

Oriva Hills Improvement & Service District

Regular Meeting Minutes

Tuesday, April 22, 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, Mary Finch

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 March 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:		\$25,770.38
03/31/25 Interest	\$21.90	
Ending Savings Account Balance:		\$25,792.28

Checking Account Balance End of Last Meeting:		\$62,625.56
03/31/25 Interest	\$26.06	
04/10/25 Deposit – Assessments	\$825.05	

Checking Account Balance Prior to Meeting: **\$63,476.67**

Bills Paid / Checks Written at Meeting:

Ck# 1207 Cathey Consulting, LLC	Inv. 8048 – Mar. Admin./bks/compl.	\$420.00
Ck# 1208 J Finch Dirt Works	Inv. 039657 – Cut wash board, pull rock from shoulders/ditches/recrown to 3% - Cloud Peak, Fitch, Daly, and Five Finger Peak Rd / installing signs - (donated some labor)	\$4,760.00

Ck# 1209 Local Government Liab. Pool	Inv. 15853 – 7/1/25-6/30/26 insurance	\$600.00
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TOTAL: **\$5,780.00**

Ending Checking Account Balance: **\$57,696.67**

Receivables / Assessments: \$34,200.00
(2024 Assessments total: \$80,800)

III. Unfinished Business

A. Road Work – Bids were requested for 8 projects. 5 projects were selected of the 8 and were submitted on a County grant application. Mark Smith moved to hire J Finch Dirtworks to do the following 5 projects after the grant has been approved. Mary Schoen seconded. Motion carried unanimously.

		Feet of Road	Yards of 2" Dirty Scoria	Yards of 1" Limestone (J Base)
1	Gargoyle Peak	1,373	407	
	No ditch work Just adding rock			
	2" minus dirty scoria; 4" thick			
	road width maintain 22' to 24'			
	Road recrown to County Spec.'s			
	Contractor awarded will be responsible for locates (One Call) trucking, road closure to conduct work safely			
2	Upper end of Cloud Peak	3,326	985	

	from the intersection of Cloud Peak and Moncreiffe Road to the Court at the end			
	2" minus dirty scoria, 4" thick			
	No ditch work.			
	Recrown road to County Spec.'s			
	Mow ditches before work starts			
	Maintain road width of 22' to 24'			
	Awarded contractor will be responsible for One Call, trucking, road closures for the safety of those traveling on the road.			
3	Upper end of Daly Road	2,271	672	
	Intersection of Cloud Peak & Daly to the end of Daly in front of 146 Daly Road residence			
	No ditch work			
	2" minus dirty scoria, 4" thick			
	Recrown road to County Spec.'s			
	Mow ditch before work starts			
	Maintain road width 22' to 24'			
	Awarded contractor will be responsible for One Call, trucking, road closures for safety of those traveling on the road			
5	8 loads spot shot on Penrose			200
	between the intersection of Oriva Hills Road and Bomber Mtn. Road			
	2 loads in the S curves			
	2 loads from Fosheim Place to Capes Place			
	2 loads from Lacey Place to the intersection of Woolsey Road			
6	Drainage on South Peak		50	
	the road washed down to the end of the road			
	2 loads of 2" minus scoria to raise the road			

The following projects were bid but were not included on the grant application and will not be done at this time because the District does not have the money to do these projects.

4	Oriva Hills Road	5,439	1,611	
	from intersection of Fitch Road and Oriva Hills Road to the west till Dwayne Pond driveway			
	2" minus dirty scoria, 4" thick			
	Mow vegetation in ditch prior to work starting			
	Rework existing drainage to County standard			
	Maintain & clean out existing culverts			
	Recrown road to County Spec.'s			
	Reseed ditches after road work is complete			
	Awarded contractor will be responsible for One Call, trucking, road closure to provide for safety of those traveling on roads			

7	Middle part of Daly	4,540	1,345	
	from intersection of Daly and Buffalo Back to the intersection of Daly & Cloud Peak			
	No ditch work			
	Recrown road to County spec.'s			
	Maintain road width of 22' to 24'			
	Mow road ditches before road work starts.			
	2" minus scoria 4" thick			
	Awarded contractor will be responsible for One Call, trucking, road closure for safety of those traveling on road			

8	Five Fingers	4,330	1,282	
	From the intersection of Cloud Peak and Five Fingers to end of Five Fingers Court			
	No ditch work			
	Mow road ditches before road work starts			
	Recrown Road to County Spec.'s			
	Maintain road width of 22' to 24'			
	2" minus dirty scoria, 4" thick			
	Awarded contractor will be responsible for One Call, trucking, road closures for the safety of those traveling on road			

The bids are attached to these minutes.

1. 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.

