

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 23, 2021, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Robert Pfeil, Mark Smith
Board Members Not Present: Nick Clevenger
Others Present: Helenanne Cathey, Kari Purinton

Robert Pfeil called the meeting to order at 6:00 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 October 26, 2021, as written. Mark Smith 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. Mark Smith seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$9,438.27
10/31/21 Interest	\$0.79
11/23/21 Transfer from Checking	\$100.00
Ending Savings Account Balance:	\$9,539.06
 Checking Account Balance End of Last Meeting:	 \$76,582.60
10/31/21 Interest	\$4.84
11/09/21 Deposit – Assessments	\$6,200.00
Checking Account Balance Prior to Meeting:	\$82,787.44
Bills Paid / Checks Written at Meeting:	
Ck# 1081 Cathey Consulting, LLC	Inv. 6271 – Oct. adm./bks/postage \$ 341.16
Ck# 1082 Oriva Hills ISD	Monthly Transfer to Savings (\$100/mo.) \$ 100.00
TOTAL:	\$ 441.16
Ending Checking Account Balance:	\$82,346.28

Receivables / Assessments: \$74,200.00

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. Nick Clevenger will follow up with the County Attorney's office.
2. 9/28/21 – Up to \$21,000 approved for work on Five Fingers: \$455 for the labor to install a new culvert less a \$110 credit for the damage to the culvert. Two culverts will be needed. Approximately 2,800 feet on Five Fingers starting from Cloud Peak to 54 Five Fingers Peak Rd. Rock estimate 830 yard for about \$7,055. Trucking estimate \$7,200. \$910 for the two culverts (labor), culverts are in inventory. 56 hours for shaping the road (should be less – that's what was in Oriva – will bill for actual time). **This should be done in the spring.**
3. 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
4. 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.

There was discussion on applying for a County grant for a project next year.

5. Road Coordinator:

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

- B. Mailboxes – No update, but there was discussion on picking up the boxes from the post office.
- C. Street Signs – Kari Purinton is working on the street signs project. There are some posts still up where the signs just need to be installed, but there are some places where posts are needed as well as the signs.

IV. New Business

- A. Annual election of officers – Robert Pfeil moved to keep the same slate of officers for the next year (Robert Pfeil, President / Nick Clevenger, Vice President / Mark Smith, Secretary/Treasurer). Mark Smith seconded. Motion carried unanimously.
- B. There was discussion on road work and how to deal with issues that arise – like if a blade operator left a spoil pile or caused a fence to lean over. If anyone has an issue, they should bring their concern to a Board meeting right away so any problems can be addressed right away. The blade work is billed on a time and materials basis. A suggestion was made to write down expectations for professionals. There was discussion on drainage.
- C. There was discussion on fences.
- D. There was discussion on putting some rip rap next to a culvert that is draining a lot of sediment onto a landowner's property on Penrose. Rip rap around culverts would help keep sediment from going into and clogging up culverts.

V. Next Regular Meeting: TUESDAY, DECEMBER 28, 2021, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2021 meeting schedule: Tues., Dec. 28, 2021, 6:00 p.m.

2022 meeting schedule:

Tues., Jan., 25, 2022, 6:00 p.m. Tues., Feb. 22, 2022, 6:00 p.m. Tues., Mar. 22, 2022, 6:00 p.m.

Tues., Apr. 26, 2022, 6:00 p.m. Tues., May 24, 2022, 6:00 p.m. 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. Mark Smith seconded. The meeting 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

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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