

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, October 22, 2024, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mary Schoen, Pamela Stang
Board Members Not Present: Mark Smith
Others Present: Helenanne Cathey, Mary Finch, Jason Finch

Pamela Stang called the meeting to order at 6:05 p.m.

- I. Minutes** – Pamela Stang moved to approve the minutes for the regular meeting on September 24, 2024, as written. Mary Schoen seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Mary Schoen 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:	\$25,643.14
09/30/24 Interest	\$21.03
Ending Savings Account Balance:	\$25,664.17

Checking Account Balance End of Last Meeting:	\$70,144.38
09/30/24 Interest	\$27.05
10/10/24 Deposit – Assessments	\$1,200.00
Checking Account Balance Prior to Meeting:	\$71,371.43

Bills Paid / Checks Written at Meeting:

Ck# 1190 Campbell County Treasurer	Annual Taxes on parcel 19414	\$56.71
Ck# 1191 Cathey Consulting, LLC	Inv. 7772 – Sep. Admin./bks/compl. \$420.00	\$1,549.40
	Inv. 7799 – Director election mailing \$1,129.40	
Ck# 1192 J Finch Dirt Works	Inv. 107990 – Trucking for road projects \$15,600	\$20,260.00
	Inv. 107989 – Moncreiffe – mow, ditches, road work, seeding \$2,320.00	
	Inv. 107988 – Cloud Peak & Daly road work, seeding \$2,340.00	

TOTAL:	\$21,866.11
Ending Checking Account Balance:	\$49,505.32

Receivables / Assessments: \$79,600.00
(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. The Board thanked Jason Finch for the excellent work he did on these projects. Feedback from homeowners has been positive on the project. The County grant agreement was approved and signed for \$11,645.06. Pay Request 1 was completed and signed for J Finch Dirt Works invoices (\$20,260 / grant request of \$5,065.00). Invoices have not been received yet from Quality Agg for the rock.
- B. Other Specific Road Issues to be addressed:**
- 3 loads of rock on Buffalo Back (October, 2023) – This was completed.
 - Work on South Peak (11/28/23) – This was completed, but there was discussion on putting more rock on the intersection of South Peak and Bald Mountain. Mary Schoen moved to approve an additional load of material for Bald Mountain and South Peak. Pamela Stang seconded. Motion carried unanimously. There was discussion on a driveway (139 South Peak) that runs straight

down to South Peak. The lack of drainage (ditches and culvert) is causing a lot of problems on South Peak. A culvert is needed across the approach and ditches along the driveway and the main road. Mary Schoen will try to meet with the landowner to discuss the issues.

3. 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.

4. 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). No update.

5. 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.

C. Road Coordinator Until Next Meeting: Pamela Stang (307-670-0292)

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.

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 – Stang and Schoen (one director for the remaining 2 years of a 4-year term and one director for a 4-year term) – Ballots were mailed October 11th. Helenanne Cathey, Jason Finch, and Mary Finch will count ballots on Wednesday, November 6, 2024, at 4:00 p.m. at the office of Cathey Consulting.

The Board thanked Jason Finch again for the excellent work on the road projects this last month. He got right on the projects and did an excellent job on them.

IV. New Business

A. No additional business.

V. **Next Regular Meeting: TUESDAY, NOVEMBER 19, 2024, 6:15 p.m.**

(Usually, the 4th Tuesday of each month)

2024 meeting schedule:

Tues., Nov. 19, 2024, 6:00 p.m.* / Tues., Dec. 17, 2023, 6:00 p.m.*

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

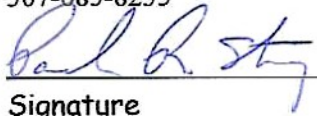
VI. **Adjourn** – Pamela Stang moved to adjourn. Mary Schoen seconded. The meeting was adjourned at 6 37 p.m.

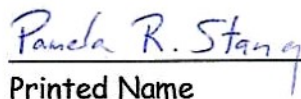
- NOTES:**
- 1) If you have complaints or concerns about snow removal, road maintenance, etc., contact a board member.
 - 2) A reminder to homeowners – you cannot take rock off of the roads and put it on your driveway.
 - 3) The District is not responsible for building roads. Access cannot be denied 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!**

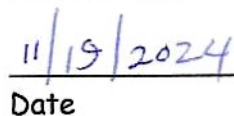
UNTIL THE NEXT MEETING, IF THERE ARE ANY CONCERNS ABOUT ROADS, CONTACT THE ROAD COORDINATOR (LISTED ABOVE UNDER UNFINISHED BUSINESS – ROAD WORK).

Meeting minutes are posted online at www.catheyconsulting.net.

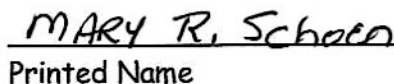
Respectfully submitted,
Helenanne Cathey, Assistant to the Board
307-685-8235

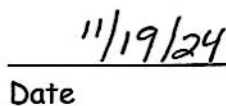

Signature


Printed Name


Date


Signature


Printed Name


Date

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