

**Small Buttes Improvement & Service District
Budget Hearing and Regular Meeting
MINUTES
Tuesday, June 21, 2022, 5:30 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

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

BUDGET HEARING

Gavin Sneathen called the budget hearing to order at 5:30 p.m. The budget was reviewed. There was an opportunity for public comment. There was no public comment. Gavin Sneathen adjourned the budget hearing at 5:36 p.m.

REGULAR MEETING

Gavin Sneathen called the regular meeting to order at 5:36 p.m.

- I. Budget** – Gavin Sneathen moved to adopt the budget for 7/1/22 – 6/30/23 for \$27,781 and adopt the resolution to assess and submit assessments to the County as approved in the budget. John Melgaard, Jr. seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Justin Hillius moved to approve the minutes for the last regular meeting on April 19, 2022, as written. John Melgaard, Jr. 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 bills as presented. Justin Hillius seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:	\$8,984.83
05/10/22 Deposit – Assessments \$300.00	
05/25/22 Deposit – People’s Assessm. \$1,600.00	
06/10/22 Deposit – Assessments \$1,800.00	
Bank Balance Prior to Meeting:	\$12,684.83

Bills paid:

Ck#	Payee	Purpose	Ck Amount
1139	Cathey Consulting	Inv. 6551 – Apr. Admin./books/compliance \$160.00	\$320.00
		Inv. 6590 – May Admin./books/compliance \$160.00	
1140	Gillette News-Record	Ad 00373865 – Budget hearing ad	\$77.00
1141	Postmaster	Annual box fee	\$156.00
Total Bills Paid:			\$553.00

Bank balance at the end of the meeting: \$12,131.83

Receivables balance: \$1,800.00 (\$1,800 – District / \$0 – People’s ISD)

IV. Unfinished Business

- a. Road Work –
 - i. 12/21/21: Approved at least one load of scoria for the south end of the road and schedule it when a blade is available to do some maintenance. There was a lot of material that washed off the road during the spring rains, so it’s probably going to need about three loads (belly dumps). Gavin Sneathen moved to go ahead with up to three loads of scoria for this section of road. Justin Hillius seconded. Motion carried with Gavin Sneathen and Justin Hillius voting aye. John Melgaard, Jr. abstained. Gavin Sneathen will call a contractor and authorize the work.

Other Road Work:

A suggestion was made to put more crushed concrete or crushed concrete/asphalt on Antelope Valley Street. There was discussion on a potential project. John Melgaard, Jr. abstained from the conversation and left the table when discussions occurred on bidding the project. The proposed project is summarized below:

Small Buttes Improvement and Service District request for bids:

Furnish and deliver approximately 450 tons of crushed asphalt or crushed concrete/asphalt on approximately 2,730 feet of Antelope Valley Street from the first cattleguard south of Southern Drive to the second cattleguard south (see map). Material will need to be hauled in with belly dumps on a Friday in one 10-hour shift between 7 a.m. and 5 p.m.

The District will spread the rock.

Return bids no later than Thursday, June 30th.

The District will apply for the County Grant and the Board will meet Wednesday, July 20th at 4:00 p.m. to authorize work on the project.

Helennane Cathey will send a request for bids to the following:

Melgaard

DRM

Earth Work Solutions

Prism Logistics

The District will spread the rock. John Melgaard, Jr. offered to donate some sand if the Board wanted to try that to see how it works for reducing dust.

- ii. 12/21/21: Snow fence in an area that drifts – Gavin Sneathen will contact a couple of homeowners about the District putting some snow fence up on their properties for next winter to try to prevent some of the drifting that occurs.
- iii. 4/19/22 – Gavin Sneathen talked to Will Parks about pulling the cattleguard to clean it out. This should be completed before the road work is done this year.
- iv. Mag chloride (discussed at April meeting) – The consensus is to see what the roads look like and what the money situation is after the road work is done this year before making any decisions on mag chloride.

V. New Business

- a. Official Depository – Gavin Sneathen moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Justin Hillius seconded. Motion carried unanimously.
- b. Public Records notice – A notice will be sent to the County indicating that the District's records are stored at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106).
- c. Records Retention Schedule – Helennane Cathey explained a proposed records retention schedule that was drafted based on state guidelines and the recommendation of another District's attorney. Gavin Sneathen moved to approve the Records Retention Schedule as discussed. John Melgaard, Jr. seconded. Motion carried unanimously.

Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting adjourned at 6:21 p.m.

NEXT REGULAR MEETING: Wednesday, July 20, 2022, 4:00 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.**
- **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

Gavin Sneathen, President / Date

Justin Hillius, Vice President / Date

John Melgaard, Jr., Secretary/Treasurer / Date

Budget - Small Buttes ISD - 7/1/2022 - 6/30/2023

Budget Hearing: Tuesday, June 21, 2022, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717

	Actual (F32) 7/1/20 - 6/30/21	Budget 7/1/21 - 6/30/22	Actual (ESTIMATED) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23
TOTAL FUNDS ON HAND START OF FY	6,799	10,452	10,452	13,981
Revenue				
Assessments (\$600 X 17 lots)	10,200	10,200	10,200	10,200
Assessments (People's ISD - \$200 X 8 on Ant. Val. St.)	1,600	1,600	1,600	1,600
Assessments - Interest	102		13	
Grants - County		2,000	2,400	2,000
Receivables End of Prior Year		1,900		0
TOTAL REVENUE	11,902	15,700	14,213	13,800
TOTAL CASH ON HAND + REVENUE	18,701	26,152	24,665	27,781
Expenditures				
Administrative				
Contract Admin./Bks (\$160/mo.)	1,920	2,000	1,920	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	129	500	285	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	2,049	2,500	2,205	2,500
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		10,452		13,981
Roads	6,300	12,700	9,879	10,800
Payables End of Prior Yr		0		0
TOTAL OPERATIONS COSTS	6,300	23,152	9,879	24,781
TOTAL EXPENDITURES	8,849	26,152	12,584	27,781
DEDICATED TO RESERVES		0		0
YEARLY REVENUE - EXPENSES (NO MISC.)	3,053	0	1,629	0
TOTAL REVENUE MINUS TOTAL EXPENSES	9,852	0	12,081	0
Receivables Start of FY	2,500		1,900	
Payables Balance Start of FY	0		0	
	6/30/2020	6/30/2021 (EST)	6/30/2021	6/30/2022 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	6,799	10,452	10,452	13,981
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	6,799	10,452	10,452	13,981
Receivables Balance End of FY	1,900			
Payables Balance End of FY				
End of Year Bank Balance	10,452		13,981	

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: Gavin Sneathen, (Pres.) term ends Mar., 2024 / Justin Hillius (Vice Pres.) and John Melgaard, Jr. (Sec./Treas.) terms end Mar., 2026
 The District holds a regular meeting approximately four times a year at Cathey Consulting. The next meeting date is scheduled at each meeting.
 Records are stored at office of Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette.