



- c. Budget– The budget was reviewed. Duane Schmitz moved to approve the preliminary budget as discussed. Gavin Sneathen seconded. Motion carried unanimously. The budget is attached to these minutes. The budget will be submitted to the County and State by June 1<sup>st</sup>. The following advertisement will run at least one week prior to the budget hearing:

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

A public hearing will be held at 400 South Gillette Avenue, Suite 106, Gillette (Office of Cathey Consulting – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on Wednesday, July 13, 2016, 4:45 p.m. The 2016-2017 budget will be reviewed. The proposed budget amount is \$17,021.25, summarized as follows:

Estimated Cash Carryover plus Revenue: \$17,021.25

Expenses: Admin. \$2,300 / Indirect: \$500 / Operations: \$8,800 / Misc.: \$5,421.25

The annual assessment will stay the same at \$600 per lot. The budget is posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net) along with the District’s meeting minutes for the April 7, 2016, meeting. For more information, contact Cathey Consulting at 307-685-8235.

**IV. New Business**

- a. Election of officers – Tim McCreary moved to keep the same slate of officers –Tim McCreary, President / Duane Schmitz, Vice President / Gavin Sneathen, Secretary/Treasurer. Gavin Sneathen seconded. Motion carried unanimously.
- b. A letter was reviewed that lists the directors and officers which will be submitted to the County Commissioners.
- c. The Local Government Liability Pool Renewal Application was completed and signed. A check was approved for payment for the insurance under bills paid above.
- d. There was discussion on road work and authorizing blading when there is moisture in the road. Duane Schmitz moved to authorize up to \$1,000 to maintain the road as needed and with the approval of the board members via e-mail or telephone. Gavin Sneathen seconded. Motion carried unanimously.

Duane Schmitz moved to adjourn the meeting. Gavin Sneathen seconded. The meeting adjourned at 5:17 p.m.

**NEXT REGULAR MEETINGS: Wednesday, July 13, 2016, 4:45 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).**

Respectfully submitted,  
Helennane Cathey, Assistant to the Board

\_\_\_\_\_  
Tim McCreary, President / Date

\_\_\_\_\_  
Duane Schmitz, Vice President / Date

\_\_\_\_\_  
Gavin Sneathen, Secretary/Treasurer / Date

### Small Buttes Budget - 7/1/16 - 6/30/17

Budget Hearing: Wednesday, July 13, 2016, 4:45 p.m. at Cathey Consulting (400 South Gillette Ave, Gillette, WY) / District mailing address: PO Box 4128, Gillette, WY 82717

			ACTUAL 7/1/14 - 6/30/15	BUDGET 7/1/15 - 6/30/16	ACTUAL (Projected) 7/1/15- 6/30/16	BUDGET 7/1/16 - 6/30/17
		<b>Cash Carryover</b>	1,935.14	5,442.33	5,442.33	5,421.25
		<b>Revenue</b>	19,395.00	2,433.00	11,815.10	11,600.00
		<b>TOTAL</b>	<b>21,330.14</b>	<b>7,875.33</b>	<b>17,257.43</b>	<b>17,021.25</b>
		<b>Expenses</b>				
		<b>Administrative</b>	2,917.37	3,000.00	2,190.25	2,300.00
		<b>Indirect</b>	500.00	605.00	500.00	500.00
		<b>Operations</b>	14,307.78	5,132.00	7,859.70	8,800.00
		<b>Loan Payment</b>	0.00	4,053.00	0.00	0.00
		<b>Capital Impr/Emergency Repairs</b>				
		<b>Miscellaneous / Roll Over</b>	0.00	-4,914.67	0.00	5,421.25
		<b>TOTAL</b>	<b>17,725.15</b>	<b>7,875.33</b>	<b>10,549.95</b>	<b>17,021.25</b>
<b>Approvals:</b>				<b>BUDGET MESSAGE:</b>		
				The District meets quarterly to maintain the roads. The assessment will stay the same at \$600 per parcel for the next fiscal year.		
		Tim McCreary, President				
		Gavin Sneathen, Secretary/Treasurer				

