

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, February 8, 2017, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Tim McCreary, Gavin Sneathen, Duane Schmitz
OTHERS PRESENT: Helenanne Cathey

President Tim McCreary called the regular meeting to order at 4:46 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on December 14, 2016, as written. Tim McCreary 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:		\$6,670.17
Bank Balance Prior to Meeting:		\$6,670.17
Bills paid at meeting:		
<u>Ck#</u>	<u>Payee – Purpose</u>	<u>Ck Amount</u>
1075	Cathey Consulting	
	Inv. 3718 – Dec. books/admin. \$150	\$300.00
	Inv. 3756 – Jan. books/admin. \$150	
Total Bills Paid:		\$300.00
Bank balance at the end of the meeting:		\$6,370.17
Receivables balance: \$6,100.00		

III. **Unfinished Business**

- a. Road Project – The road project and bids were reviewed. DRM has the low bid. The District Support Grant application was reviewed and signed and will be submitted to the County. The project is as follows:

QUOTE 1

- A. Reshape ditches to Campbell County standards along both sides of Antelope Valley Street from the cattle guard crossing 670 feet south of Pronghorn Meadow Drive to the cattle guard crossing just south of Twin Butte Drive. Total length of road is approximately 1,379 feet. This will include the shaping of 8 approaches.
- B. Placement of concrete/asphalt blend road base along the above said distance (1,379’) to a 2” depth. Average road width is 22 feet. Approximate amount of base is calculated at 187 cy.

QUOTE 2

- A. Reshape the ditches to Campbell County standards along both sides of Antelope Valley Street from the intersection of Antelope Valley Street and Pronghorn Meadow Drive to the cattle guard crossing 670 feet south of Pronghorn Meadow Drive. Total length of road is approximately 673 feet. This will include the shaping of 2 approaches.
- B. Placement of concrete/asphalt blend road base along the above said distance (673’) to a 2” depth. Average road width is 22 feet. Approximate amount of base is calculated at 92 cy.

Bids were received as follows:

	<u>Quote 1</u>	<u>Quote 2</u>	<u>Total</u>
DRM	\$10,361.00	\$5,057.00	\$15,418.00
Melgaard	\$18,085.75	\$8,853.50	\$26,939.25

Adding 10% contingency onto the DRM bid is a project cost of \$16,959.80 and a 25% grant application for \$4,239.95, which will leave the District’s cost at \$12,719.85.

- b. Assessments – Ward – Tim McCreary reported that he stopped and talked to Daniel Ward after the last meeting and gave Mr. Ward the \$400 check approved at the last meeting. Duane Schmitz will talk to People’s ISD regarding removing Ward from the assessments list for the next 2 years or until the property is sold.

IV. New Business

- a. There was discussion on the rock on the road near 6600 Antelope Valley Street. Gavin Sneathen reported that he is going to put some rock on the road from that approach to the corner where the main road is now almost bare and is going to get muddy. There was discussion on the issue. The Board will consider reimbursing the cost of the rock. The culvert in the approach needs to be a larger size. Gavin Sneathen volunteered to install a larger culvert if the landowner would purchase it. Tim McCreary will talk to the landowner.

Gavin Sneathen moved to adjourn the meeting. Duane Schmitz seconded. The meeting adjourned at 5:42 p.m.

NEXT REGULAR MEETING: Wednesday, March 22, 2017, 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