

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, October 24, 2023, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mark Smith (by phone), Pamela Stang
Board Members Absent: Nick Clevenger
Others Present: Helenanne Cathey, Mary Finch, Jason Finch, Sean Egerstrom

Mark Smith called the meeting to order at 6:00 p.m.

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on September 26, 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 bills as presented. Pamela Stang seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,387.77
09/30/23 Interest	\$20.87
Ending Savings Account Balance:	\$25,408.64

Checking Account Balance End of Last Meeting:	\$12,268.67
09/30/23 Interest	\$16.72
10/10/23 Deposit – Assessments	\$2,200.00
Checking Account Balance Prior to Meeting:	\$14,485.39

Bills Paid / Checks Written at Meeting:

Ck# 1156	9S Consulting	Inv. 2023-414 Self-audit for FYE 6/30/23	\$500.00
Ck# 1157	Campbell County Treasurer	Taxes for 2023 on Parcel 19414	\$56.74
Ck# 1158	Cathey Consulting, LLC	Inv. 7258 – September adm./bks/compliance	\$400.00
Ck# 1159	J. Finch Dirt Works	Inv. 107966, 107967, 107968	\$3,300.00
		Bladed and worked roads 23 hrs.	
		Backhoe – drainage / culverts 6 hrs.	

TOTAL:	\$4,256.74
Ending Checking Account Balance:	\$10,228.65
Receivables / Assessments: \$78,600.00	

III. Unfinished Business

- A. Road Work – There was discussion on getting rock for areas that need it – Bald Mountain (1 load) Buffalo Back (3 loads), Daly (4 loads). Jason Finch explained the work he did on the drainage and getting a crown back on the areas he worked on this past month. The rock that was on the roads was pulled up to the middle, but they need more rock. There is weather coming in this week. There was discussion on making sure that when the snow is bladed, the rock isn't bladed off the road. This item will be added to the "On Hold" list below.

1. ON HOLD
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 is to look at the areas mentioned after this snow storm this week and possibly get some rock down this month on the spot on Bald Mountain.

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: Mark Smith (307-660-4132)
Next: Nick Clevenger (509-994-0676)
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.
- D. Culverts - from July 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 on a few driveway culverts that are a problem.

There was discussion on a culvert on Daly that is damaged and not functioning. It's a main drainage and needs to be addressed. This will have to wait until spring.

IV. New Business

- A. The 2024 meeting schedule was reviewed. The December, 2024, meeting will be December 17th instead of December 24th (the third Tuesday instead of the fourth).
- B. Mark Smith reported that there were complaints about rock in the ditch after the blading this month – Daly and Buffalo Back, past Moncreiffe, Mark Smith reported that the people who are complaining are people who mow their ditches, and they can't mow where rock was pushed into the ditches. There was discussion on the work that was done. Jason Finch reported that there were no ditches (drainage) in the area and he tried to fix that. He understands the complaints but asks that people be patient and look at the area in the spring (after the snow melts and we get rains) because the dirt and weeds should dissipate and not be a problem by then. If he needs to go back and touch things up in the spring, he will do that. He explained that all three of the roads that were addressed had big mud holes in them and that's why he did the drainage work on the roads. Mark Smith explained that the Board has tried to do drainage work as a project so that the County grant can help pay the cost. Jason Finch explained that he didn't know that. Jason Finch asked that if anyone wants to show him where he left rock in the ditch, he would be happy to meet with them to take a look at it.
- C. Pamela Stang reported that someone called and asked if roads would be mowed. The County has mowed the roads in the past but they only mow the roads if they have time. Mark Smith will call the County Road and Bridge Department to see if they will mow the roads.

V. Next Regular Meeting: TUESDAY, NOVEMBER 28, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2023 Meeting Schedule:

Tues., Nov. 28, 2023, 6:00 p.m. / *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 6:25 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
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Nicholas (Nick) Clevenger, Vice President (509-994-0676)	Date
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Pamela Stang, Secretary/Treasurer (307-670-0292)	Date
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