

**Small Buttes Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Monday, July 8, 2019, 4:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Justin Hillius, Gavin Sneathen, John Melgaard, Jr. (by telephone)  
OTHERS PRESENT: Helenanne Cathey

Gavin Sneathen called the meeting to order at 4:04 p.m.

- I. **Minutes** – John Melgaard, Jr. moved to approve the minutes for the last regular meeting and budget hearing on June 24, 2019, as written. Gavin Sneathen seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The treasurer’s report was reviewed and discussed. Gavin Sneathen moved to accept the treasurer’s report and pay the bill as presented. Justin Hillius seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$8,836.65
06/19/19      Deposit – Assessments	\$914.64	
Bank Balance Prior to Meeting:		\$9,751.29

Bills paid at meeting:

Ck#	Payee – Purpose	Ck Amount
1104	Cathey Consulting      Inv. 5023 – June books/admin.	\$160.00
Total Bills Paid:		\$160.00
<b>Bank balance at the end of the meeting:</b>		<b>\$9,591.29</b>

Receivables balance: \$14,000.00

Last year’s: \$600 from District and \$1,600 from People’s – Total \$2,200.00

This year’s: \$10,200 from District and \$1,600 from People’s – Total \$11,800.00

**III. Unfinished Business**

- i. Road Work – John Melgaard, Jr. reported that he and Curt from Melgaard Construction looked at the roads and recommend a culvert to cut the water across from the west side to the east side just to the south of the approach going into the storage units and two others – one just to the south of the approach on Pronghorn Meadow and one about 200 to 300 feet to the north. There needs to be some ditch work done on the west side of the road, before you get to the big hill. There was discussion on where to put the dirt. There needs to be some grading in another area. There are some other areas that could use some work at a later date. Right now, the recommendation is to get the drainage figured out from the hill to the pavement and do some remediation with rip rap going down the back side. The main concern is the main area that everyone is driving.

Melgaard Construction can do the work probably late August or September. Melgaard Construction will donate the work. Gavin Sneathen moved to authorize Melgaard Construction to do the work to get the drainage repaired. Justin Hillius seconded. Motion carried with Gavin Sneathen and Justin Hillius voting aye. John Melgaard, Jr. abstained.

- ii. A letter will be drafted to send to everyone to make sure people stop blading or running drags on the road after improvements are made. Justin Hillius moved to mail a letter to all landowners before construction starts stating that there will be culvert installation and light ditch work happening sometime in this construction season and people should keep equipment off of the road in order to maintain the structure of the road. Gavin Sneathen seconded. Motion carried unanimously. Gavin Sneathen will draft a letter to mail as soon as possible.

**IV. New Business**

- a. Gavin Sneathen moved to purchase a few dump trailers of gravel to hit a few bald spots on the southern end of Antelope Valley Street. John Melgaard, Jr. seconded. Motion carried unanimously.

Gavin Sneathen moved to adjourn the meeting. Justin Hillius seconded. The meeting adjourned at 4:26 p.m.

**NEXT REGULAR MEETING: Monday, October 14, 2019, 6:00 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).**
- **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,  
Helenanne Cathey, Assistant to the Board

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Gavin Sneathen, President / Date

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Justin Hillius, Vice President / Date

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John Melgaard, Jr., Secretary/Treasurer / Date