

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, December 6, 2017, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 12/11/17

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

President Duane Schmitz called the meeting to order at 4:50 p.m.

I. Minutes – Duane Schmitz moved to approve the minutes for the last regular meeting and budget hearing on July 12, 2017, as written. Gavin Sneathen seconded. Motion carried unanimously.

II. Treasurer’s Report – The treasurer’s report was reviewed. Duane Schmitz moved to accept the treasurer’s report and pay the bills as presented. Gavin Sneathen seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$582.53
08/09//17	Deposit – County Grant	\$2,590.25
10/09/17	Deposit – Assessments	\$1,200.00
11/15/17	Deposit – Assessments	\$4,200.00
Bank Balance Prior to Meeting:		\$8,572.78
Bills paid at meeting:		
Ck#	Payee – Purpose	Ck Amount
1083	Cathey Consulting	
	Inv. 4014– July books/admin. \$150.00	\$750.00
	Inv. 4058 – Aug. books/admin. \$150.00	
	Inv. 4105 – Sep. books/admin. \$150.00	
	Inv. 4160 – Oct. books/admin. \$150.00	
	Inv. 4200 – Nov. books/admin. \$150.00	
Total Bills Paid:		\$750.00
Bank balance at the end of the meeting:		\$7,822.78
Receivables balance: \$6,400.00 (assessments)		

III. Unfinished Business

- a. Road Project – The County approved the grant application (\$4,240) for the road project (\$16,959.80) on February 21, 2017 (DSG 2016.13). Spring, 2017 – Phase I completed. Phase II on hold (Quote 2 below). There was discussion on whether or not to do Phase II. The consensus was to request an extension on the grant for 6 months (or June 30th – whatever the County will allow) and re-evaluate at the next meeting.
 - i. Quote 1 completed – Invoice 911 \$10,361 – Grant money received (\$2,590.25)
 - ii. **Quote 2 (\$5,057.00 project / \$1,264.25 grant) – on hold.**
 - iii. Contingency of \$1,541.80 included in grant request (\$385.45 grant)

IV. New Business

- a. There was discussion on getting the industrial traffic that is using the District’s roads to pay for the additional wear and tear on the roads. Tim McCreary offered to call and talk to the company that is using the roads for drilling activity. The semis, tankers, loaders driving on the roads is going to cause some real problems this spring. The consensus is that the rock that is applied to the road should be more than just scoria. The consensus is to have Tim McCreary contact the company and see what they are willing to offer to do.
- b. When you come off Southern Drive, there are some bare spots where the gravel is gone. There needs to be some gravel there and further down past Smith’s. There was discussion on asking the County to put some kind of apron off of Southern Drive where the hole keeps developing. The consensus is support that spot for now. Duane Schmitz moved to spend up to \$2,000 for gravel

for spots on the road that need it. Gavin Sneathen seconded. Motion carried unanimously. There are volunteers in the District that will spread rock with maybe a request for fuel reimbursement occasionally. There was discussion on a corner that needs some more rock and whether or not the area needs a culvert. Gavin Sneathen reported that since the drainage was improved there and the road built up, it has been draining well. It needs more rock.

- c. There was discussion on some fence posts that were used for snow fencing.
- d. Gavin Sneathen reported that he talked to Will Parks about removing the cattle guard out by Smith's. He was open to moving the cattle guard if needed. Right now, there isn't a need for it, but the offer is there.

Tim McCreary joined the meeting by telephone at 5:34 p.m. to schedule the next meeting and discuss the road issues.

- e. Director Election (March 20, 2018 – Schmitz, McCreary) – The following legal ad will run as soon as possible in the Gillette News-Record:

NOTICE OF DIRECTOR ELECTION
SMALL BUTTES IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 20, 2018, an election shall be held for the purpose of electing two Directors to serve four (4) year terms. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. There will be no polling place.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helenanne Cathey (685-8235 or hlcathey@collinscom.net) between December 20, 2017, and January 9, 2018. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Tim McCreary, Secretary/Treasurer / Filing Officer
Small Buttes Improvement & Service District

Duane Schmitz moved to adjourn the meeting. Gavin Sneathen seconded. The meeting adjourned at 5:48 p.m.

NEXT REGULAR MEETING: Thursday, March 1, 2018, 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

Duane Schmitz, President / Date

Gavin Sneathen, Vice President / Date

Tim McCreary, Secretary/Treasurer / Date