Accrual Basis

		ACTUAL 7/1/14 - 6/30/15	BUDGET 7/1/15 - 6/30/16	ACTUAL (Projected) 7/1/15- 6/30/16	BUDGET 7/1/16 - 6/30/17	
Cash on Hand Start of Fiscal Year		1,935.14	5,442.33	5,442.33	5,421.25	
Operating Revenue						\$600
Assessments		10,200.00	0.00	10,200.00	10,200.00	\$600 X 17 lots in Sm. B.
Assessments - Antelope Valley Street - People's ISD		1,600.00	1,400.00	1,600.00	1,400.00	\$200 per lot (7 lots - 9 lots minus the 2 on the corner)
<b>Total Operating Revenue</b>		<b>11,800.00</b>	<b>1,400.00</b>	<b>11,800.00</b>	<b>11,600.00</b>	
Interest Income - Assessments		95.00		15.10		
Grants						
Campbell County District Sup Gr - Other		7,500.00	1,033.00			25% of road work
<b>Total Grants</b>		<b>7,500.00</b>	<b>1,033.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Revenue</b>		<b>19,395.00</b>	<b>2,433.00</b>	<b>11,815.10</b>	<b>11,600.00</b>	
<b>TOTAL NEW REVENUE PLUS CASH ON HAND</b>		<b>21,330.14</b>	<b>7,875.33</b>	<b>17,257.43</b>	<b>17,021.25</b>	<b>TOTAL BUDGET</b>
Expense						
Administration					2,300.00	
Advertising and Promotion		282.87	150.00	140.25		
Bookkeeping / Secretarial		2,550.00	2,400.00	2,000.00		\$150/mo. Effective 11/1/15
Legal Fees		18.00	150.00			
Office Supplies / Mailings			100.00			
Postage and Delivery		50.00	110.00	30.00		
Printing and Reproduction		16.50	90.00	20.00		
<b>Total Administration</b>		<b>2,917.37</b>	<b>3,000.00</b>	<b>2,190.25</b>	<b>2,300.00</b>	
Indirect Expenses						
Insurance					500.00	
Bond - board			105.00			
Insurance - Other		500.00	500.00	500.00		
<b>Total Indirect Expenses</b>		<b>500.00</b>	<b>605.00</b>	<b>500.00</b>	<b>500.00</b>	
Operations					8,800.00	
Road Upgrades / Repairs / Maintenance		3,607.78		7,859.70		
Blading						
PS Services		2,000.00	1,000.00			
Dust Control						
Engineering		8,700.00				
Fencing						
Gravel Replacement / Road Repairs			4,132.00			
Misc. - posts, etc.						
Snow Plow						
<b>Total Operations</b>		<b>14,307.78</b>	<b>5,132.00</b>	<b>7,859.70</b>	<b>8,800.00</b>	
<b>Total Expense</b>		<b>17,725.15</b>	<b>8,737.00</b>	<b>10,549.95</b>	<b>11,600.00</b>	
LOAN PAYMENT			4,053.00			
NET / CAPITAL IMPROVEMENTS / EMERGENCY REPAIRS		1,669.85	-10,357.00	1,265.15	0.00	
Miscellaneous Expenses As Needed			-4,914.67		5,421.25	Cash on hand start of FY
<b>TOTAL EXPENSES AND ON HAND AND NET</b>		<b>19,395.00</b>	<b>7,875.33</b>	<b>11,815.10</b>	<b>17,021.25</b>	<b>TOTAL BUDGET</b>
		6/30/2014	6/30/2015	6/30/2016 (Projected)		
Cash on Hand + Receivables (6/30)		\$1,935.14	\$5,442.33	\$5,421.25		