

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, November 28, 2023, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mark Smith, Pamela Stang
Board Members Absent: Nick Clevenger
Others Present: Helenanne Cathey, Mary Finch, Jason Finch

Mark Smith called the meeting to order at 6:20 p.m.

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on October 24, 2023, as written. Pamela Stang seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were available for review. Mark Smith moved to accept the treasurer's report and pay the bill as presented. Pamela Stang seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:		\$25,408.64
10/31/23 Interest	\$21.59	
Ending Savings Account Balance:		\$25,430.23
Checking Account Balance End of Last Meeting:		\$10,228.65
10/31/23 Interest	\$7.22	
11/13/23 Deposit – Assessments	\$25,400.00	
11/17/23 Deposit – County Grant	\$14,426.22	
Checking Account Balance Prior to Meeting:		\$50,062.09
Bills Paid / Checks Written at Meeting:		
Ck# 1160 Cathey Consulting, LLC	Inv. 7309 – October adm./bks/compliance	\$400.00
TOTAL:		\$400.00
Ending Checking Account Balance:		\$49,662.09
Receivables / Assessments: \$53,200.00		

III. Unfinished Business

- A. Road Work – There was discussion on roads. Not much can be done until spring. Mark Smith moved to bring in a load of limestone for the end of Bald Mountain / South Peak. Pamela Stang seconded. Motion carried unanimously.
1. ON HOLD UNTIL SPRING
- 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.
 - Daly Road – from Fitch to Buffalo Back – about 1,800 feet and a couple of other spots 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
- as of 10/24/23:
- rock for Bald Mountain (1 load), Buffalo Back (3 loads), Daly (4 loads)
The consensus at the October meeting was to look at the areas mentioned after the forecasted snow storm and possibly get some rock down on the spot on Bald Mountain in late October or November. 11/28/23 – A load of rock was approved at this meeting.
 - Culvert on Daly that is damaged and not functioning to be addressed in the spring.

11/28/23:

- There was discussion on doing some work on South Peak. This is on hold until spring.
- 2. Fences in road right-of-way. No update at today's 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.
 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: Pamela Stang (307-670-0292)
 - Next: Mark Smith (307-660-4132)
 - Pamela Stang (307-670-0292)
- B. Mailboxes – On hold for now. The history of the actions on mailboxes is listed below. No update at today's meeting.
 1. April, 2023 meeting – A motion was made to increase assessments by \$100 for mailboxes
 2. May, 2023 meeting – The consensus was to not do the increase for mailboxes and to do a mailing to everyone for input on mailboxes.
- C. Street Signs – Mark Smith picked up the street signs and will be picking up posts after confirming the number needed. No work can be done until spring.
- 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." 10/24/23: There was discussion and agreement that driveway culverts should be homeowner responsibilities.
- E. Mark Smith contacted the County Road and Bridge Department after the last meeting and asked if they would mow. The County came out and did some mowing.

IV. New Business

- A. The County Road and District Support Incentive Program (RoADS Program) is County incentive program available for about a year – The County is offering an economic incentive to enlarge the District or merge with other Districts. The consensus is that the program isn't anything the Oriva Hills Improvement & Service District is interested in.
- B. The December meeting will be December 19th instead of December 26th (the third Tuesday instead of the fourth).
- C. Per Wyoming state statutes, there is a vacancy on the Board of Directors, as of the end of this meeting, since Nick Clevenger has missed three consecutive regular meetings without any approval noted in the minutes.

ANYONE INTERESTED IN SERVING ON THE BOARD, PLEASE CALL MARK SMITH OR PAMELA STANG (PHONE NUMBERS BELOW). The Board will need to appoint someone to serve on the Board until the next election which will be November, 2024.

V. Next Regular Meeting: TUESDAY, DECEMBER 19, 2023, 6:00 p.m. – Third Tuesday instead of the fourth Tuesday.

(Usually, the 4th Tuesday of each month)

2023 Meeting Schedule:

*Tues., Dec. 19, 2023, 6:00 p.m. **

2024 meeting schedule:

Tues., Jan. 23, 2024, 6:00 p.m. / Tues., Feb. 27, 2024, 6:00 p.m. / Tues., Mar. 26, 2024, 6:00 p.m.

Tues., Apr. 23, 2024, 6:00 p.m. / Tues., May 28, 2024, 6:00 p.m. / 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 6:31 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

Vacant, Director

Date

Pamela Stang, Secretary/Treasurer (307-670-0292)

Date