

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, September 26, 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, Sean Egerstrom

Mark Smith called the meeting to order at 6:12 p.m.

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on August 15, 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: **\$25,366.22**

08/31/23 Interest \$21.55

Ending Savings Account Balance: **\$25,387.77**

Checking Account Balance End of Last Meeting: **\$63,570.15**

08/31/23 Interest \$25.09

Bills Paid 9/05/23

Ck# 1149 Crown Grading Inv. 137 – Blade roads 7.5 hrs. \$900.00

Ck# 1150 J Finch Dirt Works Inv. 107959 – Clean culvert ends \$320.00 \$8,400.00

Inv. 107961 – Bomber Mtn. Rd. project
& extra material for project \$8,080.00

Ck# 1151 Midnight Trucking Inv. 132 – Bomber Mt. project limestone & scoria hauled \$23,435.00

09/11/23 Deposit – Assessments \$1,086.70

Checking Account Balance Prior to Meeting: **\$31,946.94**

Bills Paid / Checks Written at Meeting:

Ck# 1152 Cathey Consulting, LLC Inv. 7218 – August adm./bks/postage \$400.00

Ck# 1153 J. Finch Dirt Works Inv. 107963 –Bladed and worked roads 19 hrs. \$2,280.00

Ck# 1154 Prism Logistics Inv. 369 – 877.63 tons scoria-base – Bomber Mtn. project / \$9.50/ton \$8,337.49

Ck# 1155 Quality Agg & Construction Inv. 50115 – 911.66 tons 1" J-Base – Bomber Mtn. project / \$9.50/ton \$8,660.78

TOTAL: **\$19,678.27**

Ending Checking Account Balance: **\$12,268.67**

Receivables / Assessments: \$81,800.00 (2022 Assessments \$1,000 / 2023 Assessments \$80,800)

III. Unfinished Business

A. Road Work

1. Road Project (6/12/23): Bomber Mountain Road – from the intersection of Penrose and Bomber Mountain to 63 Bomber Mountain – 2,800 feet – repair 1 culvert, add 2 new culverts, Reshape according to County specifications, ditches to County specifications, 4" of 2" minus scoria with fines, 2,800 top cap 4" of J-base limestone. Project cost estimate \$51,599 / County grant amount approved \$14,779.75. 9/26/23: The project was completed and a grant request prepared for \$14,426.22. The total project came in for less cost than anticipated so there was about \$353.53 that was unused on the grant. The paperwork was completed to close out the grant.
2. 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.
 - Fitch – Will eventually be a project like Penrose was
3. 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.
 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 this summer, so the inventory should still be the same.
 5. 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.
 6. Road Coordinator:

Appointed until next meeting: Pamela Stang (670-0292)

Next: Nick Clevenger (509-994-0676)
 Mark Smith (307-660-4132)
- 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 – The request for signs was placed with the County after the last meeting, and the County reported that signs had been ordered by Kari Purinton last summer. She had ordered them about a week before she passed away. The signs had been prepared and have been sitting, waiting for someone to pick them up. Mark Smith picked up the street signs this past month. He will pick 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." 9/26/23 – No update.

IV. New Business

- A. Review, complete and sign the Local Government Annual Report Summary and Internal Control Evaluation for fiscal year ending 6/30/23 to submit to the Department of Audit along with the Proof of Cash completed by Helenanne Cathey and the self-audit completed by Crystal Ninas. The annual census report (F32) was submitted online by Helenanne Cathey.

V. Next Regular Meeting: TUESDAY, OCTOBER 24, 2023, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2023 Meeting Schedule:

Tues., Oct. 24, 2023, 6:00 p.m. / Tues., Nov. 28, 2023, 6:00 p.m. / *Tues., Dec. 19, 2023, 6:00 p.m. **

**December meeting 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 6:21 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 _____

Nicholas (Nick) Clevenger, Vice President (509-994-0676) _____ Date _____

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