

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, December 14, 2016, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Tim McCreary, Gavin Sneathen, Duane Schmitz (by telephone)
OTHERS PRESENT: Helenanne Cathey

President Tim McCreary called the regular meeting to order at 4:57 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on October 5, 2016, as written. Duane Schmitz seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The treasurer’s report was reviewed. 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:	\$1,668.25
11/09/16 Deposit – Assessments	\$4,200.00
12/13/16 Deposit – Assessments	\$1,501.92
Bank Balance Prior to Meeting:	\$7,370.17

Bills paid at meeting:

Ck#	Payee – Purpose	Ck Amount
1073	Cathey Consulting Inv. 3640 – October books/admin. \$150	\$300.00
	Inv. 3679 – Nov. books/admin. \$150	
1074	Ward Country Storage Reimburse 2014 and 2015 Assessments	\$400.00
Total Bills Paid:		\$700.00
Bank balance at the end of the meeting:		\$6,670.17

Receivables balance: \$6,100.00

III. **Unfinished Business**

- a. There was discussion on the eight lots that are paying the \$200 annual assessment to People’s I & S District for Small Buttes Improvement & Service District. Ward was not supposed to be assessed for 5 years, but he has been assessed since they started assessing for Small Buttes. The District has received 2 years of assessments and will receive another assessment this year. The consensus was to reimburse Ward for the \$400 they have paid. We are in the third year of assessment but won’t receive the \$200 for this year until June or July of 2017. Duane Schmitz will talk to People’s I & S District about taking Ward off of the assessment list for the next 2 years. Gavin Sneathen moved to reimburse Ward Country Storage the \$400 total that Ward paid for 2014 and 2015. Tim McCreary seconded. Motion carried unanimously.

There was discussion on the subdividing that Ward is doing. As long as Ward is the owner, the District agreed not to assess for the 5 years, but once he sells the property, then it would be assessed.

- b. Roads – There was discussion on doing some ditch work and adding some rock to the road. Duane Schmitz will work on a specifications sheet to give to contractors to get estimates. The consensus is to submit a grant application to the County for 25% of the project cost. A February meeting was scheduled to review the project estimates and prepare a grant application to submit to the County.

IV. **New Business**

- a. None

Duane Schmitz moved to adjourn the meeting. Gavin Sneathen seconded. The meeting adjourned at 5:30 p.m.

NEXT REGULAR MEETING: Wednesday, February 8, 2016, 4:45 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.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Tim McCreary, President / Date

Duane Schmitz, Vice President / Date

Gavin Sneathen, Secretary/Treasurer / Date