

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, April 26, 2023, 5:30 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

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

Gavin Sneathen called the meeting to order at 5:34 p.m.

- I. Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on February 15, 2023, as written. John Melgaard, Jr. 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 with Gavin Sneathen and Justin Hillius voting aye. John Melgaard abstained.

Bank Balance Forward From Last Meeting:		\$18,228.97	
Bank Balance Prior to Meeting:		\$18,228.97	
Bills paid:			
Ck#	Payee	Purpose	Ck Amount
1147	Cathey Consulting	Inv. 6960 – Feb. Admin./books/compliance \$160.00	\$320.00
		Inv. 7006 – Mar. Admin./books/compliance \$160.00	
1148	Local Gov’t Liab. Pool	Inv. 14627 – 7/1/23 – 6/30/24 insurance	\$500.00
1149	Melgaard Construction	Inv. 39436 – Deliver sand, blade snow back to help water drain, spread sand	\$1,427.86
Total Bills Paid:			\$2,247.86
Bank balance at the end of the meeting:			\$15,981.11
Receivables balance: \$5,500.00 (\$3,900 from District / \$1,600 from People’s ISD)			

III. Unfinished Business

- a. Road Work –
 - i. Road project: Furnish and deliver approximately 450 tons of crushed asphalt or crushed concrete/asphalt on approximately 2,730 feet of Antelope Valley Street, from the first cattleguard south of Southern Drive to the second cattleguard south. Material will need to be hauled in with belly dumps on a Friday in one 10-hour shift between 7 a.m. and 5 p.m. The District will spread the rock. Earth Work Solutions had the low bid (\$12,501.00). The County grant agreement for \$3,125.25 was signed at the September 21st meeting. Earth Work Solutions is ready to do the work this spring whenever the District is ready with a blade.
 - ii. Up to three loads of scoria were approved for the road at the 6/21/22 meeting. Earth Work Solutions to bring in this material when the other project is done.
 - iii. 12/21/21: Snow fence in an area that drifts – Gavin Sneathen to talk to landowners prior to winter.
 - iv. 4/19/22 – Cattleguard to be cleaned out before rock is brought in this spring.
 - v. Two 30 mph speed limit signs, posts and brackets were picked up by Gavin Sneathen and will be installed this spring when the frost is out of the ground and the weather is better. There was discussion on where to put the signs.

There was discussion on the sand that was brought in.

- b. Wyoming Association of Special Districts (discussed at the last meeting) – This will be removed from the agenda.
- c. Budget for 7/1/23 – 6/30/24 – There was discussion on the budget and if the current assessment is sufficient to maintain the roads. Prices have increased significantly. The assessment for People’s

was also discussed. The consensus is to leave the assessment the same this year and work on developing a plan on the roads to see if an increase is needed next year. Gavin Sneathen moved to approve the proposed budget and run the following legal ad on May 23, 2023. Justin Hillius seconded. Motion carried unanimously. The budget is attached to these minutes.

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

Small Buttes Improvement & Service District will hold a public hearing to review the 7/1/23 – 6/30/24 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 4th Street across from Arrow Printing) on Wednesday, June 7, 2023, at 5:30 p.m. The proposed budget is summarized below and is available online at www.catheyconsulting.net with the April 26, 2023, meeting minutes:

Expenses: Administrative \$2,500 / Indirect \$500 / Operations & Misc. \$19,760
Revenue / Rollover: \$22,760

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. Local Government Liability Pool renewal for 7/1/23 – 6/30/24 (general liability and directors & officers coverage) – The renewal application was submitted online. The Board reviewed and signed the renewal information.
- b. Annual election of officers – John Melgaard Jr. moved to keep the same slate of officers for the year – Gavin Sneathen, President / Justin Hillius, Vice President and John Melgaard, Jr., Secretary/Treasurer. Justin Hillius seconded. Motion carried unanimously.

Gavin Sneathen moved to adjourn. John Melgaard, Jr. seconded. The meeting adjourned at 6:24 p.m.

NEXT REGULAR MEETING: Wednesday, June 7, 2023, 5:30 p.m. (Budget Hearing and Regular Meeting) at the Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K² Technologies building – entrance is on 4th 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 to be added to the e-mail list. Minutes are also posted online at 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

John Melgaard, Jr., Secretary/Treasurer / Date

Budget - Small Buttes ISD - 7/1/2023 - 6/30/2024

Budget Hearing: Wednesday, June 7, 2023, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717

	Actual (F32) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23	Actual (ESTIMATED) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24
TOTAL FUNDS ON HAND START OF FY	10,452	13,981	10,452	8,910
Revenue				
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	34		63	50
Grants - County	2,400	2,000	3,125	2,000
Receivables End of Prior Year		0		0
TOTAL REVENUE	14,234	13,800	14,988	13,850
TOTAL CASH ON HAND + REVENUE	24,686	27,781	25,440	22,760
Expenditures				
Administrative				
Contract Admin./Bks (\$160/mo.)	1,920	2,000	1,920	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	506	500	150	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	2,426	2,500	2,070	2,500
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		13,981		8,910
Roads	9,879	10,800	15,000	10,850
Payables End of Prior Yr		0		0
TOTAL OPERATIONS COSTS	9,879	24,781	15,000	19,760
TOTAL EXPENDITURES	12,805	27,781	17,570	22,760
DEDICATED TO RESERVES		0		0
YEARLY REVENUE - EXPENSES (NO MISC.)	1,429	0	-2,582	0
TOTAL REVENUE MINUS TOTAL EXPENSES	11,881	0	7,870	0
Receivables Start of FY	1,900		1,200	
Payables Balance Start of FY	0		160	
	6/30/2021	6/30/2022 (EST)	6/30/2022	6/30/2023 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	10,452	13,981	10,452	8,910
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	10,452	13,981	10,452	8,910
Receivables Balance End of FY	1,200			
Payables Balance End of FY	160			
End of Year Bank Balance	12,741		8,910	

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.