

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

Tuesday, September 23, 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, Jason Finch, 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 August 26, 2025, as presented. Mary Schoen seconded. Motion carried by unanimous consent.
- 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. Pamela Stang seconded. Motion carried by unanimous consent.

| | | |
|--|---|--------------------|
| Savings Account Balance End of Last Meeting: | | \$25,878.63 |
| 08/31/25 Interest | \$21.99 | |
| Ending Savings Account Balance: | | \$25,900.62 |
| | | |
| Checking Account Balance End of Last Meeting: | | \$31,799.91 |
| 08/31/25 Interest | \$29.78 | |
| 09/10/25 Deposit – Assessments | \$1,314.51 | |
| 09/22/25 Deposit – County Grant | \$12,381.80 | |
| Checking Account Balance Prior to Meeting: | | \$45,526.00 |
| Bills Paid / Checks Written at Meeting: | | |
| Ck# 1221 Cathey Consulting, LLC | Inv. 8281 – August Admin./bks/compl. | \$441.00 |
| Ck# 1222 J Finch Dirt Works | Inv. 098927 – Cut washboard, bladed and Recrowned all roads in subdivision, picked Up signs, posts, bases, and hardware | \$4,725.00 |
| | | |
| TOTAL: | | \$5,166.00 |
| Ending Checking Account Balance: | | \$40,360.00 |
| Receivables / Assessments: \$101,000.00 | | |
| 2025 Assessments total: \$101,000 | | |

III. Unfinished Business

- A. Road Work approved – County grant approved by the Commissioners on July 1st. J Finch Dirtworks completed the work.

Project Cost Estimate: \$76,040.79 / County Grant \$19,010.20:

**Project Invoices / Grant Pay Request 1 – \$49,527.18 project cost /
\$12,381.80 grant request. Remaining grant \$6,628.41**

The grant is good for one year and will be left open for now. Rock can be added in the spring if needed. Mark Smith will talk to the County about using the grant for more rock on the roads that were part of the project and/or using the grant for additional road work.

- 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 (not done yet) 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 – Jason Finch reported that he has picked up all of the signs.
1. 10 30 mph speed limit signs were ordered from the County after the last meeting (and posts and hardware to install the signs).
 2. 4 Daly Rd signs and 3 Cloud Peak signs and 1 Buffalo Back Peak sign
 3. Contact the County to request the use of their speed monitor sign that tells people how fast they are going compared to the speed limit and will take a picture of them if they are speeding. No update.
- 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. Mark Smith reported that he talked to someone who works for the railroad that is trying to get some action as well. Mark Smith will contact County Road and Bridge.
- I. T-posts on corners and culverts – Mark Smith donated 20 of them that can be installed where needed.
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 – Pamela Stang will talk to Sign Boss or another company about a sign.
- K. Road Coordinator:
- Appointed until next meeting: Mary Schoen (303-912-1399)

IV. New Business

- A. People are not mowing the roads along their property. Some people have really steep ditches that prevent them from mowing. The County has done some mowing in the past and they did a little this year but not much. Mark Smith will contact County Road and Bridge to see if they can do additional mowing in Oriva Hills.

V. Next Regular Meeting: TUESDAY, OCTOBER 28, 2025, 6:00 p.m.
(Usually, the 4th Tuesday of each month)

2025 meeting schedule:

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 6:19 p.m.

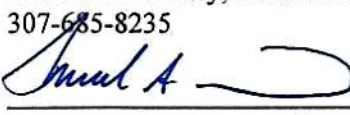
- NOTES:**
- 1) If you have complaints or concerns about snow removal, road maintenance, etc., contact a board member.
 - 2) A reminder to homeowners – you cannot take rock off of the roads and put it on your driveway.
 - 3) The District is not responsible for building roads. Access cannot be denied 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,
 Helianne Cathey, Assistant to the Board
 307-685-8235



Signature

Mark Smith

Printed Name

10/28/25

Date



Signature

Pamela Stang

Printed Name

10/28/25

Date

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