

**Oriva Hills Improvement & Service District
Budget Hearing and Regular Meeting Minutes
Tuesday, June 24, 2025, 6:00 p.m.**

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

Board Members Present: Mary Schoen, Mark Smith (by phone), Pamela Stang
Others Present: Helenanne Cathey, Tom Walker, Mary Finch, Jerry Hight

BUDGET HEARING

Mark Smith called the budget hearing to order at 6:00 p.m. The budget was reviewed. The assessment will increase to \$500 per lot per year (was \$400 per lot per year). The assessment has been at \$400 since 2011. There was discussion on the increase and the road work that has been done and is planned in the near future. The increase in the assessment will allow for more road improvements and maintenance on the roads. The costs have increased significantly in the past few years, and the District has more than 22 miles of roads to maintain. Snow removal during a bad winter is a significant cost. One year saw snow removal costs between \$25,000 - \$30,000.

Jerry Hight reported on his history in the District and suggested finding some way to get people to slow down and be thoughtful of their neighbors. If people slowed down, the roads would hold up much better. Everyone agreed that people slowing down would significantly improve the road conditions. If the Sheriff's office would patrol more, that would help, but the District has not had any success at getting officers to patrol the roads.

There has been discussion in the past on getting a fire department building in Oriva Hills. There have to be enough volunteers and certified people to run a fire department building.

The Board and a homeowner at the meeting commended Jason Finch on the work he is doing on the roads. Jason Finch didn't charge the District for the work he did when fighting fires last summer. He is greatly appreciated.

Jerry Hight said he has some material that the contractor can use if Jason Finch will reach out to him.

Pam Stang reported that there were a number of people who made complaints on Facebook about the rate increase. The Board understands the concerns but is very concerned about getting road work done, and a rate increase will help make improvements and maintain the roads appropriately. Again, there has been no increase in rates since 2011, and with the increasing costs, the Board feels we really don't have a choice but to raise rates in order to maintain and improve the roads that need improved.

There was discussion on getting a crown in all of the roads and pulling the shoulders and cleaning up the ditches. The Board is aware of the issues and is working on improving all of the roads over time. The District uses the County grant program when possible to assist in the costs.

Pam Stang reported that one person suggested to her that the District be dissolved rather than do any increase. That is not a solution to improving the roads. \$500 a year works out to about \$1.50 a day. Still less than a cup of coffee a day.

Jerry Hight expressed his appreciation for the signs that were put up. He commended Jason Finch on the work he does on the blade, and he offered to help however he can.

Pam Stang moved to adjourn the budget hearing. Mary Schoen seconded. The budget hearing was adjourned at 6:32 p.m.

REGULAR MEETING

Mark Smith called the meeting to order at 6:32 p.m.

- I. **Budget** – Pam Stang moved to adopt the budget for 7/1/25 – 6/30/26 for \$260,879 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Mary Schoen seconded. Motion carried unanimously.

- II. Minutes** – Mark Smith moved to approve the minutes for the regular meeting on May 27, 2025, as presented. Pam Stang seconded. Motion carried unanimously.
- III. 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:		\$25,813.49
05/31/25 Interest	\$21.93	
Ending Savings Account Balance:		\$25,835.42
Checking Account Balance End of Last Meeting:		\$55,980.14
05/31/25 Interest	\$22.43	
06/10/25 Deposit – Assessments	\$23,628.41	
Checking Account Balance Prior to Meeting:		\$79,630.98
Bills Paid / Checks Written at Meeting:		
Ck# 1212 Cathey Consulting, LLC	Inv. 8142 – May Admin./bks/compl.	\$420.00
Ck# 1213 Gillette News-Record	Inv. 41502 – Budget hearing legal ad	\$94.90
Ck# 1214 J Finch Dirt Works	Inv. 1001 – Bladed roads – Cloud Peak to Five Finger and Five Finger Road	\$540.00
TOTAL:		\$1,054.90
Ending Checking Account Balance:		\$78,576.08
Receivables / Assessments: \$7,800.00		
2024 Assessments total: \$80,800 / 2025 Assessments total: \$101,000		

IV. Unfinished Business

- A. Road Work approved – The County grant should be considered by the Commissioners July 1st or July 15th. The work has been authorized to proceed (J Finch Dirtworks) after the grant has been approved. Project cost estimate: \$76,040.79 / County grant \$19,010.20

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 some are 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 – Pam Stang reported that the house has been brought in. Pam Stang moved to authorize a load of rock for the cul-de-sac. Mary Schoen seconded. Motion carried unanimously.

*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			

B. Road Work to Consider for Next Fiscal Year (Quotes Received):

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 (received in April, 2025 – not included on grant application submitted in April 2025)

4	Oriva Hills Road	5,439	1,611	
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	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.)

C. Future Project (to be discussed at the July and August meetings). There was discussion on the work on Fitch and addressing the drainage on the west side (the high pressure line is on the east side). Mark Smith will write up the work on Fitch (#2 and #3 below) and get quotes for the work. The consensus is to get a grant application in as soon as possible for this work and the items listed above that have already been quoted.

- 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)

D. 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.

E. 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.

F. Street Signs – J Finch Dirtworks put up the signs and posts (approved at 9/24/24 meeting). The signs were ordered, (3 Daly Rd signs and 3 Cloud Peak Rd signs). Mary Finch picked up the signs, and they will be installing them in the near future.

G. 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.

H. Railroad – maintain their section of the road. No update.

I. T-Posts on corners and culverts – delineator posts to mark the sides of the roads – Mark Smith explained that the County grant may pay 50% reimbursement for the posts if they are included in a road project grant. 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.

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

K. Road Coordinator:

Appointed until next meeting: Mary Schoen (303-912-1399)

V. **New Business**

- A. The Public Records Notice was signed to submit to the County reporting that the District’s records are stored at the Office of Cathey Consulting..
- B. Pam Stang moved to designate First National Bank as the official depository for the District for 7/1/25 – 6/30/26. Mary Schoen seconded. Motion carried unanimously.
- C. There was discussion on the thistle on the sides of the roads. Campbell County Weed and Pest will provide a chemical that people can use to spray thistles on their property.
- D. The Daly project is done. An old methane pond had to be reclaimed. Mark Smith reported that they told him that all of the reclamation should be done for this year. They won’t be back unless they have to come back and respray next year.
- E. If you know of anyone who can help with yard work, there are some people in the District who can use the help. If there are young people looking for jobs, there are homeowners looking for help. People can post on the neighborhood Facebook page or e-mail Helenanne Cathey, and she will forward your e-mail to the group (include your contact information). With older folks around, people are encouraged to keep an eye out.

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

2025 meeting schedule:

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.

VII. Adjourn – Pam Stang moved to adjourn. Mary Schoen seconded. The meeting was adjourned at 7:04 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

Mark A. Smith

Printed Name

7/22/25

Date



Signature

MARY Schoen

Printed Name

7/22/25

Date

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

