

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

Tuesday, May 27, 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, Adair Walker, 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 April 22, 2025, as presented. Pam 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. Mary Schoen seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting:		\$25,792.28
04/30/25 Interest	\$21.21	
Ending Savings Account Balance:		\$25,813.49

Checking Account Balance End of Last Meeting:		\$57,696.67
04/30/25 Interest	\$22.91	
05/10/25 Deposit – Assessments	\$2,060.56	
Checking Account Balance Prior to Meeting:		\$59,780.14

Bills Paid / Checks Written at Meeting:

Ck# 1210 Cathey Consulting, LLC	Inv. 8095 – Apr. Admin./bks/compl.	\$420.00
Ck# 1211 J Finch Dirt Works	Inv. 098910 – Cut wash board, pull rock from shoulders/ditches/recrown to 3% - entrance to subdivision, Penrose Peak, Moncrieffe to Willow Lake & Gargoyle, Bald Mtn and South Peak, Bomber Mtn, Fitch, Cloud Peak from Fitch to cul-de-sac, Woolsey Peak, Daly	\$3,380.00

TOTAL:		\$3,800.00
Ending Checking Account Balance:		\$55,980.14
Receivables / Assessments: \$31,400.00		
(2024 Assessments total: \$80,800)		

III. Unfinished Business

A. Road Work:

From Meeting Minutes: Scope of work for projects for 2025, utilizing the County grant (from November, 2024 minutes): These 3 are from prior months’ minutes and included in the list of projects included on the County Grant (see below):

- 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.
- Rock on some secondary roads – Gargoyle, upper end of Five Finger Peak, north end of Cloud Peak Ct. (where the bus turns around).
- Rock on cul-de-sac at end of South Peak (where the pumping unit is). 2/25/25 – discussion on getting rock down as soon as possible

*Scope of Work for 8 projects. / Bids Received from Earth Work Solutions, J Finch Dirtworks and EMS
After reviewing total costs, a grant application was prepared for the following projects:*

		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			

J Finch Dirtworks approved to do the above projects on 4/22/25. The County Grant was not considered by the Commissioners in April because the County Grant program ran out of money for the Fiscal Year. The County will consider the grant application in July, 2025.

Projects Not Included on Grant Application for the current time:

From Meeting Minutes / Projects to Be Addressed:

- 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).
- Rock on upper end of Five Finger Peak.

From Scope of Work / Bids

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			

(Note in November, 2024 minutes: If anyone has any suggestions for additional projects next 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.
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
 - 3/25/25 – Mark Smith has the culverts on a trailer at his place.
4. Future Project:
 - 1) 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.
 - 2) 2/25/25: About a mile up Fitch where the red barn is. Western Midstream has a high pressure line that runs in the ditch, so a great deal of caution will be needed there.
 - 3) Fitch – from Oriva to Cloud Peak (5/27/25 – requested that this section be addressed)

B. Road Coordinator:

Appointed until next meeting: Mark Smith (307-660-4132)

- C. Street Signs – J Finch Dirtworks put up the signs and posts (approved at 9/24/24 meeting). Helenanne Cathey requested 3 Daly Rd signs and 3 Cloud Peak Rd signs.
- 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 reported that he contacted the railroad, and they said they would get the work to their maintenance crew, but nothing has been done yet.
- F. T-Posts on corners and culverts – delineator posts to mark the sides of the roads will be ordered from the County. Mark Smith reported that he contacted the County, and they will help pay for them through the County grant program (50% reimbursement / drainage costs).

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 look at putting a grant application together.

- 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 – Proposed budget approved at the April meeting. Final budget to be adopted at the June 24, 2025, budget hearing / regular meeting. The budget includes an increase in the assessment to \$500 (was \$400) per lot.

IV. **New Business**

- A. A question was asked about Fitch (from Oriva to Cloud Peak) – when will rock be put on this road? The Board will put it on the list of future projects.
- B. Questions were asked about what is going on at 73 Daly Road – There is some major work going on (heavy equipment), and it has been going on for a week or two.

C. There was discussion about the District's land. A question came up on the Facebook page about a community garden. No one at the meeting thought it made sense to have a community garden on the District's land. There shouldn't be motorized vehicles on the community lot. People can ride their horses in there and walk, and in the past people have grazed their horses there using temporary fences. Everyone has a lot of room on their own lots to grow gardens.

V. **Next Regular Meeting: TUESDAY, JUNE 24, 2025, 6:00 p.m. (Budget Hearing and Regular Meeting)**
(Usually, the 4th Tuesday of each month)

2025 meeting schedule:

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. Mary Schoen seconded. The meeting was adjourned at 6:34 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!**

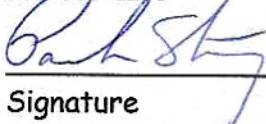
UNTIL THE NEXT MEETING, IF THERE ARE ANY CONCERNS ABOUT ROADS, CONTACT THE ROAD COORDINATOR (LISTED ABOVE UNDER UNFINISHED BUSINESS – ROAD WORK).

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

Respectfully submitted,

Helenanne Cathey, Assistant to the Board

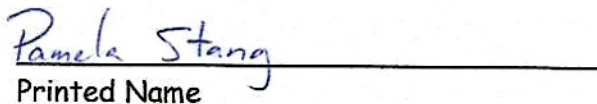
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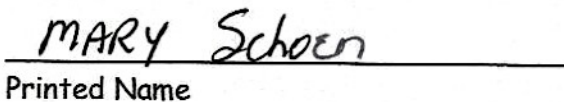
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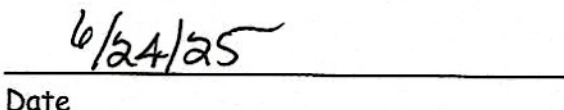
Printed Name



Printed Name



Date



Date

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