

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, February 15, 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 5:30 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on October 5, 2022, 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. John Melgaard, Jr. seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$12,568.01
11/10/22 Deposit – Assessments	\$2,400.00	
12/09/22 Deposit – Assessments	\$3,900.96	
Bank Balance Prior to Meeting:		\$18,868.97
Bills paid:		
Ck#	Payee	Purpose
1145	Cathey Consulting	Inv. 6803 – Oct. Admin./books/compliance \$160.00
		\$640.00
		Inv. 6838 – Nov. Admin./books/compliance \$160.00
		Inv. 6878 – Dec. Admin./books/compliance \$160.00
		Inv. 6918 – Jan. Admin./books/compliance \$160.00
Total Bills Paid:		\$640.00
Bank balance at the end of the meeting:		\$18,228.97
Receivables balance: \$5,500.00 (\$3,900 from District / \$1,600 from People’s ISD)		

- III. **Unfinished Business**
 - a. Road Work –
 - i. Residents were encouraged to attend this meeting to discuss the road. Board members reported that the people they have talked to are fairly happy with the roads. There was no one at the meeting to discuss the roads.
 - ii. 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. Gavin Sneathen contacted Earth Work Solutions, and the work will be done this spring after the frost is out of the ground and the weather is warmer. Some sand will be added to the material to help it hold together better.
 - iii. Up to three loads of scoria approved for the road at the 6/21/22 meeting. Gavin Sneathen talked to Earth Work Solutions, and this will be done at the same time as the other project.
 - iv. Snow fence in an area that drifts – Gavin Sneathen will talk to landowners this summer or fall prior to next winter.
 - v. 4/19/22 – Cattleguard to be cleaned out before rock is put down this spring.
 - vi. Two 30 mph speed limit signs, posts and brackets were requested from the County Public Works Department. Gavin Sneathen picked them up. When the frost comes out of the ground and the weather is better, the signs will be installed.

IV. New Business

- a. Wyoming Association of Special Districts – There is an organization that advocates for special districts. They watch legislation and advocate for special districts and also provide training. The cost to the District to join would be \$75. This will be on the next meeting agenda
- b. Budget for 7/1/23 – 6/30/24 – The budget for the next fiscal year was reviewed. The budget will be updated at the April 26th meeting and finalized at the June 7th budget hearing and regular meeting.

John Melgaard, Jr. moved to adjourn. Gavin Sneathen seconded. The meeting adjourned at 6:01 p.m.

NEXT REGULAR MEETING: Wednesday, April 26, 2023, 5:30 p.m. / 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