

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, September 28, 2021, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Nick Clevenger, Robert Pfeil, Mark Smith
Others Present: Helenanne Cathey, James Newman

Robert Pfeil called the meeting to order at 6:00 p.m.

- I. Minutes** – Minutes are e-mailed and posted online after each meeting at www.catheyconsulting.net. Robert Pfeil moved to approve the minutes for the regular meeting on August 24, 2021, as written. Nick Clevenger seconded. Motion carried unanimously.
- II. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Robert Pfeil moved to accept the treasurer's report and pay bills as presented. Nick Clevenger seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:		\$9,236.73
08/31/21	Interest	\$0.78
09/28/21	Transfer from Checking	\$100.00
Ending Savings Account Balance:		\$9,337.51
Checking Account Balance End of Last Meeting:		\$81,779.51
08/31/21	Interest	\$5.10
09/10/21	Deposit – Assessments	\$1,948.91
Checking Account Balance Prior to Meeting:		\$83,733.52
Bills Paid / Checks Written at Meeting:		
Ck# 1073	Cathey Consulting, LLC	Inv. 6175 – Aug. adm./bks/postage \$ 341.10
Ck# 1074	Crown Grading	Inv. 119 – Blade roads \$ 3,150.00
Ck# 1075	Oriva Hills ISD	Monthly Transfer to Savings (\$100/mo.) \$ 100.00
Ck# 1076	Postmaster	Annual box fee \$ 59.00
TOTAL:		\$ 3,650.10
Ending Checking Account Balance:		\$80,083.42
Receivables / Assessments: \$82,200 (2020 Assessments \$1,400 / 2021 Assessments \$80,800)		

III. Unfinished Business

A. Road Work –

1. Fences in right-of-way
 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. Nick Clevenger will follow up with the County Attorney's office.
2. The following are on hold:
 1. Corner on Bomber
 2. Culvert on the corner of Woolsey and Moncreiffe

Culvert Inventory (10/27/2020):

 - 3 each 18" X 20' culverts
 - 3 each 18" X 15' culverts
 - 3 each 18" bands
3. Other Future Projects (no update):
 1. (Discussion Nov., 2020): Spot on Five Fingers, several areas on Moncreiffe, Bomber Mountain sections, about a half a mile on Bald Mountain. (Cloud Peak is still eligible for 50% grant for drainage improvements)
 2. Fitch – from Oriva to Cloud Peak (L-Base) / Culvert at Henderson's / soft spots
 3. Oriva – from Fitch to Cloud Peak (Scoria) (1.32 miles)
 4. M & K access road off South Peak – drainage at intersection

5. Hallelujah Peak – This will be a bigger issue and may be a future project.
6. Culvert on Moncreiffe, about 60' west of Penrose needs to be addressed.
7. Seven Brothers – There are a number of issues on this road. This will be a bigger project and will be addressed in the future.

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: Mark Smith (307-660-4132)

- B. Mailboxes – The Board is still trying to get measurements or pick up the boxes and bring them out to the District and get measurements and develop a plan for the pad and possible cover. Nick Clevenger reported that he has still not been able to reach the postmaster. Board members will continue to try to contact the postmaster.
- C. Street Signs – Kari Purinton is working on the street signs project.

IV. New Business

- A. Board members signed the Public Records Notice for the County which states that the District's records are stored at the office of Cathey Consulting.
- B. Robert Pfeil moved to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Mark Smith seconded. Motion carried unanimously.
- C. James Newman reported that he hit a culvert on Five Fingers when blading the roads this last month. The culvert will need to be replaced or the end repaired. The culvert was originally installed really shallow with a load of rock on it. James Newman said he was willing to repair what he hit, but he expressed a concern that the culvert was installed improperly to begin with. Board members agreed that the culvert was not installed properly. James Newman reminded the Board that he has encouraged the Board to put rock on this road for several years. The culvert isn't deep enough. There was discussion on digging out the ditches and lowering the culvert. Cost estimate; \$455 for the labor to install a new culvert less a \$110 credit for the damage to the culvert. Two culverts will be needed. Approximately 2,800 feet on Five Fingers starting from Cloud Peak to 54 Five Fingers Peak Rd. Rock estimate 830 yard for about \$7,055. Trucking estimate \$7,200. \$910 for the two culverts (labor), culverts are in inventory. 56 hours for shaping the road (should be less – that's what was in Oriva – will bill for actual time). \$21,000 total estimate. Robert Pfeil moved to authorize up to \$21,000 for work on Five Fingers as discussed in this meeting. Nick Clevenger seconded. Motion carried unanimously.
- D. There was discussion on areas around the District that need rock. No additional work was planned at this time.

V. Next Regular Meeting: TUESDAY, OCTOBER 26, 2021, 6:00 p.m. (Usually, the 4th Tuesday of each month)

2021 meeting schedule:

Tues., Oct. 26, 2021, 6:00 p.m. Tues., Nov. 23, 2021, 6:00 p.m. Tues., Dec. 28, 2021, 6:00 p.m.

VI. Adjourn – Robert Pfeil moved to adjourn the meeting. Nick Clevenger seconded. The meeting 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

Robert Pfeil, President (307-299-4601)	Date
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Nicholas (Nick) Clevenger, Vice President (509-994-0676)	Date
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Mark Smith, Secretary/Treasurer (307-660-4132)	Date
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