

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, September 24, 2024, 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 Not Present: Mary Schoen
Others Present: Helenanne Cathey, Mary Finch, Jason Finch

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 August 27, 2024, as written. Pamela Stang seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. 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:		\$25,621.43
08/31/24 Interest	\$21.71	
Ending Savings Account Balance:		\$25,643.14
Checking Account Balance End of Last Meeting:		\$72,828.44
08/31/24 Interest	\$28.74	
09/10/24 Deposit – Assessments	\$1,087.20	
Checking Account Balance Prior to Meeting:		\$73,944.38
Bills Paid / Checks Written at Meeting:		
Ck# 1188 Cathey Consulting, LLC	Inv. 7731 – Aug. Admin./bks/compliance	\$420.00
Ck# 1189 J Finch Dirt Works	Inv. 107986 – Cut washboard out & recrowned to 3% / numerous roads	\$3,380.00
TOTAL:		\$3,800.00
Ending Checking Account Balance:		\$70,144.38
Receivables / Assessments: \$80,800		
(2024 Assessments total: \$80,800)		

III. Unfinished Business

- A. Road Project / Grant** – Moncreiffe Ridge Road project / Daly Road project / Cloud Peak Road Project
Bids were requested and due September 16, 2024. Requests were sent to 6 companies, and one submitted a bid (J Finch Dirtworks LLC). A County grant application was submitted and is on the County Commissioners' agenda for October 1, 2024. The project bid amount is \$46,580.25 with a County grant request of \$11,645.06. Mark Smith moved to authorize J. Finch Dirtworks to do the work as soon as the grant is approved. Pamela Stang seconded. Motion carried unanimously.

Mark Smith moved to authorize rock for the various other projects (below). Pamela Stang seconded. Motion carried unanimously.

- B. Other Specific Road Issues to be addressed:**
- 3 loads of rock on Buffalo Back (October, 2023)
 - Work on South Peak (11/28/23)
 - Fences in road right-of-way.
 - 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.
 - 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.

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: Mary Schoen (303-912-1399)

D. Street Signs – Mark Smith picked up the street signs and posts and hasn't had time to install them. There was discussion on putting up additional speed limit signs. Board members will drive the roads and determine how many are needed, and the signs will be ordered from the County. Mark Smith moved to hire J Finch Dirtworks to put up the signs. Pamela Stang seconded. Motion carried unanimously.

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) – The ballot was reviewed and approved to mail between October 11th and October 21st, and the following legal ad will run in the Gillette News-Record on October 22, 2024:

NOTICE OF DIRECTOR ELECTION
ORIVA HILLS IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Oriva Hills Improvement & Service District for the purpose of electing one director for a four (4)-year term on the Board of Directors and one director for the remaining two years of a four (4)-year term. Candidates include Pamela Stang for the 4-year term and Mary R. Schoen for the remaining two years of a 4-year term. Replacement ballots may be obtained from Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies building – entrance is on 4th Street across from Arrow Printing) or by calling Helenanne Cathey at 307-685-8235. An "Elector Affidavit" form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Oriva Hills Improvement & Service District by mail at P.O. Box 5035, Gillette, Wyoming, 82717, or at the office of Cathey Consulting by 5:00 p.m. on November 5, 2024, to be valid. A polling place will be available at Cathey

Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 5, 2024, between 9:00 a.m. and 2:00 p.m.

Filing Officer: Mary Schoen, Secretary / Treasurer
Oriva Hills Improvement & Service District

IV. New Business

- A. If people have concerns about any of the roads or suggestions on road projects, please attend a monthly meeting.

V. Next Regular Meeting: TUESDAY, OCTOBER 22, 2024, 6:15 p.m.
(Usually, the 4th Tuesday of each month)

2024 meeting schedule:

Tues., Oct. 22, 2024, 6:00 p.m. / 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 – Mark Smith moved to adjourn. Pamela Stang seconded. The meeting was adjourned at 6:17 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

MARY SCHOEN

Printed Name

10/22/24

Date



Signature

Pam Stang

Printed Name

10/22/2024

Date

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