

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

Board Members Present: Mary Schoen, Mark Smith, Pamela Stang
Others Present: Helenanne Cathey, Tom Walker, Mary Finch, Jason Finch, Tammy Stuart

Mark Smith called the meeting to order at 6:00 p.m.

- I. **Minutes** – Mark Smith moved to approve the minutes for the regular meeting on February 25, 2025, as presented. Mary Schoen 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. Mary Schoen seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:	\$25,750.62
02/28/25 Interest	\$19.76
Ending Savings Account Balance:	\$25,770.38
Checking Account Balance End of Last Meeting:	\$68,566.60
02/28/25 Interest	\$24.51
03/10/25 Deposit – Assessments	\$817.45
Checking Account Balance Prior to Meeting:	\$69,408.56
Bills Paid / Checks Written at Meeting:	
Ck# 1204 Cathey Consulting, LLC	Inv. 8005 – Feb. Admin./bks/compl. \$420.00
Ck# 1205 Postmaster	Annual post office box fee \$188.00
Ck# 1206 J Finch Dirt Works	Inv. 039655 – Plowing snow, March \$6,175.00
	Blade roads, pull rock from ditches & shoulders, cut washboard & recrown to 3% (Penrose, Moncreiffe, Bald Mtn, Bomber Mtn, Willow Lake, some of Fitch)
TOTAL:	\$6,783.00
Ending Checking Account Balance:	\$62,625.56
Receivables / Assessments: \$34,200.00	
(2024 Assessments total: \$80,800)	

III. Unfinished Business

A. **Road Work** – There was discussion on projects. Mark Smith developed a scope of work for a number of projects. Helenanne Cathey will type up the scope and e-mail a request for bids as in the past in order to put together a grant application to submit to the County.

1. **Projects for 2025 –**

- 1. Nov., 2024: 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).

There was discussion on this issue. Jason Finch reported that the District could build up a section of South Peak so the water will drain off the road appropriately.

- 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). This is over a mile, and just the rock alone is about \$20,000. There was discussion on the project. If you fix the drainage and don’t add the rock, it will be a mud bog.

3. Rock on some secondary roads – Gargoyle, upper end of Five Finger Peak, north end of Cloud Peak Ct. (where the bus turns around).
 - Gargoyle – 610 yards (1/4 mile)
 - Five Fingers – about 3/4 mile but no ditch work
 - upper end of Cloud Peak – about 3/4 mile
4. Daly
 - 1) Middle part of Daly – from Buffalo Back to Cloud Peak – 4,540 feet
 - 2) Upper end of Daly - .43 miles (under 1/2 mile) – 2,271 feet
5. Rock on cul-de-sac at end of South Peak (where the pumping unit is).
6. There are a few thin spots on Penrose that could use some limestone – About 8 bald spots need rock. This one is definitely a priority.
7. There was discussion on making sure the bus routes are good, but the buses don't generally come through the District when the roads are bad.

Bids will be due Thursday, April 5th

A grant application will be submitted as soon as possible after bids are received.

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:
 - 2 ea 18" X 20' culverts
 - 2 ea 18" X 15' culverts
 - 2 ea 18" bands

Mark Smith has all of the culverts on a trailer at his place.

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: Mary Schoen (303-912-1399)

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.
- E. Railroad / maintain their section of the road – Mark Smith called the railroad again and they still have not called him back. The District cannot touch these areas. It is up to the railroad to maintain this.
- F. T-Posts on corners and culverts – delineator posts to mark the sides of the roads will be ordered from the County. If people have culverts at the bottom of the driveway, it is suggested that people put up posts to mark their culverts to protect them when they are buried by snow. It will save the culverts from being run over and damaged.
- G. Replace the sign coming into Oriva Hills – Mark Smith is working on the design for the sign.

IV. New Business

- A. Jason Finch reported that he will be finishing up blading the roads. The rain in the forecast this weekend will help.
- B. Budget for 7/1/25 – 6/30/26 – The budget hearing will be June 24, 2025. The budget will be updated at the next couple of meetings.
- C. Tammy Stuart, 143 Bomber Mountain Road, is looking at splitting the property in half for their daughter. The Board doesn’t have an issue with the property owner subdividing. The District will do a letter to this effect for the County.
- D. There was discussion on mowing and the road rights-of-ways. Landowners are encouraged to review the rights-of-ways in the notes below.

**V. Next Regular Meeting: TUESDAY, APRIL 22, 2025, 6:00 p.m.
(Usually, the 4th Tuesday of each month)**

2025 meeting schedule:

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 6:43 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!

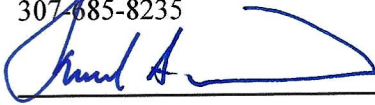
UNTIL THE NEXT MEETING, IF THERE ARE ANY CONCERNS ABOUT ROADS, CONTACT THE ROAD COORDINATOR (LISTED ABOVE UNDER UNFINISHED BUSINESS – ROAD WORK).

Meeting minutes are posted online at www.catheyconsulting.net.

Respectfully submitted,

Helenanne Cathey, Assistant to the Board

307-685-8235



Signature



Signature

Mark A Smith

Printed Name

MARY R. SCHOEN

Printed Name

4-22-125

Date

4/22/25

Date

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