

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, May 28, 2024, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mark Smith, Mary Schoen, Pamela Stang
Others Present: Helenanne Cathey, Mary Finch, Robert Pfeil

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 on April 23, 2024, as written. Pamela Stang seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Mark Smith moved to accept the treasurer's report and pay the bills as presented. Pamela Stang seconded. There was discussion on the Crown Grading and J Finch Dirt Works invoices. Mark Smith reported that Crown Grading cleaned up ditches where too much rock was put in the ditch, and there are a couple of other areas that will need to be addressed as well. Motion carried unanimously.

Savings Account Balance End of Last Meeting: **\$25,536.17**

04/30/24 Interest \$20.94

Ending Savings Account Balance: **\$25,557.11**

Checking Account Balance End of Last Meeting: **\$55,999.82**

04/30/24 Interest \$21.24

05/10/24 Deposit – Assessments \$3,230.18

Checking Account Balance Prior to Meeting: **\$59,251.24**

Bills Paid / Checks Written at Meeting:

Ck# 1174 Cathey Consulting, LLC Inv. 7570 – April adm./bks/compliance \$400.00 \$800.00

Inv. 7588 – Survey / mailboxes \$400.00

Ck# 1175 Crown Grading Inv. 138 – Clean up mess left in ditch in front of 58 Daly Rd. per Mark Smith \$600.00

Ck# 1176 J Finch Dirt Works Inv. 107981 – Pulled rock from shoulders of roads. Cut out washboard. Recrowned to 4% all rock / feathered on road surfaces / main roads and secondary roads \$5,460.00

TOTAL: **\$6,860.00**

Ending Checking Account Balance: **\$52,391.24**

Receivables / Assessments: \$30,600.00

III. Unfinished Business

A. Road Work – Mark Smith will develop a scope of work in order to get quotes to apply for the County grant.

1. ON HOLD UNTIL SPRING:

1) 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. This is estimated at about 2,000 feet.
- Daly Road – from Fitch to Buffalo Back – about 1,800 feet and a couple of other spots (so a total of about 2,000 feet) that could use some rock. One culvert should be installed.

10/24/23: One culvert needs to be replaced on Daly.

- Fitch – Will eventually be a project like Penrose was

2) as of 10/24/23:

- rock for Bald Mountain (1 load), Buffalo Back (3 loads), Daly (4 loads)

11/28/23: One load of rock approved for end of Bald Mountain/South Peak. This was completed and invoices received and paid 2/27/24.

- Culvert on Daly that is damaged and not functioning to be addressed in the spring.

3) As of 11/28/23:

- Work on South Peak.

2. Fences in road right-of-way – No discussion at this meeting.

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

8/15/23: Culverts are stored at James Newman’s place. 9/26/23: No culverts were used for the Bomber Mountain project in summer, 2023, so the inventory should still be the same.

4. Future Projects:

1. Culvert on Moncreiffe, about 60’ west of Penrose needs to be addressed. **This may be moved up to this spring’s projects.**
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: Mark Smith (307-660-4132)

B. Mailboxes –31 property owners responded to the survey, representing 51 total lots – 40 lots were opposed to mailboxes and 11 lots were for the mailboxes. A few things mentioned in the surveys which the Board would like to clarify

1. **The District has NOT purchased any mailboxes.** A former Board member had been told by the post office at one time that the District could have some old mailboxes that the post office had in stock. Over the course of several years, the District tried to take possession of the mailboxes but never could. Eventually, the District was told that there were no mailboxes for the District.
2. The fee that was proposed in the survey was a one-time fee – for ONE year only.
3. The reason the proposal was for one locked box per lot and not per owner, is because of a post office requirement. The post office requires a subdivision put up locked boxes for every lot. The reason they do that is even if a lot is unoccupied today and owned by someone else with a house on a different lot, they could sell the empty lot or develop it later, and then they will need a box. This is a post office requirement.
4. There were concerns expressed about what happened on Facebook. Just a reminder to everyone that the monthly meeting is a public meeting. It is held in a neutral location and people are encouraged to attend. The meetings will continue to be held at the office of Cathey Consulting and will be in-person. Also, a reminder that the Board members are VOLUNTEERS. Board members travel to and from the meetings without any compensation.
5. If anyone is having a problem with anything with the roads, please contact the Road Coordinator. If you want something done about an issue, you need to contact the Board or come to a meeting.

Posting on Facebook is not a valid form of communication with the Board. This is the purpose of the monthly meetings.

6. The District is an Improvement and Service District, and, as such, can do more than just roads per state statute. The mailboxes has been an item of discussion for a number of years. A comment was made that the Improvement and Service District is the Architecture Committee according to the covenants (an amendment to the covenants made this change).
7. The railroad maintains the area between the cattleguards where the railroad tracks run. Cattleguard to cattleguard is the responsibility of the railroad. The District CANNOT touch this section. Anyone who works on that area does so at their own risk.
8. People can purchase and install in their own locking mailboxes if they want.

