

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, May 24, 2022, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Robert Pfeil
Nick Clevenger, Mark Smith (by phone)
Others Present: Helenanne Cathey, Kari Purinton

Robert Pfeil called the meeting to order at 6:01 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 April 26, 2022, 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. There was discussion on the savings account. The consensus is to transfer \$15,000 to the savings account next month (rather than transfer every month) which will serve as an emergency fund.

Savings Account Balance End of Last Meeting:	\$10,043.05
04/30/22 Interest	\$0.84
05/24/22 Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$10,143.89

Checking Account Balance End of Last Meeting:	\$115,675.62
04/30/22 Interest	\$6.85
05/10/22 Deposit – Assessments	\$5,200.00
Checking Account Balance Prior to Meeting:	\$120,882.47

Bills Paid / Checks Written at Meeting:	
Ck# 1098 Cathey Consulting, LLC	Inv. 6543 – Apr. adm./bks/postage \$ 340.00
Ck# 1099 Crown Grading	Inv. 125 – Bladed roads (31 hours) \$ 3,720.00
Ck# 1100 Oriva Hills ISD	Monthly Transfer to Savings (\$100/mo.) \$ 100.00
TOTAL:	\$ 4,160.00
Ending Checking Account Balance:	\$116,722.47
Receivables / Assessments: \$26,200.00	

III. Unfinished Business

A. Road Work –

1. Fences in right-of-way – No update.
 1. 6/23/21 – A letter was sent to the County Attorney's office asking that this issue be investigated and addressed by the County Attorney's office, especially on three properties.
5/24/22 – No update at this meeting.
 2. Spring, 2022 – The priority this year is going to be maintenance – blade and reshape the road as much as possible and get rock down where it's needed. Board members split up the roads between the three of them – each will drive a section of roads and try to determine what work needs to be done on them. Each board member will put together a list of what work needs to be done on each section of road – blade work, rock, ditches, etc. There was discussion on looking into dust control in a few areas and applying for a County grant. Some streets with limestone may need some recapping with limestone where the scoria is starting to show through. Many roads are pretty bad and need scoria as well – Bomber, Moncreiffe, other. There is some scoria available for \$9, but it is limited and may not be available for long.
2. The following are on hold:
 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. Other Future Projects (no update):

1. (*Discussion Nov., 2020*): 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. **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.

4. Road Coordinator:

Appointed until next meeting: Nick Clevenger (509-994-0676)

B. Mailboxes – No update.

C. Street Signs – Kari Purinton is working with the County to get street signs.

D. Budget for 7/1/22 – 6/30/23 – The proposed budget was approved at the April meeting. The final budget will be reviewed and adopted at the June 28th budget hearing and regular meeting.

IV. New Business

- A. Director Election (November 8, 2022 – Pfeil and Smith) – Robert Pfeil moved to run the following legal ad on July 19, 2022. Nick Clevenger seconded. Motion carried unanimously.

NOTICE OF DIRECTOR ELECTION
ORIVA HILLS IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 8, 2022, an election shall be held for the purpose of electing two Directors for four (4) year terms on the Board of the Oriva Hills Improvement and Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 8, 2022, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 10, 2022, and August 30, 2022. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net and clicking on Election Documents.

Nick Clevenger, Secretary / Filing Officer
Oriva Hills Improvement & Service District

V. Next Regular Meeting and Budget Hearing: TUESDAY, JUNE 28, 2022, 6:00 p.m. (Usually, the 4th Tuesday of each month)
2022 meeting schedule:

Tues., June 28, 2022, 6:00 p.m.

Tues., July 26, 2022, 6:00 p.m. Tues., Aug. 23, 2022, 6:00 p.m. Tues., Sep. 27, 2022, 6:00 p.m.

Tues., Oct. 25, 2022, 6:00 p.m. Tues., Nov. 22, 2022, 6:00 p.m. Tues., Dec. 27, 2022, 6:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 6:24 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

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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