

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, January 16, 2019, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Justin Hillius, Duane Schmitz, Gavin Sneathen
OTHERS PRESENT: Helenanne Cathey, Brett Beckham

Duane Schmitz called the meeting to order at 4:47 p.m.

- I. Director Vacancy** – Duane Schmitz moved to appoint Justin Hillius to serve in the vacant director position, created when Tim McCreary resigned, until the next regular election and also to appoint him to serve as Secretary/Treasurer. Gavin Sneathen seconded. Motion carried unanimously. Gavin Sneathen moved to update the signature card at First National Bank, removing Tim McCreary and adding Justin Hillius. Duane Schmitz seconded. Motion carried unanimously.
- II. Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on October 10, 2018, as written. Duane Schmitz seconded. Motion carried unanimously.
- III. Treasurer’s Report** – The treasurer’s report was reviewed and discussed. 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:	\$7,188.00	
10/25/18 Ck# 1096 – Earth Work Solutions		
Inv. 35209 Scoria and blading	\$4,115.00	
11/09/18 Deposit – Assessments	\$4,500.00	
12/10/18 Deposit – Assessments	\$1,800.00	
Bank Balance Prior to Meeting:	\$9,373.00	
Bills paid at meeting:		
<u>Ck#</u>	<u>Payee – Purpose</u>	<u>Ck Amount</u>
1097	Cathey Consulting	
	Inv. 4669 – Oct books/admin.	\$160.00
	Inv. 4710 – Nov. books/admin.	\$160.00
	Inv. 4751 – Dec. books/admin.	\$161.21
Total Bills Paid:		\$481.21
Bank balance at the end of the meeting:		\$8,891.79
Receivables balance: \$3,900 (assessments) and \$1,600 (People’s) = \$5,500.00 Total		

- IV. Unfinished Business**
 - a. 2018-2019 Road Project – The Earth Work Solutions invoice was paid October 25, 2018. This was for road improvements from Smiths up to Beemans. It was also for some blading. There was discussion on the work that was done.
 - b. Additional road work (discussion at 10/10/18 meeting regarding 50/50 concrete/asphalt mix and how well it is holding up to be discussed further at this meeting). There was discussion on some drainage issues.
 - c. Quotes from contractors for blading roads. (County will no longer do private or semi-private roads.) Gavin Sneathen reported that Melgaard will do the blading, but they don’t know how long it will take to blade the roads so they don’t have a definite cost yet. Gavin Sneathen will follow up with them. DRM and Earth Work Solutions can also blade the roads, but they would have to haul in equipment which would drive up the cost.
 - d. Culvert by the mailboxes at the area where you turn onto Antelope Valley Street – This was discussed. The pipe is in stock, but it hasn’t been installed yet.
 - e. Snow fences installed – No snow fences were installed. After looking at the area, it didn’t appear to be a problem after the last storm. The consensus is to not install any right now.

V. New Business

- a. There was discussion on the next phase of road improvement and applying for a County grant. One option is start up where it ended last summer (south of Schweitzer's) up the hill to the cattleguard at least, and maybe to Einar's house. Another option is from Schweitzer's house north to as far as could be afforded, and put down some new road base. The last section from Beeman's down to Sneathen's cattleguard is worn down to mud now, so it needs some rock. There are other spots that need some rock also. There was discussion on getting bids at least by March and applying for the County grant. Gavin Sneathen moved to authorize Duane Schmitz to develop the Request for Proposal and to get bids for the last section on Antelope Valley Street and the first 500 feet of Twin Buttes. Justin Hillius seconded. Motion carried unanimously. There was discussion on scoria versus other material.

Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting adjourned at 5:33 p.m.

NEXT REGULAR MEETING: Monday, April 1, 2019, 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 Helennane 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,
Helennane Cathey, Assistant to the Board

Duane Schmitz, President / Date

Gavin Sneathen, Vice President / Date

Justin Hillius, Secretary/Treasurer / Date