follow up with them to encourage action on the issue.

B. Road Coordinator: Appointed until next meeting: Pamela Stang (307-670-0292)

- C. Mailboxes – Pamela Stang talked to the Postmaster. The Postmaster stated that there are no boxes at the post office waiting for the District. There are a few there but they have been run into by snow plows and the District can purchase them for about \$1,000 for a 16-box unit. If the District needs 225 boxes, that will be hugely expensive. The post office estimates \$8,000 to \$10,000 for 125 boxes with the required concrete work. This will be discussed at a meeting when all of the Board members are in attendance.
- D. Street Signs – A list of signs will be developed and ordered from the County.

IV. New Business

- A. There was discussion on blading the roads and getting some material in areas that need it. There was discussion on the condition of the roads and concerns about who is doing the work and making sure qualified people are doing the work. If someone is interested in doing road work for the District, they are welcome to submit their rates and qualifications and certificate of insurance. Jason Finch expressed an interest in working on the roads for the District, and he will provide the requested information.
- B. The Local Government Liability Pool renewal application was submitted online. The application was reviewed and signed by Board members.
- C. Budget for 7/1/23 – 6/30/24 – The budget will be updated over the coming months and finalized at the budget hearing June 27th.
- D. There are several spots on the roads that have some wash outs. Roads need bladed, and some rock is needed for areas. Mark Smith will work on putting together some cost estimates to be discussed at the next meeting.

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

2023 Meeting Schedule:

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.*

VI. Adjourn – Mark Smith moved to adjourn. Pamela Stang seconded. The meeting 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
Nicholas (Nick) Clevenger, Vice President (509-994-0676)	Date
Pamela Stang, Secretary/Treasurer (307-670-0292)	Date