Number of Lots	Response	Comments/Concerns
2	No	
1	No	
1	No	
1	No	
1	No	
2	No	All fees, taxes, etc should be paid per landowner or per acre- NOT per lot
3	No	
3	No	If this was per property owner, then I would be for it. But not per lot...
1	Yes	
1	Yes	
2	No	I thought the board was just for the roads not mail boxes.
1	No	Unless this covers both entrances and are larger than the regular boxes we have, I do not concede to pay for others upgrades.
1	No	Poorly written! Yearly? Maintanance fees?
1	No	
1	Yes	
2	No	
1	Yes	We would rather just pay the money rather than have it added to the assessment. But either way we want the mailboxes added.
1	No	
1	No	
5	No	No, because the proposal is for \$100/lot. If it were per household, we would be OK with it, but we own 5 lots and only one gets mail. We are in the old part and our lots and are not near as big as the new part of the subdivision. They have less lots with more acreage per lot and we have horses so we need pasture. We already pay a huge amount for each lot for the improvement district, double or even triple what some in the new part pay, yet have the same, or less, acreage-this mailbox proposal per lot is ridiculous.
3	No	

		We do have a question. Carrie Perrington told my husband a few years back when she was on the board that the mailboxes for this had already been purchased and they were waiting to be installed. What happened to those boxes? Where are they? Why were they never installed? Please feel free to speak to my husband about this. His number is 307-299-3031 He is very upset that promises are being made and there is no follow through, and also that we pay a good deal of money to the Improvement and Service District and there are no improvements and the “Services” are shoddy at best. We need to make this a better community out here.
3	No	
1	No	
1	Yes	
1	Yes	I agree with the mailbox one time fee
1	No	
1	Yes	
1	No	Not under these terms
3	No	
1	No	
3	Yes	
51	Total Lots	
10	Lots for mailboxes	
41	Lots against mailboxes	

After reviewing the survey results and discussions, the consensus is to remove this item from the agenda. If people are still interested in locked mailboxes at a later date, maybe additional information and study can be done at that time.

- C. Street Signs – Mark Smith picked up the street signs and posts. The signs will be installed in the spring/summer of 2024. Other landowners volunteered to help put up the posts and signs.
- D. Culverts – From July, 2023 meeting minutes: “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.” No discussion at this meeting.
- E. District funds in higher earning accounts like CD, money market, WyoStar, etc. There was discussion on this item. The District spends what it brings in every year to take care of the roads. Some money was put into a savings account as an emergency fund in the event of a major snow storm or weather event. This money needs to be readily accessible. The District doesn’t really set aside reserves like a water district or other types of associations that budget to replace physical assets.
- F. Budget for 7/1/24 – 6/30/25 – The budget was reviewed. Mark Smith moved to approve the proposed budget for next year. Pamela Stang seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on June 11, 2024:

LEGAL NOTICE OF PUBLIC BUDGET HEARING ORIVA HILLS IMPROVEMENT & SERVICE DISTRICT

Oriva Hills Improvement and Service District will hold a public hearing to review the 7/1/24 – 6/30/25 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Tuesday, June 25, 2024, at 6:00 p.m. Budget Summary:
Expenses: Administrative \$6,900 / Indirect \$850 / Operations \$218,450

Revenue and Rollover: \$226,200

The complete proposed budget is available online at www.catheyconsulting.net – Oriva Hills meeting minutes for 05/28/24. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

- A. Director election (November 5, 2024 – Stang and Schoen (1 director for the remaining 2 years of a 4-year term and one for a 4-year term) – The following legal ad will run in the Gillette News-Record on July 16, 2024:

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

Public Notice is hereby given that on Tuesday, November 5, 2024, an election shall be held for the purpose of electing one Director for the remaining two years of a four (4) year term and one Director for a four (4) year term 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 5, 2024, 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 7, 2024, and August 27, 2024. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net and clicking on Election Documents.

Mary Schoen, Secretary / Filing Officer

Oriva Hills Improvement & Service District

- B. Robert Pfeil reported that they will be subdividing some of their land into 5-acre lots and want to make sure the Board doesn't have any issues with it. The District won't be responsible for any additional roads. The plan is going through the County. The Board consensus is that the Board has no issues with the Pfeil's plans as long as they follow County Guidelines and don't add any new roads that the District would have to maintain.
- C. Public Comment – A thank you to the Board for the blading / road work.

V. Next Regular Meeting: TUESDAY, JUNE 25, 2024, 6:00 p.m. (Budget Hearing and Regular Meeting) (Usually, the 4th Tuesday of each month)

2024 meeting schedule:

Tues., June 25, 2024, 6:00 p.m.

Tues., July 23, 2024, 6:00 p.m. / Tues., Aug. 27, 2024, 6:00 p.m. / Tues., Sep. 24, 2024, 6:00 p.m.

