

Oriva Hills Improvement & Service District
Regular Meeting Minutes
Tuesday, January 28, 2025, 6:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, Wyoming
Revised 2/24/25

Board Members Present: Mark Smith, Pamela Stang
Board Members Not Present: Mary Schoen
Others Present: Helenanne Cathey, Tom Walker, Mary Finch, Alyssa Black

Mark Smith called the meeting to order at 6:10 p.m.

- I. **Minutes** – Mark Smith moved to approve the minutes for the regular meeting on December 17, 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:	\$25,706.98
12/31/24 Interest	\$21.78
Ending Savings Account Balance:	\$25,728.76
Checking Account Balance End of Last Meeting:	\$72,327.14
12/31/24 Interest	\$25.19
01/10/25 Deposit – Assessments	\$6,400.00
Checking Account Balance Prior to Meeting:	\$78,752.33
Bills Paid / Checks Written at Meeting:	
Ck# 1200 Cathey Consulting, LLC	Inv. 7916 – Dec. Admin./bks/compl. \$420.00
Ck# 1201 J Finch Dirt Works	Inv. 107997 – Plowing snow / January, 2025 \$8,650.00
TOTAL:	\$9,070.00
Ending Checking Account Balance:	\$69,682.33
Receivables / Assessments: \$36,800.00	
(2024 Assessments total: \$80,800)	

III. Unfinished Business

A. Road Work

- 1. Projects for 2025 – Mark Smith is working on a scope of work in order to get bids and utilize the county grant.
 - 1. There was discussion on addressing the drainage below a homeowner’s driveway at 139 South Peak that runs straight down to South Peak. A culvert is needed at the bottom of the driveway. The biggest problem is the drainage that runs down the driveway and washes out the road (past the corner of South Peak and Bald Mountain). A suggestion was made to include this in a project next spring, applying for a County grant.
 - 2. First stretch of Oriva Road where it comes off of Fitch (going from Fitch to Cloud Peak on Oriva Road) – it gets muddy, and there isn’t any drainage on it. (approximately 1.3 miles).
 - 3. Rock on some secondary roads – Gargoyle, upper end of Five Finger Peak, north end of Cloud Peak Ct. (where the bus turns around).
 - 4. Rock on cul-de-sac at end of South Peak (where the pumping unit is).
 - 5. There are a few thin spots on Penrose that could use some limestone.

If anyone has any suggestions for additional projects this year that can be used under a County grant, please come to a Board meeting.

- 2. Fences in road right-of-way.
 - 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.

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.

9/24/24: Mark Smith will get the culverts.

4. 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.

- B. Road Coordinator until next meeting: Pamela Stang (307-670-0292)

- C. Street Signs – Mark Smith picked up the street signs and posts. J Finch Dirtworks will put up the signs and posts (approved at 9/24/24 meeting) this spring/summer.

- D. 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.

- E. Mark Smith reported that he called and left several messages for the railroad, and they haven’t returned his phone calls. There was discussion on the cattleguard in the area – it can be pulled out and cleaned up and put back.

- F. T-Posts on corners and culverts – Mark Smith reported that he talked with Clark Melinkovich at the County who advised that the District is well within our rights to install t-posts on corners and culverts. If those are included in road projects, the County grant can be utilized to help pay for them too.

- G. Fix the cattleguard – The cattleguard has been fixed.

- H. Replace the sign coming into Oriva Hills – Mark Smith is still working on the design for the sign.

IV. New Business

- A. Letter to the County for Robert Pfeil’s plans to subdivide property. May 28, 2024, meeting minutes were provided to the County which stated the following:

Robert Pfeil reported that they will be subdividing some of their land into 5-acre lots and want to make sure the Board doesn’t have any issues with it. The District won’t be responsible for any additional roads. The plan is going through the County. The Board consensus is that the Board has no issues with the Pfeil’s plans as long as they follow County Guidelines and don’t add any new roads that the District would have to maintain.

However, the County is requiring: “a formal letter of acceptance from the Oriva Hills Improvement and Service District. I believe they are expecting a straightforward letter stating that the matter was brought to

the Board's attention on May 28, 2024, and that (Robert Pfeil) is authorized to proceed, provided all County guidelines for subdivision are followed."

A letter was prepared and signed by Mark Smith, and will be submitted to the County.

**V. Next Regular Meeting: TUESDAY, FEBRUARY 25, 2025, 6:00 p.m.
(Usually, the 4th Tuesday of each month)**

2025 meeting schedule:

Tues., Feb. 25, 2025, 6:00 p.m. / Tues., Mar. 25, 2025, 6:00 p.m.

Tues., Apr. 22, 2025, 6:00 p.m. / Tues., May 27, 2025, 6:00 p.m. / Tues., June 24, 2025, 6:00 p.m.

Tues., July 22, 2025, 6:00 p.m. / Tues., Aug. 26, 2025, 6:00 p.m. / Tues., Sept. 23, 2025, 6:00 p.m.

Tues., Oct. 28, 2025, 6:00 p.m. / Tues., Nov. 18, 2025, 6:00 p.m. * / Tues., Dec. 16, 2025, 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 6:21 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

Mary R. Schoen
Signature

Paul R. Stang
Signature

Mary R. Schoen
Printed Name

Pamela R. Stang
Printed Name

2/25/25
Date

2/25/25
Date

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