

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 22, 2022, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Mark Smith
Board Members Not Present: *Vacant Director Position*
Others Present: Helenanne Cathey

Nick Clevenger called the meeting to order at 6:12 p.m.

Director Election Results (November 8, 2022 – Pfeil, Smith – 4 year terms). Helenanne Cathey, Rob Pfeil and Adair Walker canvassed ballots on November 9th. Results:

Mark Smith – 13 votes (Oath completed)

Floyd Cape – 2 votes - Have sent a few e-mails but have not heard back. Also called a phone number provided that may be their phone (?) Still no response. If Mr. Cape is interested, the oath has to be completed within 10 days of notification. If he is not interested, an e-mail or phone call back would be appreciated. If Mr. Cape is not interested, the County Elections office will be contacted to see how to proceed.

Robert Baer – 1 vote

Jerry Hite – 1 vote

Mike Lynch – 1 vote

Chris Smithen – 1 vote

Adair Walker – 1 vote

- I. Election of Officers** – Mark Smith will serve as President, Nick Clevenger as Vice President and whoever is the third Board member will be Secretary/Treasurer
- II. Minutes** – Nick Clevenger moved to approve the minutes for the regular meeting on September 27, 2022, as written. Mark Smith seconded. Motion carried unanimously. There was no meeting in October.
- III. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were available for review. Nick Clevenger moved to accept the treasurer's report and pay bills as presented. Mark Smith seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,154.57
09/30/22 Interest	\$7.13
10/31/22 Interest	\$16.03
Ending Savings Account Balance:	\$25,177.73

Checking Account Balance End of Last Meeting:	\$37,221.51
09/30/22 Interest	\$6.01
10/10/22 Deposit – Assessments	\$1,323.78

Bills paid in October:

Ck# 1118	Campbell County Treasurer	Taxes on Parcel 19414	\$55.42
Ck# 1119	Cathey Consulting, LLC	Inv. 6740 – Sept. adm./bks/postage	\$1,062.40
		Inv. 6764 – Director election mailing	\$687.40
Ck# 1120	Quality Agg & Construction	Inv. 48085 – 1,488 cubic yards of scoria	\$13,392.00
TOTAL:			\$14,509.82

10/31/22 Interest	\$9.70
11/10/22 Deposit – Assessments	\$9,800.00

Checking Account Balance Prior to Meeting:	\$33,851.18
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Bills Paid / Checks Written at Meeting:

Ck# 1121	Cathey Consulting, LLC	Inv. 6794 – Oct. adm./bks/postage	\$375.00
Ck# 1122	Gillette News-Record	Ad 00228788 – Director election ad	\$88.00

TOTAL:	\$463.00
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Ending Checking Account Balance:	\$33,388.18
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Receivables / Assessments: \$71,000.00

IV. Unfinished Business

- A. Road Work – No update
- B. Road Coordinator: Appointed until next meeting: Nick Clevenger (509-994-0676)
- C. Mailboxes – No update.
- D. Street Signs – No update.

V. New Business

- A. The December meeting date was changed to Tuesday, December 20, 2022, the third Tuesday instead of the fourth Tuesday.

VI. Next Regular Meeting: TUESDAY, DECEMBER 20, 2022, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2023 Meeting Schedule:

Tues., Jan. 24, 2023, 6:00 p.m. / Tues., Feb. 28, 2023, 6:00 p.m. / Tues., Mar. 28, 2023, 6:00 p.m.

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.*

VII. Adjourn – Nick Clevenger moved to adjourn the meeting. Mark Smith seconded. The meeting adjourned at 6:17 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

Vacant, Secretary/Treasurer

Date