Tues., Oct. 22, 2024, 6:00 p.m. / Tues., Nov. 26, 2024, 6:00 p.m. / Tues., Dec. 17, 2023, 6:00 p.m. *

**December meetings 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 6:47 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
--------------------------------------	------

Pamela Stang, Vice President (307-670-0292)	Date
---	------

Mary Schoen, Secretary/Treasurer (303-912-1399)	Date
---	------

Budget - Oriva Hills ISD - 7/1/24 - 6/30/25				
Budget Hearing: Tuesday, June 25, 2024, 6:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	133,161	94,150	97,469	113,150
Revenue				
Assessments	80,800	80,800	80,800	80,800
Assessments - Interest	628	500	214	500
Grants - County		31,250	14,426	31,250
Interest from bank	357	70	446	500
TOTAL REVENUE	81,785	112,620	95,886	113,050
TOTAL REVENUE PLUS CASH CARRYOVER	214,946	206,770	193,355	226,200
Expenditures				
Capital Expenditures				
Administrative	6,020	6,900	6,190	6,900
Operations	109,334	199,120	70,190	218,450
Indirect	750	750	850	850
TOTAL EXPENDITURES	116,104	206,770	77,230	226,200
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	4,200		2,200	
Payables Balance Start of FY	8,548		5,175	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	133,161	94,150	97,469	113,150
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	133,161	94,150	97,469	113,150
Receivables Balance End of FY	2,200			
Payables Balance End of FY	5,175			
End of Year Bank Balance	97,469		113,150	
Net per year (Revenue minus Expenses)	98,842	0	116,125	0
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 / Pamela Stang (Vice Pres.) term ends 2024/2026 and Mary Schoen (Sec./Treas.) term 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.	

Oriva Hills	Feet	Miles
Bald Mountain Rd	8,360	1.58
Bomber Mountain Rd	8,370	1.59
Buffalo Back Peak Rd	5,290	1.00
Cloud Peak Rd	12,790	2.42
Daly Rd	8,940	1.69
Elk Mountain Dr	4,630	0.88
Fitch Rd	12,140	2.30
Five Finger Peaks Rd	4,350	0.82
Frying Pan Lake Rd	1,390	0.26
Gargoyle Peak Ct	1,480	0.28
Hallelujah Peak Ct	1,050	0.20
Hazelton Peak Rd	3,790	0.72
Innominate Peak Rd	2,270	0.43
Moncrieffe Ridge Rd	7,540	1.43
Oriva Rd	10,400	1.97
Penrose Peak Rd	6,870	1.30
Seven Brother Peaks Ct	1,540	0.29
South Peak Ct	3,640	0.69
South Peak Rd	3,600	0.68
Starvation Peak Rd	2,580	0.49
Willow Lake Rd	3,800	0.72
Woolsey Peak Dr	2,560	0.48
Total	117,380	22.23

ROAD WORK

2009-2010 Penrose - Limestone / Other roads? Other materials?

Stinson Construction \$66,404.00 - Fall, 2013 Road upgrades and culvert installation to address drainage issues on Cloud Peak and Moncreiffe (25% county grant \$15,101.00). 1) Cloud Peak from Echeta Road to Fitch - rock and drainage (4 culverts); 2) Rock Bomber Mountain from Penrose Peak to Hallelujah Peak; 3) Intersection of Woolsey & Moncreiffe - 1 culvert & major drainage; 4) 1 culvert on Penrose Peak about 3/4 of a mile in from Oriva Road; 5) Fixed Oriva & Cloud Peak - took out (eliminated) the northerly "Y" of Oriva; 6) Eliminated "Y" at Woolsey & Moncreiffe.

Spring, 2014 - Road work mainly on Fitch Road, plus installing a culvert on Cloud Peak Court and finish rocking Moncreiffe Road. Install culvert on Penrose Peak and Bomber Mountain, install 40' culverts on Oriva Road and regrade ditch and grade rock, install

7/1/13 - 6/30/14: 40' culvert on Cloud Peak Ct.

Cloud Peak Court gravel and blading, Drainage on Five Fingers (two areas maybe more), try experimental materials on Penrose (maybe an eighth of a mile), scoria on Five Fingers Peak Road and other roads on the east side of the District. Start hitting the newer roads on the east side of the District. ICM recommends a good base of scoria on the roads regardless of other materials put on top (like crushed concrete).

7/1/14 - 6/30/15:

7/1/15 - 6/30/16 Aug-Oct, 2015 Bomber Mountain (1.1 mile) (51 loads scoria), culverts and drainage work on Bomber Mountain. Stinson/Crown Gr Aug-Oct, 2015 Buffalo Back Rd - Scoria 1 mile (18 loads (594 yards - 33 yards per truck - \$460 per truck) 2" X 1 mile X 18' wide). Stinson/Crown Gr.

7/1/16 - 6/30/17

7/1/17 - 6/30/18

7/1/18 - 6/30/19 Penrose Peak (8,030 feet) - Drainage improvements, culverts, limestone (Pete Lien)

7/1/19 - 6/30/20

50% One-Time Only Per Street Drainage Upgrades Used:

- 5/6/14 Fitch Road
- 8/18/15 Bomber Mountain Road
- 10/21/18 Penrose Peak

Build a maintenance plan - how often should each road have rock - every 4 years? 5 years? Does it depend?
What material is on each road?
How many culverts?
What are the ditches like on each street?
Particular issues with each street?