

**Small Buttes Improvement & Service District  
Regular Meeting  
MINUTES  
Tuesday, April 19, 2022, 5:30 p.m.  
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Justin Hillius, Gavin Sneathen  
BOARD MEMBERS APPROVED ABSENT: John Melgaard, Jr.  
OTHERS PRESENT: Helenanne Cathey

Gavin Sneathen called the meeting to order at 5:30 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on March 1, 2022, 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 bills as presented. Justin Hillius seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:	\$9,732.83		
Bank Balance Prior to Meeting:	\$9,732.83		
Bills paid:			
Ck#	Payee	Purpose	Ck Amount
1136	Cathey Consulting	Inv. 6512 – Mar. Admin./books/compliance \$160.00	\$160.00
1137	Gillette News-Record	Ad 00372215 – Director election ad	\$88.00
1138	Local Gov’t Liab. Pool	Inv. 13765 – Insurance (Liab. / D & O) 7/1/22 – 6/30/23	\$500.00
Total Bills Paid:			\$748.00
<b>Bank balance at the end of the meeting:</b>			<b>\$8,984.83</b>

Receivables balance: \$5,500.00 (\$3,900 – District / \$1,600 – People’s ISD)

**III. Unfinished Business**

- a. Road Work – Roads were bladed twice –
  - i. 12/21/21: Approved at least one load of scoria for the south end of the road and schedule it when a blade is available to do some maintenance. This will be done this spring.
  - ii. 12/21/21: Snow fence in an area that drifts – Gavin Sneathen will continue to try to contact the homeowner for next winter.
  - iii. Other road work for spring / summer – Gavin Sneathen will talk to Will Parks about pulling the cattleguard to clean it out.
  - iv. Depending on how wet the spring is – there may be some benefit to putting some mag chloride down on the north and south end of the hill to try to get it to hold together better.
- b. Director Election (March 22, 2022 – two directors – 4 year terms) – Election results:
  - Justin Hillius – 10 votes
  - John Melgaard – 10 votes
  - Oaths were completed as required. Congratulations Justin and John – thank you for serving on the Board.
- c. Budget for 7/1/22 – 6/30/23 – The budget was reviewed and updated. There was discussion on putting down mag chloride on and around the hill this year if there is adequate moisture. It would help hold the material in place, stabilizing the hill. This will be discussed further at the next meeting. A grant application could be submitted to the County to help with the cost for the mag chloride as well. Gavin Sneathen moved to approve the proposed budget as discussed. Justin Hillius seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run June 7, 2022, in the News-Record:

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

Small Buttes Improvement & Service District will hold a public hearing to review the 7/1/22 – 6/30/23 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 Tuesday, June 21, 2022, at 5:30 p.m. The proposed budget is summarized below and is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) with the April 19, 2022, meeting minutes:

Expenses: Administrative \$2,500 / Indirect \$500 / Operations & Misc. \$24,781  
Revenue / Rollover: \$27,781

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.

#### IV. New Business

- a. Annual Election of Officers – Gavin Sneathen moved to keep the same officers for the next year (Gavin Sneathen, President / Justin Hillius, Vice President / John Melgaard, Jr., Secretary/Treasurer). Justin Hillius seconded. Motion carried unanimously.

Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting adjourned at 5:52 p.m.

**NEXT REGULAR MEETING: Tuesday, June 21, 2022, 5:30 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 Helennane 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,  
Helennane Cathey, Assistant to the Board

---

Gavin Sneathen, President / Date

---

Justin Hillius, Vice President / Date

---

John Melgaard, Jr., Secretary/Treasurer / Date

**Budget - Small Buttes ISD - 7/1/2022 - 6/30/2023**

**Budget Hearing: Tuesday, June 21, 2022, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717**

	Actual (F32) 7/1/20 - 6/30/21	Budget 7/1/21 - 6/30/22	Actual (ESTIMATED) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23
<b>TOTAL FUNDS ON HAND START OF FY</b>	6,799	10,452	10,452	13,981
<b>Revenue</b>				
Assessments (\$600 X 17 lots)	10,200	10,200	10,200	10,200
Assessments (People's ISD - \$200 X 8 on Ant. Val. St.)	1,600	1,600	1,600	1,600
Assessments - Interest	102		13	
Grants - County		2,000	2,400	2,000
Receivables End of Prior Year		1,900		0
<b>TOTAL REVENUE</b>	11,902	15,700	14,213	13,800
<b>TOTAL CASH ON HAND + REVENUE</b>	18,701	26,152	24,665	27,781
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bks (\$160/mo.)	1,920	2,000	1,920	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	129	500	285	500
Miscellaneous				
Travel				
<b>TOTAL ADMINSTRATIVE</b>	2,049	2,500	2,205	2,500
<b>Indirect</b>				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
<b>TOTAL INDIRECT COSTS</b>	500	500	500	500
<b>Operations</b>				
Miscellaneous (Rollover)		10,452		13,981
Roads	6,300	12,700	9,879	10,800
Payables End of Prior Yr		0		0
<b>TOTAL OPERATIONS COSTS</b>	6,300	23,152	9,879	24,781
<b>TOTAL EXPENDITURES</b>	8,849	26,152	12,584	27,781
<b>DEDICATED TO RESERVES</b>		0		0
<b>YEARLY REVENUE - EXPENSES (NO MISC.)</b>	3,053	0	1,629	0
<b>TOTAL REVENUE MINUS TOTAL EXPENSES</b>	9,852	0	12,081	0
Receivables Start of FY	2,500		1,900	
Payables Balance Start of FY	0		0	
	6/30/2020	6/30/2021 (EST)	6/30/2021	6/30/2022 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	6,799	10,452	10,452	13,981
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	6,799	10,452	10,452	13,981
Receivables Balance End of FY	1,900			
Payables Balance End of FY				
End of Year Bank Balance	10,452		13,981	

**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., 2024 / Justin Hillius (Vice Pres.) and John Melgaard, Jr. (Sec./Treas.) terms end Mar., 2026  
The District holds a regular meeting approximately four times a year at Cathey Consulting. The next meeting date is scheduled at each meeting.  
Records are stored at office of Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette.