

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 19, 2024, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mary Schoen, Mark Smith, Pamela Stang
Others Present: Helenanne Cathey, Mary Finch, Jason Finch, Tom Walker

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 October 22, 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. Motion carried unanimously.

Savings Account Balance End of Last Meeting:		\$25,664.17
10/31/24 Interest	\$21.75	
Ending Savings Account Balance:		\$25,685.92

Checking Account Balance End of Last Meeting:		\$49,505.32
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10/31/24 Interest	\$24.95	
11/10/24 Deposit – Assessments	\$11,400.00	
11/12/24 Deposit – County Grant	\$5,065.00	

Checking Account Balance Prior to Meeting:		\$65,995.27
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Bills Paid / Checks Written at Meeting:

Ck# 1193 Cathey Consulting, LLC	Inv. 7831 – Oct. Admin./bks/compl.	\$420.00
Ck# 1194 Gillette News-Record	Inv. 30373 – Director election legal ad	\$122.20
Ck# 1195 J Finch Dirt Works	Inv. 107992 – Bladed snow – all roads in subdivision \$1,170.00	\$3,250.00
	Inv. 107993 – Cut washboard & pull rock from shoulders & recrown to 3% - Penrose, Bomber Mtn, Fitch Cloud Peak \$2,080.00	
Ck# 1196 Quality Agg & Constr., Inc.	Inv. 52735 – 2" scoria / quantity 1,224 @ \$12	\$14,688.00
TOTAL:		\$18,480.20
Ending Checking Account Balance:		\$47,515.07

Receivables / Assessments: \$68,200.00
(2024 Assessments total: \$80,800)

III. Unfinished Business

- A. Road Project / Grant** – Moncreiffe Ridge Road project / Daly Road project / Cloud Peak Road Project
The road projects are complete. Grant amount approved: \$11,645.06 / Pay Request 1 \$5,065 received and deposited. Pay Request 2 was signed for Quality Agg invoice \$14,688 / grant amount \$3,672.00. The completion report and affidavit to close out the grant were signed and will be submitted along with Pay Request 2.
- B. Other Specific Road Issues to be addressed:**
1. Work on South Peak (11/28/23) – 10/22/24 meeting: An additional load of material for Bald Mountain and South Peak was approved at the October meeting. This has not been done yet.
 2. Fences in Road Right-of-Way:
 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.

A reminder to homeowners, if your fences are in the right-of-way and your fences are hit by the Grader, it is not the District's responsibility. As per the covenants, no fences should be in the right-of-way. If you put a fence in the right-of-way and it is damaged, the repair costs will be on you.

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.

Mark Smith will get the culverts (as of the September meeting). This hasn't been done yet.

4. Future Project:

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. Projects for 2025, utilizing the County grant:

1. There was discussion on addressing the drainage below a homeowner's driveway at 139 South Peak that runs straight down to South Peak. A culvert is needed at the bottom of the driveway. The biggest problem is the drainage that runs down the driveway and washes out the road (past the corner of South Peak and Bald Mountain). A suggestion was made to include this in a project next spring, applying for a County grant.
2. First stretch of Oriva Road where it comes off of Fitch (going from Fitch to Cloud Peak on Oriva Road) – it gets muddy, and there isn't any drainage on it. (approximately 1.3 miles).
3. Rock on some secondary roads – Gargoyle, upper end of Five Finger Peak, north end of Cloud Peak Ct. (where the bus turns around).
4. Rock on cul-de-sac at end of South Peak (where the pumping unit is).

If anyone has any suggestions for additional projects next year that can be used under a County grant, please come to a Board meeting.

- C. Road Coordinator Until Next Meeting: Mark Smith (307-660-4132)
- D. Street Signs – Mark Smith picked up the street signs and posts. 9/24/24: J Finch Dirt Works approved to put up the signs. The signs will be installed when they have time. Mark Smith reported that the Daly Rd signs were spelled wrong. Helenanne Cathey will e-mail the County for corrected signs (4 of them).
- E. 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." There was some discussion at the October 24, 2023, meeting and agreement that driveway culverts should be homeowner responsibilities. No update.
- F. Director election (November 5, 2024 – Ballot were canvassed on November 7, 2024, by Adair Walker, Tom Walker and Helenanne Cathey. Results:

Votes for 1 director for a 4-year term:

Pamela Stang – 21 votes

Brian Schmidt – 1 vote

Votes for 1 director for the remaining two years of a 4-year term:

Mary R. Schoen – 21 votes

Robert Baer – 1 vote

Mary and Pam completed the oaths as required.

IV. New Business

- A. The officers will be left the same for the next year, decided by unanimous consent (Mark Smith, President / Pamela Stang, Vice President / Mary Schoen, Secretary/Treasurer).
- B. There was discussion on the t-posts that were put next to the cattleguards and if they are a liability issue. Mark Smith will check on this.
- C. Mark Smith reported that reclamation on wells at the end of Moncreiffe is done for the year, but they will be back in the spring to do more.
- D. There was discussion on the first entrance and the issues that the railroad should be taking care of. Board members discussed calling the railroad.
- E. The County did some mowing on the roads this year. It helps in the wintertime, and Jason Finch said it was also helpful to pull the rock up from the shoulders. Thank you to Mark Smith for calling the County to have them mow the sides of the roads.

V. Next Regular Meeting: TUESDAY, DECEMBER 17, 2024, 6:15 p.m.
(Usually, the 4th Tuesday of each month)

2024 meeting schedule:

*Tues., Dec. 17, 2023, 6:00 p.m.**

2025 meeting schedule:

Tues., Jan. 28, 2025, 6:00 p.m. / Tues., Feb. 25, 2025, 6:00 p.m. / Tues., Mar. 25, 2025, 6:00 p.m.

Tues., Apr. 22, 2025, 6:00 p.m. / Tues., May 27, 2025, 6:00 p.m. / Tues., June 24, 2025, 6:00 p.m.

Tues., July 22, 2025, 6:00 p.m. / Tues., Aug. 26, 2025, 6:00 p.m. / Tues., Sept. 23, 2025, 6:00 p.m.

Tues., Oct. 28, 2025, 6:00 p.m. / Tues., Nov. 18, 2025, 6:00 p.m.* / Tues., Dec. 16, 2025, 6:00 p.m.*

**November and December meetings moved to the 3rd Tuesday instead of the 4th Tuesday.*

VI. Adjourn – Mark Smith moved to adjourn. Mary Schoen seconded. The meeting was adjourned at 6:33 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



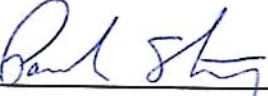
Signature

Mark Smith

Printed Name

12/17/24

Date



Signature

Pamela Stang

Printed Name

12/17/24

Date

Mark Smith, President (307-660-4132) / Pamela Stang, Vice President (307-670-0292) /
Mary Schoen, Secretary/Treasurer (303-912-1399)