

**Oriva Hills Improvement & Service District
Budget Hearing & Regular Meeting Minutes**

Tuesday, June 25, 2024, 6:00 p.m.

Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

Board Members Present: Mary Schoen, Pamela Stang
Board Members Not Present: Mark Smith
Others Present: Helenanne Cathey, Mary Finch, Jason Finch

BUDGET HEARING

Pamela Stang called the budget hearing to order at 6:00 p.m. The budget was reviewed and discussed. There was an opportunity for public comment. Pamela Stang adjourned the budget hearing at 6:01 p.m.

REGULAR MEETING

Pamela Stang called the regular meeting to order at 6:00 p.m.

- I. Budget Adoption** – Pamela Stang moved to adopt the budget for 7/1/24 – 6/30/25 for \$226,200 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Mary Schoen seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Pamela Stang moved to approve the minutes for the regular meeting on May 28, 2024, as written. Mary Schoen seconded. Motion carried unanimously.
- III. Treasurer's Report / Bills** – The treasurer's report, bank statements and bills were reviewed. Pamela Stang moved to accept the treasurer's report and pay the bills as presented. Mary Schoen seconded. The Board is happy with the work that Jason Finch is doing on the roads and thanked him for his work. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,557.11
05/31/24 Interest	\$21.66
Ending Savings Account Balance:	\$25,578.77

Checking Account Balance End of Last Meeting:	\$52,391.24
05/31/24 Interest	\$22.12
06/10/24 Deposit – Assessments	\$22,667.07
Checking Account Balance Prior to Meeting:	\$75,080.43

Bills Paid / Checks Written at Meeting:

Ck# 1177 Cathey Consulting, LLC	Inv. 7611 – May Admin./bks/compliance	\$400.00
Ck# 1178 Gillette News-Record	Inv. 25094 – Budget hearing legal ad	\$96.20
Ck# 1179 J Finch Dirt Works	Inv. 107982 – Cut out washboard and recrown	\$2,210.00
	To 3 & 4% on Cloud Peak, Penrose, Bald Mtn., Moncreiffe and Willow Lake, Fitch Roads and entrance at mailboxes	

TOTAL:	\$2,706.20
Ending Checking Account Balance:	\$72,374.23
Receivables / Assessments: \$8,000.00	

IV. Unfinished Business

- A. Road Work** – Mary Schoen volunteered to help develop a scope of work in order to get quotes to apply for the County grant. She will contact Mark Smith and will also call One Call of Wyoming to get locates along the roads. The Board asked Jason Finch to assist in the development of the scope for #1 below.

1) as of 6/12/23:

- Moncreiffe from Cloud Peak to Penrose – pulling ditches and adding rock / about 2,500 feet (2nd on priority list). Also culvert on Moncreiffe, about 60' west of Penrose needs to be addressed.
 - On Cloud Peak from corner of Fitch and Cloud Peak west toward corner where it turns into Five Fingers. This is estimated at about 2,000 feet.
 - Daly Road – from Fitch to Buffalo Back – about 1,800 feet and a couple of other spots (so a total of about 2,000 feet) 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
- 2) as of 10/24/23:
- rock for Bald Mountain (1 load), Buffalo Back (3 loads), Daly (4 loads)
11/28/23: One load of rock approved for end of Bald Mountain/South Peak. This was completed and invoices received and paid 2/27/24.
 - Culvert on Daly that is damaged and not functioning to be addressed in the spring.
- 3) As of 11/28/23:
- Work on South Peak.
2. Fences in road right-of-way – There was discussion on the issue with the fences in the road right-of-way in various locations. History is as follows:
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 the 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.

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.

There is property owned by the community, and the Board would like to see the culverts moved to the community property so that Jason Finch or any other contractor working for the District can access them when they are needed. They need to be stored in a common storage area. Mary Schoen will work on this.

4. Future Projects:

1. Culvert on Moncreiffe, about 60' west of Penrose needs to be addressed. **This may be moved up to this spring's projects.** This will be moved up to the Moncreiffe job above.

The following will remain tabled.

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: Mary Schoen (303-912-1399)

- B. Street Signs – Mark Smith picked up the street signs and posts. The signs will be installed in the spring/summer of 2024. No update.
- C. 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.”
- D. Director election (November 5, 2024 – Stang and Schoen (1 director for the remaining 2 years of a 4-year term and one for a 4-year term) – Anyone interested in running for the Board and having their name on the ballot needs to submit an application between August 7th and August 27th. The application is available from the office of Cathey Consulting and online at www.catheyconsulting.net.

