

**Small Buttes Improvement & Service District  
Regular Meeting  
MINUTES  
Monday, April 1, 2019, 4:45 p.m.  
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Justin Hillius, Duane Schmitz, Gavin Sneathen  
OTHERS PRESENT: Helenanne Cathey, Trusty Matheson

Duane Schmitz called the meeting to order at 4:46 p.m.

- I. Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on January 16, 2019, as written. Justin Hillius seconded. Motion carried unanimously.
- II. Treasurer’s Report** – The treasurer’s report was reviewed and discussed. Gavin Sneathen moved to accept the treasurer’s report and pay the bills as presented. Duane Schmitz seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$8,891.79
Bank Balance Prior to Meeting:		\$8,891.79
Bills paid at meeting:		
Ck#	Payee – Purpose	Ck Amount
1098	Cathey Consulting	
	Inv. 4795 – Jan books/admin. \$160.00	\$480.00
	Inv. 4836 – Feb. books/admin. \$160.00	
	Inv. 4877 – Mar. books/admin. \$160.00	
Total Bills Paid:		\$480.00
<b>Bank balance at the end of the meeting:</b>		<b>\$8,411.79</b>
Receivables balance: \$3,900 (assessments) and \$1,600 (People’s) = \$5,500.00 Total		

- III. Unfinished Business**
  - a. Road Work – Duane Schmitz reported that he talked to the County to see what they would cover through the District Support grant program. The County indicated that there is only a small section of Antelope Valley Street that is considered public access, and the rest is considered private. The County won’t provide a grant for any roads that are not considered public access. Gavin Sneathen and Justin Hillius volunteered to haul rock for the District to save on cost. Duane Schmitz will put out a request for proposals for rock on Antelope Valley Street including:
    - 1) 520 feet north of Schweitzer’s
    - 2) 717 feet across Beeman’s
    - 3) 531 feet of Twin Butte Drive.
  - b. Culvert by the mailboxes at the area where you turn onto Antelope Valley Street – There was discussion on the location for a culvert in that area. Duane Schmitz recommended putting the culvert south of the culvert that goes into the storage area to intercept the water before it gets to that driveway. Some rock is recommended for the mailboxes. Prices will be gathered for this as well.
  - c. There was discussion on putting enough gravel and crowning at the intersections so that water will drain off the roads and go into the ditch. There was discussion on drainage and problems with the culverts freezing. This will be included in the request for proposals.
  - d. Gavin Sneathen moved to spend the money for rock for the proposals Duane Schmitz is gathering. Justin Hillius seconded. Motion carried unanimously. Culverts will be installed before putting rock down.
  - e. Trusty Matheson reported that he is still negotiating with the oil companies to get them to provide some financial support for road maintenance.

- IV. New Business**
  - a. Duane Schmitz signed the Local Government Liability Pool renewal application to renew the insurance for the next fiscal year.

- b. Officer elections – Gavin Sneathen moved to have the following slate of officers: Gavin Sneathen, President / Justin Hillius, Vice President / Duane Schmitz, Secretary/Treasurer. Justin Hillius seconded. Motion carried unanimously.
- c. Budget for 7/1/19 – 6/30/20 – The budget was reviewed and updated. The budget hearing was scheduled for Monday, June 24, 2019, at 5:00 p.m. Duane Schmitz moved to approve the preliminary budget as discussed. Gavin Sneathen seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record at least a week prior to the budget hearing:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
SMALL BUTTES IMPROVEMENT & SERVICE DISTRICT**

Small Buttes Improvement & Service District will hold a public hearing to review the 7/1/19 – 6/30/20 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on Monday, June 24, 2019, at 5:00 p.m. The proposed budget is summarized below and is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) with the 4/1/19 meeting minutes:

Expenses: Administrative \$2,500 / Indirect \$500 / Operations & Misc. \$22,010  
Revenue / Rollover: \$25,010

No change in rates is anticipated, and the annual assessment will remain at \$600 per lot.

To contact the District or for special accommodations for the hearing,  
call Cathey Consulting at 307-685-8235.

Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting adjourned at 5:40 p.m.

