

**Small Buttes Improvement & Service District**  
**Budget Hearing / Regular Meeting**  
**MINUTES**  
**Monday, July 16, 2018, 4:45 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**  
*Revised 7/17/18*

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

**BUDGET HEARING**

President Duane Schmitz called the budget hearing to order at 4:51 p.m. The budget was reviewed. There was an opportunity for public comment. The budget hearing adjourned at 4:55 p.m.

**REGULAR MEETING**

President Duane Schmitz called the meeting to order at 4:55 p.m.

Tim McCreary moved to adopt the budget of \$22,328 for 7/1/18- 6/30/19. Duane Schmitz seconded. Motion carried unanimously. The budget is attached to these minutes.

- I. **Minutes** – Tim McCreary moved to approve the minutes for the last regular meeting on May 9, 2018, as written. Duane Schmitz seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The treasurer’s report was reviewed. Duane Schmitz moved to accept the treasurer’s report and pay the bills as presented. Tim McCreary seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$6,864.02
05/10/18	Deposit – Assessments	\$1,500.00
06/11/18	Deposit – Assessments	\$900.00
06/25/18	Ck# 1090 – DRM Inv. 2374 – road work	\$5,057.00
06/25/18	Ck# 1091 – Postmaster – annual box fee	\$54.00
06/29/18	Deposit – Assessments	\$611.54
07/13/18	Deposit – County Grant	\$1,264.25
Bank Balance Prior to Meeting:		\$6,028.81
Bills paid at meeting:		
Ck#	Payee – Purpose	Ck Amount
1092	Cathey Consulting	\$300.00
	Inv. 4450 – May books/admin. \$150.00	
	Inv. 4495 – June books/admin. \$150.00	
1093	Gillette News-Record	\$60.81
1094	Ward Country Storage	\$200.00
Total Bills Paid:		\$560.81
<b>Bank balance at the end of the meeting:</b>		<b>\$5,468.00</b>
Receivables balance: \$600 (assessments) and \$1,600 (People’s)		

**III. Unfinished Business**

- a. 2017-2018 Road Project – The road project was completed and grant reimbursement application submitted and grant money received. The project and grant are closed out. There was discussion on the east side in the project. DRM said the drainage was already there, and they didn’t want to disturb the grass that was growing there. There is a section where the ditch is slightly higher than the road, so the water will run down the road there. The bottom half is good, but the top 300’ could see some water running down the road. The consensus is to address this in the next project.
- b. 2018-2019 Road Project – Two bids were received for 1,800 feet of Antelope Valley Street (approximately 1 mile south of the intersection of Southern Drive and Antelope Valley Street). Average road width is 15’. (concrete/asphalt blend OR 1 ½” scoria).

Duane Schmitz moved to approve Quote #2 from Earth Work Solutions on the condition that they blade the placement. If it costs more to blade, the District will need to reassess. A grant application will be submitted to the County. Tim McCreary seconded. Motion carried unanimously.

- c. The District is looking at finding a contractor or see if the County is willing to blade roads several times a year. Gavin Sneathen will check with the County after the last meeting

#### **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 7/1/18 – 6/30/19. Tim McCreary seconded. Motion carried unanimously.
- c. A letter was received from the County Public Works regarding the District Support Grant program and the one percent sales tax. The grant program is funded by the one percent tax, and the Small Buttes ISD was awarded \$12,523 over the past four years and \$20,402 over the past 8 years. The County requested that the District put a one percent sign along the District’s road. Duane Schmitz moved to approve the request from the County Public Works Department to place a one percent sign up along the District’s road. Tim McCreary seconded. Motion carried unanimously.

Duane Schmitz moved to adjourn. Tim McCreary seconded. The meeting adjourned at 5:21 p.m.

**NEXT REGULAR MEETING: Wednesday, October 10, 2018, 4:45 p.m. at the Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K<sup>2</sup> Technologies building – entrance is on 4<sup>th</sup> 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](mailto:hlcathey@collinscom.net) to be added to the e-mail list. Minutes are also posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net).**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

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Duane Schmitz, President / Date

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Gavin Sneathen, Vice President / Date

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Tim McCreary, Secretary/Treasurer / Date

**Budget - Small Buttes ISD - 7/1/18 - 6/30/19**

**Budget Hearing: Monday, July 16, 2018, 4:45 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717**

	Actual	Budget	Actual (ESTIMATED)	Budget
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19
<b>TOTAL FUNDS ON HAND START OF FY</b>	5,741	10,693	10,693	4,764
<b>Revenue</b>				
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	200
Assessments - Interest	45		11	
Grants - County (2017 project)	2,590	1,264	1,264	
Grants - County		1,264		2,300
Receivables End of Prior Year				3,464
<b>TOTAL REVENUE</b>	14,435	14,329	13,075	17,564
<b>TOTAL CASH ON HAND + REVENUE</b>	<b>20,176</b>	<b>25,022</b>	<b>23,768</b>	<b>22,328</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bks (\$150/mo.) \$160 7/1/18	1,800	1,800	1,950	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	97	500	283	500
Miscellaneous				
Travel				
<b>TOTAL ADMINSTRATIVE</b>	1,897	2,300	2,233	2,500
<b>Indirect</b>				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
<b>TOTAL INDIRECT COSTS</b>	500	500	500	500
<b>Operations</b>				
Miscellaneous (Rollover)		6,700		7,928
Roads	2,778	2,200	729	1,700
Road Projects (Grant Eligible - 2017)	10,361	5,057	5,057	
Road Projects (Grant Eligible)		8,800		9,200
Ward (Reimb.)	400	400	200	200
Payables End of Prior Yr				300
<b>TOTAL OPERATIONS COSTS</b>	13,539	23,157	5,986	19,328
<b>TOTAL EXPENDITURES</b>	15,936	25,957	8,719	22,328
<b>DEDICATED TO RESERVES</b>				0
<b>YEARLY REVENUE - EXPENSES (NO MISC.)</b>	-1,501	-4,929	4,356	3,164
<b>TOTAL REVENUE MINUS TOTAL EXPENSES</b>	4,240	-936	15,049	0
Receivables Start of FY	2,200		4,190	
Payables Balance Start of FY	2,867		11,311	
	7/1/2016	7/1/2017	7/1/2017	6/30/2018
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	5,741	10,693	10,693	4,764
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	5,741	10,693	10,693	4,764
Receivables Balance End of FY	4,190		3,464	
Payables Balance End of FY	11,311		300	
End of Year Bank Balance	10,694		4,764	

**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: Duane Schmitz (Pres.) term ends Mar., 2022 / Gavin Sneathen (Vice Pres.) term ends Mar., 2020 / Tim McCreary (Sec./Treas.) term ends Mar., 2022.

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.