E. Road Discussions

There was additional discussion on the road work, and concerns were noted about the constant complaints from a small number of people. Jason Finch explained that he works for a number of other Districts and doesn't have any issues like he has with Oriva Hills. There are a few people who consistently complain about just about everything.

There are two fairly new Board members who are learning and getting up to speed. There was discussion on involving more people from the community. There was discussion on the role of Board members. All agreed that more work needs to be done. There are a number of items that stay on the agenda and minutes and aren't getting done. The Board would like to change this. The Board would also like to see more people on the e-mail list.

Board members stated that they think the roads have improved with Jason Finch doing road work. Washouts have been much less lately because culverts have been cleaned out and roads addressed.

There was discussion on rock. Many of the roads don't need limestone hauled in from Moorcroft. Scoria could be used at a much lower cost on some of the roads.

V. **New Business**

- A. Public Records Notice – Two Board members signed the form to submit to the County stating that the District's records are stored at the office of Cathey Consulting.
- B. Official Depository – Pamela Stang moved to designate First National Bank as the official depository for the next year fiscal year. Mary Schoen seconded. Motion carried unanimously.
- C. Meeting minutes will be e-mailed to the e-mail list and posted online after the Board has formally approved and signed the meeting minutes at the next meeting. Draft minutes will no longer be sent out or posted online.
- D. Mary Schoen suggested getting a better e-mail list. She will try to reach out to neighbors and call around to get more people involved and on the e-mail list.

VI. **Next Regular Meeting: TUESDAY, JULY 23, 2024, 6:00 p.m.**
(Usually, the 4th Tuesday of each month)

2024 meeting schedule:

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.

VII. **Adjourn** – Pamela Stang moved to adjourn. Mary Schoen seconded. The meeting was adjourned at 6:56 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 R. SCHOEN

Printed Name

7/23/24

Date



Signature

Pamela Stang

Printed Name

7/23/24

Date

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

Budget - Oriva Hills ISD - 7/1/24 - 6/30/25				
Budget Hearing: Tuesday, June 25, 2024, 6:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	133,161	94,150	97,469	113,150
Revenue				
Assessments	80,800	80,800	80,800	80,800
Assessments - Interest	628	500	214	500
Grants - County		31,250	14,426	31,250
Interest from bank	357	70	446	500
TOTAL REVENUE	81,785	112,620	95,886	113,050
TOTAL REVENUE PLUS CASH CARRYOVER	214,946	206,770	193,355	226,200
Expenditures				
Capital Expenditures				
Administrative	6,020	6,900	6,190	6,900
Operations	109,334	199,120	70,190	218,450
Indirect	750	750	850	850
TOTAL EXPENDITURES	116,104	206,770	77,230	226,200
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	4,200		2,200	
Payables Balance Start of FY	8,548		5,175	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	133,161	94,150	97,469	113,150
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	133,161	94,150	97,469	113,150
Receivables Balance End of FY	2,200			
Payables Balance End of FY	5,175			
End of Year Bank Balance	97,469		113,150	
Net per year (Revenue minus Expenses)	98,842	0	116,125	0

Budget Message: The District manages the roads and provides ongoing maintenance and improvements to the roads as the budget allows.
The District does not have any Reserves.

Board Member Signature

Board Member Signature

Directors: Mark Smith (Pres.) term ends Nov., 2026 / Pamela Stang (Vice Pres.) term ends 2024/2026 and Mary Schoen (Sec./Treas.) term ends 2024
Meetings are the fourth Tuesday of each month at 6:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.
Records are stored at 400 S Gillette Ave, Suite 106, Gillette. Office hours generally Monday through Friday, 9 a.m. to 5 p.m.

Oriva Hills	Feet	Miles
Bald Mountain Rd	8,360	1.58
Bomber Mountain Rd	8,370	1.59
Buffalo Back Peak Rd	5,290	1.00
Cloud Peak Rd	12,790	2.42
Daly Rd	8,940	1.69
Elk Mountain Dr	4,630	0.86
Fitch Rd	12,140	2.30
Five Finger Peaks Rd	4,350	0.82
Frying Pan Lake Rd	1,390	0.26
Gargoyle Peak Ct	1,480	0.28
Hallelujah Peak Ct	1,050	0.20
Hazleton Peak Rd	3,790	0.72
Innominate Peak Rd	2,270	0.43
Monciffe Ridge Rd	7,540	1.43
Oriva Rd	10,400	1.97
Penrose Peak Rd	6,870	1.30
Seven Brother Peaks Ct	1,540	0.29
South Peak Ct	3,640	0.69
South Peak Rd	3,600	0.68
Starvation Peak Rd	2,580	0.49
Willow Lake Rd	3,800	0.72
Woolsey Peak Dr	2,560	0.48
Total	117,380	22.23