

**Small Buttes Improvement & Service District
Budget Hearing / Regular Meeting
MINUTES
Wednesday, July 13, 2016, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Tim McCreary, Duane Schmitz (by telephone)
BOARD MEMBERS NOT PRESENT: Gavin Sneathen
OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

President Tim McCreary called the budget hearing to order at 4:45 p.m. The budget was reviewed. There was an opportunity for public comment. No one besides the Board was present for the budget hearing. No comments were provided on the budget. The budget hearing adjourned at 4:46 p.m.

REGULAR MEETING

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

- I. **Minutes** – Tim McCreary moved to approve the minutes for the last regular meeting on April 7, 2016, as written. Duane Schmitz seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The treasurer’s report was reviewed. There was discussion on the bills. Tim McCreary 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:	\$1,889.13
04/12/16 Deposit – Assessments	\$600.00
05/10/16 Deposit – Assessments	\$2,400.00
05/16/16 Ck# 1066 – PS Services (road work)	\$810.00
06/01/16 Ck# 1067 – Postmaster (annual box fee)	\$48.00
06/15/16 Deposit – Assessments	\$927.08
06/16/16 Deposit – County Grant	\$783.00
Bank Balance Prior to Meeting:	\$5,741.21
Bills paid at meeting:	
Ck#	Ck Amount
1068 Cathey Consulting	\$450.00
	Inv. 3367 – April books/admin. \$150
	Inv. 3411 – May books/admin. \$150
	Inv. 3453 – June books/admin. \$150
1069 Gillette News-Record	\$45.38
	Ad 00313887 – budget hearing ad
1070 PS Services, LLC	\$2,567.88
	Inv. 4501 – Road work
Total Bills Paid:	\$3,063.26
07/13/16 Deposit – People’s ISD	\$1,600.00
Bank balance at the end of the meeting:	\$4,277.95
Receivables balance:	\$600.00

III. Unfinished Business

- a. Roads
 - i. Section 2: Beginning approx.. 1 mile south of Southern Drive just around the corner where the last stretch of rock was applied and for approx.. .1 mile. Then from 1.2 miles to approx. 1.3 miles to tie in the two sections that were rocked in the spring – scoria – This is done except the County wants a small ditch put in one location. This project is done.
 - ii. County Grant Application – The County approved the grant request of \$783 for a total project estimate of \$3,129.85 (low bids plus 10%). The grant reimbursement was received and the grant closed out.

- b. Budget– Tim McCreary moved to adopt the budget for 7/1/16 – 6/30/17 for \$17,341.21. Duane Schmitz seconded. Motion carried unanimously. The budget is attached to these minutes.
- c. Assessments – Duane Schmitz moved to adopt the resolution to assess and assess as approved in the budget (\$600 per lot). Tim McCreary seconded. Motion carried unanimously.

IV. New Business

- a. Public Records Notice – Tim McCreary completed the form to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting.
- b. Official Depository – Duane Schmitz moved to designate First National Bank as the official depository for 7/1/16 – 6/30/17. Tim McCreary seconded. Motion carried unanimously.
- c. There was some discussion on dust control. PS Services applied dust control on the road.

Duane Schmitz moved to adjourn the meeting. Tim McCreary seconded. The meeting adjourned at 5:03 p.m.

NEXT REGULAR MEETINGS: Wednesday, October 5, 2016, 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

Small Buttes Budget - 7/1/16 - 6/30/17

Budget Hearing: Wednesday, July 13, 2016, 4:45 p.m. at Cathey Consulting (400 South Gillette Ave, Gillette, WY) / District mailing address: PO Box 4128, Gillette, WY 82717

