

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, September 27, 2022, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mark Smith, Robert Pfeil (by phone)
Board Members Not Present: Nick Clevenger
Others Present: Helenanne Cathey, Amy Fosheim

Mark Smith called the meeting to order at 6:02 p.m.

- I. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on August 23, 2022, as written. Robert Pfeil 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 bills as presented. Robert Pfeil seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,149.13
08/31/22 Interest	\$5.44
Ending Savings Account Balance:	\$25,154.57
Checking Account Balance End of Last Meeting:	\$57,967.20
08/31/22 Interest	\$4.66
09/09/22 Deposit – Assessments	\$1,304.65
Checking Account Balance Prior to Meeting:	\$59,276.51
Bills Paid / Checks Written at Meeting:	
Ck# 1115 Cathey Consulting, LLC	Inv. 6702 – August adm./bks/postage \$ 415.00
Ck# 1116 Crown Grading	Inv. 129 – Road projects, maintenance blading \$ 7,380.00
Ck# 1117 VanDamme & Sons	Inv. 101 – Haul rock (Bomber Mtn., Cloud Pk) \$14,260.00
TOTAL:	\$22,055.00
Ending Checking Account Balance:	\$37,221.51
Receivables / Assessments: \$82,000.00 (2021 – \$1,200 / 2022 - \$80,800)	

III. Unfinished Business

A. Road Work –

1. Fences in right-of-way – No update.
 1. 6/23/21 – A letter was sent to the County Attorney's office asking that this issue be investigated and addressed by the County Attorney's office, especially on three properties. 9/27/22 – **No update.**
 2. 5/24/22 – Blade and reshape the roads and get rock down where it is needed – Total project cost approved \$115,529.44. Spent to date \$77,885.00 with \$37,644.44 remaining. Most of the work is done. There is a stretch on Bald Mountain that will be done if the work completed is under budget. There is one invoice that hasn't been received yet for rock from Quality Agg.
2. **Culvert Inventory (10/27/2020) – there were 3 of each of the following but one of each were used this month. The following is the remaining inventory.:**
 - 2 each 18" X 20' culverts
 - 2 each 18" X 15' culverts
 - 2 each 18" bands
3. Other Future Projects – No update.
 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.

4. Road Coordinator:

Appointed until next meeting: Robert Pfeil (307-299-4601)

- B. Mailboxes – There was discussion. Nick Clevenger is the one responsible for this project. There has been no update.
- C. Street Signs – There was discussion on getting street signs up. Board members will work on the project.
- D. Director Election (November 8, 2022 – Pfeil and Smith) – The draft ballot was approved to mail between October 14th and October 24th, and the following legal ad will run in the News-Record on October 25, 2022:

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 two directors for four (4) year terms on the Board of Directors. Candidates include Mark A. Smith. 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 8, 2022, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 8, 2022, between 9:00 a.m. and 2:00 p.m.

Filing Officer: Nicholas Clevenger, Secretary / Treasurer
Oriva Hills Improvement & Service District

IV. New Business

- A. An e-mail was received asking about a street light at the end of a homeowner’s driveway and if the HOA takes care of street lights. The District doesn’t maintain any street lights. The landowner could call Powder River Energy.
- B. There were two ATVs on the common area on Sunday. There was discussion on the common area and if motorized vehicles can be used on the property. People are encouraged to read the covenants and comply with whatever the covenants state. The District doesn’t enforce covenants.
- C. A homeowner expressed concerns about people parking in their driveway. They would like to put a fence up to prevent it. There was discussion. People are asked to follow the guidelines with fences (see Notes - #8 below).
- D. There was discussion on someone putting mag chloride down on the road in front of their house. A homeowner had their furnace cleaned in May (fan, motor and blower) – by August, the furnace was vibrating really bad because of dust buildup in it. The homeowner asked if they could pay for and put mag chloride down in front of their house to cut down on the dust. The Board didn’t see any issues with it. The Board consensus is that if people want to put down some mag chloride the Board doesn’t see any issues with it as long as people understand that it is all on their dime and liability, and blading is going to be done periodically that may decrease the effectiveness of the dust control.
- E. The County hopes to be out in the next week or two to mow along the roads. If people can get the big rocks out of their ditches it will help protect mowers.

V. Next Regular Meeting: TUESDAY, OCTOBER 25, 2022, 6:00 p.m. (Usually, the 4th Tuesday of each month)
2022 meeting schedule:

Tues., Oct. 25, 2022, 6:00 p.m. Tues., Nov. 22, 2022, 6:00 p.m. Tues., Dec. 27, 2022, 6:00 p.m.

VI. Adjourn – Mark Smith moved to adjourn. Robert Pfeil seconded. The meeting adjourned at 6:32 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

Robert Pfeil, President (307-299-4601) Date

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

Mark Smith, Secretary/Treasurer (307-660-4132) Date