

Small Buttes Improvement & Service District
Budget Hearing / Regular Meeting
MINUTES
Wednesday, July 12, 2017, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 7/13/17

BOARD MEMBERS PRESENT: Tim McCreary, Duane Schmitz
 BOARD MEMBERS NOT PRESENT: Gavin Sneathen
 OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

President Tim McCreary called the budget hearing to order at 4:55 p.m. The budget was reviewed. There was an opportunity for public comment. Tim McCreary adjourned the budget hearing at 5:01.

REGULAR MEETING

President Tim McCreary called the regular meeting to order at 5:01 p.m.

- I. **Minutes** – Tim McCreary moved to approve the minutes for the last regular meeting on March 22, 2017, as written. Duane Schmitz seconded. Motion carried unanimously.

- II. **Treasurer’s Report** – The treasurer’s report was reviewed. There was discussion on the road work that DRM did. There was discussion on fixing the ditches. The County came out and inspected, and they reported that the ditches were okay – a couple possibly a little shallow, but they were acceptable. There is a concern that DRM left dirt that blocked a culvert, and then it rained and blocked the culvert even more. Duane Schmitz will call and talk to Erik from DRM and have them address the culvert and a few other items that are of concern. Duane Schmitz will try to schedule a time for Board members to meet with DRM and do a walk through. Other than these few things, the Board is happy with the work that was done.

Duane Schmitz moved to accept the treasurer’s report and pay the bills as presented, holding off on mailing DRM’s check until the issues discussed are resolved. Tim McCreary seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$6,220.17
04/06/17	Deposit – Assessments	\$300.00
05/08/17	Deposit – Assessments	\$3,324.86
06/13/17	Deposit – Assessments	\$900.00
06/13/17	Ck# 1077 – Postmaster – annual box fee	\$52.00
07/12/17	Deposit – People’s ISD	\$1,600.00
Bank Balance Prior to Meeting:		\$12,293.03
Bills paid at meeting:		
Ck#	Payee – Purpose	Ck Amount
1078	Cathey Consulting	\$600.00
	Inv. 3837– Mar. books/admin. \$150.00	
	Inv. 3882 – April books/admin. \$150.00	
	Inv. 3921 – May books/admin. \$150.00	
	Inv. 3970 – June books/admin. \$150.00	
1079	DRM, Inc.	\$10,361.00
1080	Gillette News-Record	\$49.50
1081	Local Gov’t Liab. Pool	\$500.00
1082	Ward Country Storage	\$200.00
	Refund assessment for 7/1/16-6/30/17	
Total Bills Paid:		\$11,710.50
Bank balance at the end of the meeting:		\$582.53
Receivables balance: \$0.00 (assessments) / \$2,590.25 (County Grant)		

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). The consensus at the March meeting was to go ahead with the first phase (DRM).
 - i. Quote 1 completed – Invoice 911 \$10,361 – The pay request for \$2,590.25 and affidavit for that phase were signed and will be submitted.
 - 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)
- b. Blade Roads – March meeting – agreed to have PS Services blade the roads. PS Services bladed the road and didn't charge the District.
- c. Budget – Duane Schmitz moved to adopt budget for 7/1/17 – 6/30/18 for \$25,957 and the resolution to assess and to submit assessments to the County as approved in the budget. Tim McCreary seconded. Motion carried unanimously.

IV. New Business

- a. Officer Elections (Currently: Tim McCreary, President / Duane Schmitz, Vice President / Gavin Sneathen, Secretary/Treasurer) – Tim McCreary moved to have the following slate of officers: Duane Schmitz, President / Gavin Sneathen, Vice President / Tim McCreary, Secretary/Treasurer. Duane Schmitz seconded. Motion carried unanimously.
- b. A letter was reviewed from the Wyoming Department of Audit regarding changes to special district budget laws.
- c. A letter was reviewed regarding a new form from the County for any future grant project application for road work.
- d. Review letter regarding the formation of a special district association.
- e. One board member complete the Public Records Notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette.
- f. Duane Schmitz moved to designate First National Bank as the official depository for 7/1/17 – 6/30/18. Tim McCreary seconded. Motion carried unanimously.
- g. Letters were reviewed from American Transparency for a request for public records. The consensus was to reply that the District's records can be seen at the office of Cathey Consulting most Mondays through Thursdays.
- h. Tim McCreary moved to revise the by-laws to comply with updated state statute (budget hearing no later than the third Thursday of July instead of no later than five days after the third Thursday of July). Duane Schmitz seconded. Motion carried unanimously.

Tim McCreary adjourned the meeting at 5:49 p.m.

NEXT REGULAR MEETING: Wednesday, December 6, 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 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.

Respectfully submitted,

Helennane Cathey, Assistant to the Board

Duane Schmitz, President / Date

Gavin Sneathen, Vice President / Date

Tim McCreary, Secretary/Treasurer / Date

Budget - Small Buttes ISD - 7/1/17 - 6/30/18				
Budget Hearing: Wed., July 12, 2017, 4:45 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717				
	Actual	Budget	Actual	Budget
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
TOTAL FUNDS ON HAND START OF FY	4,842	5,741	5,741	10,693
Revenue				
Assessments (\$600 X 17 lots)	10,200	10,200	10,200	10,200
Assessments (People's ISD - Ant. Val. St.- \$200X7)	1,400	1,400	1,400	1,400
Assessments - Ward (Reimb. 17-18 and 19-20)	200		200	200
Assessments - Interest	42		45	
Grants - County (2017 project)			2,590	1,264
Grants - County	783			2,200
TOTAL REVENUE	12,625	11,600	14,435	15,264
TOTAL CASH ON HAND + REVENUE	17,467	17,341	20,176	25,957
Expenditures				
Administrative				
Contract Admin./Bks (\$150/mo.)	2,000	1,800	1,800	1,800
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	223	500	97	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	2,223	2,300	1,897	2,300
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		5,741		6,700
Roads	8,669	8,800	2,778	2,200
Road Projects (Grant Eligible - 2017)			10,361	5,057
Road Projects (Grant Eligible)				8,800
Ward (Reimb.-no pmnts til 2019-2020 FY)			400	400
TOTAL OPERATIONS COSTS	8,669	14,541	13,539	23,157
TOTAL EXPENDITURES	11,392	17,341	15,936	25,957
DEDICATED TO RESERVES				
YEARLY REVENUE - EXPENSES (NO MISC.)	1,233	0	-1,501	-3,993
TOTAL REVENUE MINUS TOTAL EXPENSES	6,075	0	4,240	0
Receivables Start of FY	600		2,200	
Payables Balance Start of FY	1,601		2,867	
	7/1/2015	7/1/2016	7/1/2016	6/30/2017
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	4,842	5,741	5,741	10,693
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	4,842	5,741	5,741	10,693
Receivables Balance End of FY	2,200		4,190	
Payables Balance End of FY	2,867		11,311	
End of Year Bank Balance	5,741		10,694	

Budget Message: Small Buttes ISD manages the roads. Fees will stay the same this next fiscal year. No major projects are planned at this time. The District does not have any reserves.

Board Member Signature _____

Board Member Signature _____

Directors: Tim McCreary (Pres.) & Duane Schmitz (Vice Pres.) terms end March, 2018 / Gavin Sneathen (Sec./Treas.) term ends March, 2020.
 The District holds a regular meeting approximately four times a year. The next meeting date is scheduled at each meeting.
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.