

Oriva Hills Improvement & Service District

Regular Meeting Minutes

Tuesday, February 24, 2026, 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, Mary Finch, Reggie Schrank, Madissen Rauscher, Jason Finch, Molly Dykes

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 January 27, 2026, 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. Mary Schoen seconded. Motion carried by unanimous consent.

| | | |
|--|--|--------------------|
| Savings Account Balance End of Last Meeting: | | \$30,996.11 |
| 01/31/26 Interest | \$26.34 | |
| Ending Savings Account Balance: | | \$31,022.45 |
| | | |
| Checking Account Balance End of Last Meeting: | | \$72,374.37 |
| 01/31/26 Interest | \$29.01 | |
| 02/10/26 Deposit – Assessments | \$2,783.29 | |
| Checking Account Balance Prior to Meeting: | | \$75,186.67 |
| Bills Paid / Checks Written at Meeting: | | |
| Ck# 1234 Cathey Consulting, LLC | Inv. 8514 – January Admin./bks/compl. | \$441.00 |
| Ck# 1235 J Finch Dirtworks | Inv. 098935 – Cut wash board & recrown roads & plowed snow after storm | \$3,135.00 |
| TOTAL: | | \$3,576.00 |
| Ending Checking Account Balance: | | \$71,610.67 |
| Receivables / Assessments: \$40,500.00 | | |
| 2025 Assessments total: \$101,000 | | |

III. Unfinished Business

A. Road Work approved 2025 – The consensus is to wait on road work (below) until spring.

County grant approved by the Commissioners on July 1, 2025. 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:

The consensus is to require certificate of insurance and resume (explanation of experience)

| | | Footage | Tons (material) | |
|----------|--|----------------|------------------------|--|
| 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 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 – No update:

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. No update.
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 at his place. No other update.
- 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. There was discussion and the consensus is that a picture isn’t necessary – just something that shows your speed compared to the speed limit to encourage people to slow down. The consensus is to wait to put these up – maybe in the spring or summer.
- 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. Trail cameras with remote access installed
(February, 2026 meeting minutes: the first 30 days was free for the storage for the cameras, but there is a fee after that. Board approved getting 6 GB for 90 days (\$46 X 4 cameras). J Finch Dirtworks to purchase the storage and bill the District. Jason Finch reported that he did not order anything yet because of concerns that were expressed about the cameras.
- I. Replace the sign coming into Oriva Hills. Mark Smith is working on a design. No update at this meeting.
- J. Road Coordinator:
Appointed until next meeting: Mark Smith (307-660-4132)

IV. New Business

- A. Pamela Stang reported that a homeowner complained about the rock that ended up in the ditches when the blading was done. The owner of 71 Penrose Peak Road goes out after the blade goes through and pulls the rock out of the ditches and up onto the road which causes additional complaints because of the large rock in the road. Mark Smith reported that he went and pulled the big aggregate out of the road.
- B. A homeowner asked for an explanation behind the trail cameras. Why were they installed? The Board explained that there have been numerous incidents with people hitting the mailboxes, running through fences, running over signs, etc. Most of the time this happens, people do not claim responsibility so everyone in the District ends up paying the costs to make repairs rather than the person that did the damage. The cameras are at the major intersections and are visible. Only one person has access to the cameras (Jason Finch). Rather than everyone in the District being responsible for these damages, the individuals causing these damages (tearing up the roads, fences, mailboxes) can be held accountable because we will have them on camera. This isn’t about punishing anyone – if any homeowner runs through a fence or runs into the mailboxes, they should let someone know. People need to be held accountable for their actions. Since the cameras were installed, there have been no incidents.
- C. There was discussion on the fee structure. Prior to 2011, the District charged a lower amount to additional lots owned by one person or company. Since 2011 the District assesses every lot the same amount regardless of the owner.
- D. A request was made to put reflector markers or reflector tape on some of the t-posts that were installed. The t-posts were put up to keep people out of the ditches. Mark Smith moved to have Jason Finch add reflector tape to t-posts where needed. Pamela Stang seconded. Motion carried by unanimous consent.

V. **Next Regular Meeting: TUESDAY, MARCH 24, 2026, 6:00 p.m.**

(Usually, the 4th Tuesday of each month)

2026 meeting schedule

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 3rd Tuesday instead of the 4th 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 6:27 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 Oriya 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

Mary R. Schoen
Signature

MARY Schoen
Printed Name

3/24/26
Date

Mark Smith
Signature

Mark Smith
Printed Name

3/25/26
Date

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