**NEXT REGULAR MEETING / BUDGET HEARING: Monday, June 24, 2019, 5:00 p.m. at the Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K<sup>2</sup> Technologies building – entrance is on 4<sup>th</sup> Street across from Arrow Printing).**

**NOTES:**

- **A number of landowners in the District occasionally work on the roads – blading the roads, fixing fence, repairing roads and ditches as needed, installing posts, etc.**
- **Any homeowner who would like to receive minutes and updates by e-mail can call Helenanne Cathey at 685-8235 or e-mail her at [hlcathey@collinscom.net](mailto:hlcathey@collinscom.net) to be added to the e-mail list. Minutes are also posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net).**
- **10/10/18 Motion: A Board member is authorized to call out a contractor to work on the roads, spending up to \$1,500 for blading/road work if needed, without having to call a special meeting.**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

---

Gavin Sneathen, President / Date

---

Justin Hillius, Vice President / Date

---

Duane Schmitz, Secretary/Treasurer / Date

**Budget - Small Buttes ISD - 7/1/2019 - 6/30/2020**

**Budget Hearing: Monday, June 24, 2019, 5:00 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717**

	Actual	Budget	Actual (ESTIMATED)	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
<b>TOTAL FUNDS ON HAND START OF FY</b>	<b>10,693</b>	<b>4,764</b>	<b>4,764</b>	<b>12,843</b>
<b>Revenue</b>				
Assessments (\$600 X 17 lots)	10,200	10,200	10,200	10,200
Assessments (People's ISD - Ant. Val. St.- \$200X7)	1,400	1,400	1,400	1,400
Assessments - Ward (Reimb. 17-18 and 19-20)	200	200	200	200
Assessments - Interest	11		0	
Grants - County (2017 project)	1,264		0	
Grants - County		2,300		367
Receivables End of Prior Year		3,464		0
<b>TOTAL REVENUE</b>	<b>13,075</b>	<b>17,564</b>	<b>11,800</b>	<b>12,167</b>
<b>TOTAL CASH ON HAND + REVENUE</b>	<b>23,768</b>	<b>22,328</b>	<b>16,564</b>	<b>25,010</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bks (\$160/mo.)	1,950	2,000	1,920	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	283	500	150	500
Miscellaneous				
Travel				
<b>TOTAL ADMINSTRATIVE</b>	<b>2,233</b>	<b>2,500</b>	<b>2,070</b>	<b>2,500</b>
<b>Indirect</b>				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
<b>TOTAL INDIRECT COSTS</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Operations</b>				
Miscellaneous (Rollover)		7,928		12,843
Roads	729	1,700	4,115	7,500
Road Projects (Grant Eligible - 2017)	5,057			
Road Projects (Grant Eligible)		9,200		1,467
Ward (Reimb.)	200	200	200	200
Payables End of Prior Yr		300		0
<b>TOTAL OPERATIONS COSTS</b>	<b>5,986</b>	<b>19,328</b>	<b>4,315</b>	<b>22,010</b>
<b>TOTAL EXPENDITURES</b>	<b>8,719</b>	<b>22,328</b>	<b>6,885</b>	<b>25,010</b>
<b>DEDICATED TO RESERVES</b>		0		0
<b>YEARLY REVENUE - EXPENSES (NO MISC.)</b>	<b>4,356</b>	<b>3,164</b>	<b>4,915</b>	<b>0</b>
<b>TOTAL REVENUE MINUS TOTAL EXPENSES</b>	<b>15,049</b>	<b>0</b>	<b>9,679</b>	<b>0</b>
Receivables Start of FY	4,190		3,464	
Payables Balance Start of FY	11,311		300	
	<b>6/30/2017</b>	<b>6/30/2018</b>	<b>6/30/2018</b>	<b>6/30/19 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	10,693	4,764	4,764	12,843
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>10,693</b>	<b>4,764</b>	<b>4,764</b>	<b>12,843</b>
Receivables Balance End of FY	3,464			
Payables Balance End of FY	300			
End of Year Bank Balance	4,764		12,843	

**Budget Message: Small Buttes ISD manages the roads. Fees will stay the same this next fiscal year. No major projects are planned at this time. The District does not have any reserves.**

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Gavin Sneathen, (Pres.) term ends Mar., 2020 / Justin Hillius (Vice Pres.) term ends Mar., 2020 / Duane Schmitz (Sec./Treas.) term ends Mar., 2022.

The District holds a regular meeting approximately four times a year. The next meeting date is scheduled at each meeting.

Records are stored at 400 S Gillette Ae, Suite 106, Gillette.