

**Oriva Hills Improvement & Service District**  
**Regular Meeting Minutes**  
**Tuesday, November 18, 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, 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 October 28, 2025, as presented. Pamela Stang 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. Mary Schoen seconded. Motion carried by unanimous consent.

<b>Savings Account Balance End of Last Meeting:</b>		<b>\$30,921.92</b>
10/31/25 Interest	\$22.44	
<b>Ending Savings Account Balance:</b>		<b>\$30,944.36</b>
<b>Checking Account Balance End of Last Meeting:</b>		<b>\$34,257.52</b>
10/31/25 Interest	\$16.72	
11/10/25 Deposit – Assessments	\$32,750.00	
<b>Checking Account Balance Prior to Meeting:</b>		<b>\$67,024.24</b>
<b>Bills Paid / Checks Written at Meeting:</b>		
Ck# 1228 Cathey Consulting, LLC	Inv. 8380 – October Admin./bks/compl.	\$441.00
<b>TOTAL:</b>		<b>\$441.00</b>
<b>Ending Checking Account Balance:</b>		<b>\$66,583.24</b>
Receivables / Assessments: \$62,500.00		
2025 Assessments total: \$101,000		

**III. Unfinished Business**

A. **Road Work approved 2025** – The consensus is to wait on most road work until spring.

County grant approved by the Commissioners on July 1<sup>st</sup>. 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 is working on the scope and getting bids on the projects listed below:

<b>1</b>	<b>Oriva Hills Road</b>	<b>5,439</b>	<b>1,611</b>	
	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			

<b>2</b>	<b>Middle part of Daly</b>	<b>4,540</b>	<b>1,345</b>	
	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			

<b>3</b>	<b>Five Fingers</b>	<b>4,330</b>	<b>1,282</b>	
	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 is working on a scope and getting 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. There was no update on contacting 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.
- 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. The cattleguards on Echeta and Penrose – on both sides of the railroad crossing – discussed at the 10/28/25 meeting. Mark Smith reported that he got a price for cleaning out the culverts. They estimate \$2,000 to \$3,000 to clean them out (vac truck). Mark Smith moved to hire Boss Hydrovac to clean out the culverts. Pamela Stang seconded. Motion carried unanimously. There was discussion on culverts and on looking to see if there are any that are real packed and could be cleaned out with a hydro-vac as well. The Board and Jason Finch will keep an eye out on the culverts and maybe watch the run off this spring.

There are some spots showing up on Bomber that may need to be addressed. Jason Finch reported there isn’t much material left in the ditch there. The consensus is to monitor the area for a month and discuss it at the next meeting.

- I. T-posts on corners and culverts – 90% done (10/28/25 meeting)  
 1. 10/28/25 meeting discussion on the end of the culvert at 42 Buffalo Back that is rolled in. Jason Finch will look at the culvert.
- J. Replace the sign coming into Oriva Hills. Mark Smith is working on a design.
- K. Road Coordinator:  
 Appointed until next meeting: Mark Smith (307-660-4132)

#### IV. New Business

- A. There was discussion on getting additional speed limit signs. Jason Finch reported that one speed limit sign was knocked down and needs to be put back up. He also reported that someone tore up Cloud Peak – spun ruts into the road. There was discussion on putting up some trail cameras. Pamela Stang moved that the District buy a few trail cameras and set them up on people’s properties (with permission). There was no second. Jason Finch will get prices on cameras with remote access. This will be discussed at the next meeting. Something needs to be done to stop people from destroying the roads.
- B. Mark Smith moved to keep the same slate of officers for the next year (Mark Smith, President / Pamela Stang, Vice President / Mary Schoen, Secretary/Treasurer). Mary Schoen seconded. Motion carried unanimously.
- C. 2026 meetings – The November and December meetings in 2026 will be moved to the third Tuesday instead of the fourth Tuesday due to Thanksgiving and Christmas holidays and the December, 2026, start time will be moved to 6:30 p.m. instead of 6:00 p.m.

#### V. Next Regular Meeting: **TUESDAY, DECEMBER 16, 2025, 6:00 p.m.** (Usually, the 4<sup>th</sup> Tuesday of each month)

##### 2025 meeting schedule:

Tues., Dec. 16, 2025, 6:00 p.m. \*

\*December meeting moved to the 3<sup>rd</sup> Tuesday instead of the 4<sup>th</sup> Tuesday.

##### 2026 meeting schedule

Tues., Jan. 27, 2026, 6:00 p.m. / Tues., Feb. 24, 2026, 6:00 p.m. / Tues., Mar. 24, 2026, 6:00 p.m.

Tues., Apr. 28, 2026, 6:00 p.m. / Tues., May 26, 2026, 6:00 p.m. / Tues., June 23, 2026, 6:00 p.m.

Tues., July 28, 2026, 6:00 p.m. / Tues., Aug. 25, 2026, 6:00 p.m. / Tues., Sept. 22, 2026, 6:00 p.m.  
Tues., Oct. 27, 2026, 6:00 p.m. / Tues., Nov. 17, 2026, 6:00 p.m. / Tues., Dec. 15, 2026, 6:30 p.m.\*  
\*November and December meetings moved to the 3<sup>rd</sup> Tuesday instead of the 4<sup>th</sup> Tuesday / December start  
time moved to 6:30 p.m. instead of 6:00 p.m..

VI. **Adjourn** – Mark Smith moved to adjourn. Mary Schoen seconded. The meeting was adjourned at 6:20 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](http://www.catheyconsulting.net).

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board  
307-685-8235



Signature

Mark Smith

Printed Name

12/16/25

Date



Signature

MARY SCHOEN

Printed Name

12/16/25

Date

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