			ACTUAL 7/1/14 - 6/30/15	BUDGET 7/1/15 - 6/30/16	ACTUAL 7/1/15- 6/30/16	BUDGET 7/1/16 - 6/30/17
		Cash Carryover	1,935.14	4,842.33	4,842.33	5,741.21
		Revenue	19,395.00	2,433.00	12,625.18	11,600.00
		TOTAL	21,330.14	7,275.33	17,467.51	17,341.21
		Expenses				
		Administrative	2,917.37	3,000.00	2,222.95	2,300.00
		Indirect	500.00	605.00	500.00	500.00
		Operations	14,307.78	5,132.00	8,669.70	8,800.00
		Loan Payment	0.00	4,053.00	0.00	0.00
		Capital Impr/Emergency Repairs				
		Miscellaneous / Roll Over	0.00	-5,514.67	0.00	5,741.21
		TOTAL	17,725.15	7,275.33	11,392.65	17,341.21
Approvals:				BUDGET MESSAGE:		
				<p>The District meets quarterly to maintain the roads. The assessment will stay the same at \$600 per parcel for the next fiscal year.</p>		
		Tim McCreary, President				
		Gavin Sneathen, Secretary/Treasurer				

Accrual Basis

		ACTUAL 7/1/14 - 6/30/15	BUDGET 7/1/15 - 6/30/16	ACTUAL 7/1/15- 6/30/16	BUDGET 7/1/16 - 6/30/17	
Cash on Hand Start of Fiscal Year		1,935.14	4,842.33	4,842.33	5,741.21	
Operating Revenue						\$600
Assessments		10,200.00	0.00	10,200.00	10,200.00	\$600 X 17 lots in Sm. B.
Assessments - Antelope Valley Street - People's ISD		1,600.00	1,400.00	1,600.00	1,400.00	\$200 per lot (7 lots - 9 lots minus the 2 on the corner)
Total Operating Revenue		11,800.00	1,400.00	11,800.00	11,600.00	
Interest Income - Assessments		95.00		42.18		
Grants						
Campbell County District Sup Gr - Other		7,500.00	1,033.00	783.00		25% of road work
Total Grants		7,500.00	1,033.00	783.00	0.00	
Total Revenue		19,395.00	2,433.00	12,625.18	11,600.00	
TOTAL NEW REVENUE PLUS CASH ON HAND		21,330.14	7,275.33	17,467.51	17,341.21	TOTAL BUDGET
Expense						
Administration					2,300.00	
Advertising and Promotion		282.87	150.00	140.25		
Bookkeeping / Secretarial		2,550.00	2,400.00	2,000.00		\$150/mo. Effective 11/1/15
Legal Fees		18.00	150.00			
Office Supplies / Mailings			100.00			
Postage and Delivery		50.00	110.00	62.70		
Printing and Reproduction		16.50	90.00	20.00		
Total Administration		2,917.37	3,000.00	2,222.95	2,300.00	
Indirect Expenses						
Insurance					500.00	
Bond - board			105.00			
Insurance - Other		500.00	500.00	500.00		
Total Indirect Expenses		500.00	605.00	500.00	500.00	
Operations					8,800.00	
Road Upgrades / Repairs / Maintenance		3,607.78		8,669.70		
Blading						
PS Services		2,000.00	1,000.00			
Dust Control						
Engineering		8,700.00				
Fencing						
Gravel Replacement / Road Repairs			4,132.00			
Misc. - posts, etc.						
Snow Plow						
Total Operations		14,307.78	5,132.00	8,669.70	8,800.00	
Total Expense		17,725.15	8,737.00	11,392.65	11,600.00	
LOAN PAYMENT			4,053.00			
NET / CAPITAL IMPROVEMENTS / EMERGENCY REPAIRS		1,669.85	-10,357.00	1,232.53	0.00	
Miscellaneous Expenses As Needed			-5,514.67		5,741.21	Cash on hand start of FY
TOTAL EXPENSES AND ON HAND AND NET		19,395.00	7,275.33	12,625.18	17,341.21	TOTAL BUDGET
		6/30/2014	6/30/2015	6/30/16		
	Cash on Hand + Receivables (6/30)	\$1,935.14	\$4,842.33	\$5,741.21		