

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, August 30, 2023, 5:30 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 10/18/23

BOARD MEMBERS PRESENT: Justin Hillius, Gavin Sneathen
 BOARD MEMBERS NOT PRESENT: John Melgaard, Jr.
 OTHERS PRESENT: Helenanne Cathey

Gavin Sneathen called the meeting to order at 5:38 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on July 26, 2023, 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: \$5,344.88
 Bank Balance Prior to Meeting: \$5,344.88

Bills paid:

Ck#	Payee	Purpose	Ck Amount
1156	Cathey Consulting	Inv. 7185 – July Admin./books/compliance	\$160.00
Total Bills Paid:			\$160.00

Bank balance at the end of the meeting: \$5,184.88

Receivables balance: \$14,821.90 (People’s \$1,600 / County Grant \$2,721.90 / Assessments \$10,500)

III. Unfinished Business

- a. Road Work –
 - i. Road project – about 70 feet of road and put a culvert at the bottom of one of the hills in the District. Scope of work to be developed (Board) and bids requested (Helenanne Cathey). County grant application to be submitted when the bids are received. County grant can provide 50% reimbursement for drainage-related items and 25% for rock and other items – No update on the road work.
 - ii. 12/21/21: Snow fence in an area that drifts – Gavin Sneathen to talk to landowners prior to winter. Gavin Sneathen moved to authorize the purchase of snow fence material and posts and whatever is needed for the District to use each year. Justin Hillius seconded. Motion carried unanimously.
 - iii. Two 30 mph speed limit signs, posts and brackets were picked up by Gavin Sneathen and should be installed this fall.
- b. Director Election (March 19, 2024, Sneathen – 4 year term) – The first legal ad will run in the News-Record on November 28, 2023. Applications to be on the ballot are due between December 20th and January 9th.
- c. People’s Improvement and Service District assessment for their members who drive the Small Buttes I & S District street – No update.

IV. New Business

- a. Annual Report – Two Board members signed the annual report which will be submitted to the state as required.

Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting was adjourned at 5:45 p.m.

NEXT REGULAR MEETING: Wednesday, October 18, 2023, 5:30 p.m. 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