2. Culvert Inventory:
 - 2 ea 18” X 20’ culverts
 - 2 ea 18” X 15’ culverts
 - 2 ea 18” bands
 - 3/25/25 – Mark Smith has all of the culverts on a trailer at his place.

3. 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 – J Finch Dirtworks put up signs and posts. There was discussion on Starvation Peak. The street is platted but hasn't been developed yet. The District does not maintain it. Helenanne Cathey will order 3 Daly Rd signs and 3 Cloud Peak Rd signs. **J Finch Dirtworks donated 16 hours of time on the street signs project. Thank you Jason and Mary Finch!**
- 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 at this meeting.
- E. Railroad / maintain their section of the road – Mark Smith has not heard back from the railroad and will continue to try to contact them.
- 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. **If landowners need posts to mark the culverts at the end of their driveways, contact the Board, and the District will request them from the County.**
- G. Replace the sign coming into Oriva Hills – Mark Smith is working on the design for the sign.
- H. Budget for 7/1/25 – 6/30/26 – The budget for the next fiscal year was reviewed. After discussion, the consensus is to increase the assessment to \$500 per lot instead of \$400. The rate hasn't changed since 2011, which was 14 years ago. Due to the increased costs of materials, labor, and equipment, the only way to maintain the roads is to raise the assessment. Mark Smith moved to approve the proposed budget. Pamela Stang seconded. Motion carried unanimously. The proposed budget is attached to these minutes. The following legal ad will run in the Gillette News-Record on June 10, 2025.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
ORIVA HILLS IMPROVEMENT & SERVICE DISTRICT**

Oriva Hills Improvement and Service District will hold a public hearing to review the 7/1/25 – 6/30/26 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of 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) on Tuesday, June 24, 2025, at 6:00 p.m. Budget Summary:

Expenses: Administrative \$7,152 / Indirect \$850 / Operations \$184,081
Revenue and Rollover: \$192,083

The complete proposed budget is available online at www.catheyconsulting.net – Oriva Hills meeting minutes for 04/22/25. The assessment will increase to \$500 per lot instead of \$400. This is the first increase in 14 years. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

A. The renewal application for the Local Government Liability Pool was submitted online by Helenanne Cathey. The Board reviewed and signed the application.

**V. Next Regular Meeting: TUESDAY, MAY 27, 2025, 6:00 p.m.
(Usually, the 4th Tuesday of each month)**

2025 meeting schedule:

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. * 3 Daly Rd signs and 3 Cloud Peak Rd signs. he

*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 6:28 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) 3/25/25 – Landowners are encouraged to 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.
 - 7) NO DRAGGING THE ROADS.
 - 8) NO ONE SHOULD BE DOING ANY WORK ON THE DISTRICT’S ROADS WITHOUT PRIOR AUTHORIZATION FROM THE BOARD.
 - 9) 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 Smith

Printed Name

MARY Schoen

Printed Name

5/27/25

Date

5/27/25

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 - 7/1/25 - 6/30/26

Budget Hearing: Tuesday, June 24, 2025, 6:00 p.m. at office of Cathey Consulting / PO Box 5035, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
CASH CARRYOVER	97,470	113,150	100,276	58,833
Revenue				
Assessments (\$500 per lot)	80,800	80,800	80,800	101,000
Assessments - Interest	388	500	390	500
Grants - County	14,426	31,250	27,747	31,250
Interest from bank	500	500	787	500
TOTAL REVENUE	96,114	113,050	109,724	133,250
TOTAL REVENUE PLUS CASH CARRYOVER	193,584	226,200	210,000	192,083
Expenditures				
Capital Expenditures				
Administrative	6,223	6,900	6,661	7,152
Operations	77,860	218,450	149,056	184,081
Indirect	850	850	850	850
TOTAL EXPENDITURES	84,933	226,200	156,567	192,083
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	2,200		5,800	
Payables Balance Start of FY	5,175		400	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	97,470	113,150	100,276	58,833
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	97,470	113,150	100,276	58,833
Receivables Balance End of FY	5,800			
Payables Balance End of FY	400			
End of Year Bank Balance	100,276		58,833	
Net per year (Revenue minus Expenses)	108,651	0	53,433	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. The assessment will increase to \$500 per lot instead of \$400. The assessment hasn't changed since 2011, which was 14 years ago. Due to the increased costs of materials, labor, and equipment, the only way to maintain the roads is to raise the assessment.

Board Member Signature _____ Board Member Signature _____
 Directors: Mark Smith (Pres.) and Mary Schoen (Sec./Treas.) terms end Nov., 2026 / Pamela Stang (Vice Pres.) term ends Nov., 2028
 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	0.88
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
Hazelton Peak Rd	3,790	0.72
Innominate Peak Rd	2,270	0.43
Moncrieffe 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

Assessments history (per lot):
 2025 \$500
 2011 \$400
 prior to 2011 \$240 / \$50