

Oriva Hills Improvement & Service District

Regular Meeting Minutes

Tuesday, July 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, Jarrod Patterson, Tom 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 budget hearing and regular meeting on June 24, 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. Pam Stang seconded. Motion carried unanimously.

Savings Account Balance End of Last Meeting: **\$25,835.42**
 06/30/25 Interest \$21.24
Ending Savings Account Balance: **\$25,856.66**

Checking Account Balance End of Last Meeting: **\$78,576.08**
 06/30/25 Interest \$27.94
 07/10/25 Deposit – Assessments \$2,334.35

Checking Account Balance Prior to Meeting: **\$80,938.37**

Bills Paid / Checks Written at Meeting:

Ck# 1215	Cathey Consulting, LLC	Inv. 8187 – June Admin./bks/compl.	\$420.00
Ck# 1216	J Finch Dirt Works	Inv. 098916 – Cut wash board and recrown to 3% - Penrose, Moncreiffe, Willow Lake, Fitch, Cloud Peak, Five Finger & part of Bald Mtn, Daly, Buffalo Back	\$3,240.00

TOTAL: **\$3,660.00**

Ending Checking Account Balance: **\$77,278.37**

Receivables / Assessments: \$5,560.00

2024 Assessments total: \$80,800 / 2025 Assessments total: \$101,000

III. Unfinished Business

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

		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			
4	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			
5	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			

Also approved but not in the grant: Rock on cul-de-sac at end of South Peak (where the pumping unit is). Load of rock for the cul-de-sac has been approved.

B. Mark Smith will get bids on the projects listed below:

1	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			
--	---	--	--	--

2	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			

3	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			

4 Work on Fitch (Mark Smith will work on a scope and get bids on the following as well):

- 1) 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. Drainage to be addressed on the west side (high pressure line is on the east side).
- 2) Fitch (from Oriva Road to Cloud Peak) – Homeowner asked it to be addressed (5/27/25 meeting) – Board agreed to add it to the list for future projects.

C. 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.

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 reported that street signs have been installed. A Buffalo Back street sign may be needed. Helenanne Cathey will order the sign once confirmed.
- 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. Some damage was done to the railroad track on both entrances – the District isn’t allowed to touch the railroad tracks. The damage was reported to the railroad.
- I. T-posts on corners and culverts
1. 3/25/25 – Landowners are encouraged to put up posts to mark their culverts to protect the when they are buried by snow. It will save the culverts from being run over and damaged. (Added this to the Comments at the bottom of the agendas and minutes.)
 2. County grant may pay 50% reimbursement for the posts to mark the sides of the roads. Would need quote(s) and submit a grant application.
- 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: Pamela Stang (307-670-0292)

IV. New Business

- A. In front of the mailboxes at the first entrance – some of the area is washed out. The post office has said they will stop delivering the mail if it isn’t fixed. The Board consensus is to have Jason Finch take care of this area.
- B. There was discussion on increasing the amount in the savings account that is set aside for a bad winter or emergencies. Mark Smith moved to transfer \$5,000 after the next assessments are received. Pam Stang seconded. Motion carried unanimously.

**V. Next Regular Meeting: TUESDAY, AUGUST 26, 2025, 6:00 p.m.
 (Usually, the 4th Tuesday of each month)**

2025 meeting schedule:

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. Pam Stang seconded. The meeting was adjourned at 6:18 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.

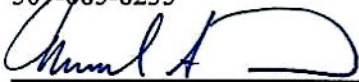
* All Other Roads – 60 foot right-of-way – This means that there should be a minimum of 30 feet between the center of the road and any fence on either side of the road.

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

8/26/25

Date



Signature

MARY R. SCHOEN

Printed Name

8/28/25

Date

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