

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 24, 2020, 5:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Robert Pfeil, Mark Smith
Others Present: Helenanne Cathey, Tom Walker, James Newman

Robert Pfeil called the meeting to order at 5:00 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 27, 2020, 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.

Savings Account Balance End of Last Meeting: **\$8,229.55**

10/31/20 Interest \$0.69
11/24/20 Transfer from Checking \$100.00

Ending Savings Account Balance: **\$8,330.24**

Checking Account Balance End of Last Meeting: **\$39,784.47**

10/31/20 Interest \$2.32
11/10/20 Deposit – Assessments \$8,800.00

Checking Account Balance Prior to Meeting: **\$48,586.79**

Bills Paid / Checks Written at Meeting:

Ck# 1038	Cathey Consulting, LLC	Inv. 5722 – Oct. adm./bks/postage	\$ 341.10
Ck# 1039	Crown Grading	Inv. 107 – Plow / Blade roads	\$ 750.00
Ck# 1040	Oriva Hills ISD	Monthly Transfers (\$100/mo.)	\$ 100.00

TOTAL: **\$ 1,191.10**

Ending Checking Account Balance: **\$47,395.69**

Receivables / Assessments: \$72,400.00

III. Unfinished Business

A. Road Work –

1. The following are on hold and will be discussed in the spring:

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

2. Future projects – There was discussion on areas that need work – the north end of South Peak and the north end of Cloud Peak, spot on Five Fingers, several areas on Moncreiffe, Bomber Mountain sections, about a half a mile on Bald Mountain. There wasn't any moisture over the summer, and these areas didn't really stand out until the last few weeks after there was some moisture. There was discussion on quantities to put on these problem areas. To do 50 train loads of rock for maintenance on the main roads is estimated at about \$20,000. There was discussion on areas that need some shaping before rock is put down. The consensus is to start working on a plan in the coming weeks, so the District can get estimates and submit a grant application to the County to do the work next year.

A reminder to homeowners that all of the roads in the District have a minimum of 60' right of way. In other words, all fences need to be back

at least 30' from the center of the road. (Some roads may be 100' right-of-way, so the fence would need to be 50' from the center of those roads.) Roads cannot be maintained or improved if fences are too close to the road.

There was discussion on sending letters and letting people know in writing that roads will not be maintained or improved if fences are not moved back. The school bus needs to be able to turn around in the cul-de-sac.

There was discussion on upcoming road projects. Cloud Peak is still eligible for the 50% grant for drainage improvements, and it could be broken up into a couple of projects to utilize the maximum grant.

3. Road Coordinator until next meeting: Nick Clevenger (509-994-0676)

- B. Mailboxes – No update.
- C. Director Election Results:

Votes for one director to serve on the Board of Directors for a two-year term:

Mark A. Smith – 6 votes

Mitch Damsky – 3 votes

Kaye Riggle – 2 votes

James Campbell – 1 vote

Tammy Cape – 1 vote

Anna Enriquez – 1 vote

Pam Stang – 1 vote

Bill Wainscott – 1 vote

Votes for one director to serve on the Board of Directors for a four-year term:

Nicholas Clevenger – 23 votes

Brian Schmidt – 2 votes

Andy Riggle – 1 vote

Tom Walker – 1 vote

Mark Smith and Nicholas Clevenger completed the oaths as required.

IV. New Business

- A. Election of Officers – Robert Pfeil moved to have the following slate of officers (Robert Pfeil, President / Nick Clevenger, Vice President / Mark Smith, Secretary/Treasurer). Mark Smith seconded. Motion carried unanimously.
- B. Robert Pfeil moved to update the signature card at First National Bank, adding Mark Smith and removing Tom Walker. Nick Clevenger seconded. Motion carried unanimously.
- C. There was discussion on the meeting time. The consensus is to move the start time to 6:00 p.m.

V. Next Regular Meeting: TUESDAY, DECEMBER 22, 2020, 6:00 p.m. (Usually the 4th Tuesday of each month)

2021 meeting schedule:

Tues., Jan. 26, 2021, 6:00 p.m. Tues., Feb. 23, 2021, 6:00 p.m. Tues., Mar. 23, 2021, 6:00 p.m.
Tues., Apr. 27, 2021, 6:00 p.m. Tues., May 25, 2021, 6:00 p.m. Tues., June 22, 2021, 6:00 p.m.
Tues., July 27, 2021, 6:00 p.m. Tues., Aug. 24, 2021, 6:00 p.m. Tues., Sep. 28, 2021, 6:00 p.m.
Tues., Oct. 26, 2021, 6:00 p.m. Tues., Nov. 23, 2021, 6:00 p.m. Tues., Dec. 28, 2021, 6:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn. Nick Clevenger seconded. The meeting adjourned at 6:40 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.**
 - 7) 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.**

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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