

**Small Buttes Improvement & Service District
Budget Hearing / Regular Meeting
MINUTES
Monday, June 24, 2019, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

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

BUDGET HEARING

Gavin Sneathen called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment. Gavin Sneathen adjourned the budget hearing at 5:02 p.m.

REGULAR MEETING

- I. Letter of Resignation** – Duane Schmitz submitted a letter of resignation as he has sold his property. Gavin Sneathen moved to accept Duane Schmitz’s letter of resignation. Justin Hillius seconded. Motion carried unanimously. Gavin Sneathen moved to appoint John Melgaard, Jr. to the Board to serve until the next election, replacing Duane Schmitz as the Secretary/Treasurer. Justin Hillius seconded. Motion carried unanimously.
- II. Budget** – Gavin Sneathen moved to adopt the budget for 7/1/19 – 6/30/20 for \$24,103.00 and adopt the resolution to assess and approve assessments as approved in the budget. Justin Hillius seconded. Motion carried unanimously. The budget is attached to these minutes.
- III. Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on April 1, 2019, as written. Justin Hillius seconded. Motion carried with Gavin Sneathen and Justin Hillius voting aye. John Melgaard, Jr. abstained since he was not at the meeting.
- IV. Treasurer’s Report** – The treasurer’s report was reviewed and discussed. Gavin Sneathen moved to accept the treasurer’s report and pay the bills as presented. John Melgaard, Jr. seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:			\$8,411.79
05/10/19	Deposit – Assessments	\$1,500.00	
06/11/19	Deposit – Assessments	\$900.00	
Bank Balance Prior to Meeting:			\$10,811.79
Bills paid at meeting:			
Ck#	Payee – Purpose		Ck Amount
1099	Cathey Consulting	Inv. 4926 – Apr. books/admin. \$160.00	\$320.00
		Inv. 4974 – May books/admin. \$160.00	
1100	DRM	Inv. 3975 – Crushed concrete/asphalt	\$1,032.70
1101	Gillette News-Record	Ad 00351187 – Budget hearing	\$66.44
1102	Local Gov’t Liab. Pool	Inv. 12072 – Insurance 7/1/19-6/30/20	\$500.00
1103	Postmaster	Annual box fee	\$56.00
Total Bills Paid:			\$1,975.14
Bank balance at the end of the meeting:			\$8,836.65
Receivables balance: \$1,500 (assessments) and \$1,600 (People’s) = \$3,100.00 Total			

- V. Unfinished Business**
 - a. Road Work – Gavin Sneathen reported that he visited with Trusty Matheson who paid to have limestone put down on the roads. Gavin Sneathen moved to reimburse Trusty Matheson for the gravel he put down on the road. Justin Hillius seconded. There was discussion. A concern was noted that the District shouldn’t set a precedent with this. People are encouraged to come to a Board meeting to discuss roads. The District simply can’t reimburse everyone after the fact when road work is done. In addition, once the roads have been improved, people should not be doing

anything without consulting the Board first. If someone wants to put rock down on the road, they should come to a meeting and get some consensus or approval from the Board first. After discussion, the consensus is to review the invoice at a meeting and pay the invoice or a portion of the invoice if it is reasonable. There was discussion on sending a letter out to everyone in the District cautioning people about doing any work without coming to a Board meeting first.

John Melgaard volunteered his time and equipment to do some work on the roads, and he recommended the application of an enzyme that will help mag chloride last longer.

- b. Culverts – There was discussion on drainage improvements and culverts. A suggestion was made to fix the drainage, pull in the shoulders, and see what we have before starting to put more rock down on the roads.

After discussion, the consensus is to do an analysis of the roads and consider it for decisions to be made at the next meeting. Board members will work on an analysis of the roads. It will be important to send a letter to everyone to make sure people stop blading or running drags on the road if improvements are made. A letter will be drafted at the next meeting.

VI. New Business

- a. Gavin Sneathen moved to designate Helenanne Cathey as the public records person for the District. Justin Hillius seconded. Motion carried unanimously.
- b. Gavin Sneathen moved to designate First National Bank as the official depository for 7/1/19 – 6/30/20. Justin Hillius seconded. Motion carried unanimously.
- c. A newsletter was reviewed from the Wyoming Association of Special Districts. No action was required.
- d. Gavin Sneathen moved to update the signature card at First National Bank, adding John Melgaard, Jr., and removing Duane Schmitz. Justin Hillius seconded. Motion carried unanimously.

John Melgaard, Jr. moved to adjourn. Justin Hillius seconded. The meeting adjourned at 6:00 p.m.

NEXT REGULAR MEETING: Monday, July 8, 2019, 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 - 7/1/2019 - 6/30/2020 - FINAL

Budget Hearing: Monday, June 24, 2019, 5:00 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717

	Actual	Budget	Actual (ESTIMATED)	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
TOTAL FUNDS ON HAND START OF FY	10,693	4,764	4,764	8,836
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	200
Assessments - Interest	11		0	
Grants - County (2017 project)	1,264		0	
Grants - County		2,300		367
Receivables End of Prior Year		3,464		3,100
TOTAL REVENUE	13,075	17,564	11,800	15,267
TOTAL CASH ON HAND + REVENUE	23,768	22,328	16,564	24,103
Expenditures				
Administrative				
Contract Admin./Bks (\$160/mo.)	1,950	2,000	1,920	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	283	500	184	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	2,233	2,500	2,104	2,500
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		7,928		8,836
Roads	729	1,700	5,148	10,440
Road Projects (Grant Eligible - 2017)	5,057			
Road Projects (Grant Eligible)		9,200		1,467
Ward (Reimb.)	200	200	200	200
Payables End of Prior Yr		300		160
TOTAL OPERATIONS COSTS	5,986	19,328	5,348	21,103
TOTAL EXPENDITURES	8,719	22,328	7,952	24,103
DEDICATED TO RESERVES		0		0
YEARLY REVENUE - EXPENSES (NO MISC.)	4,356	3,164	3,848	0
TOTAL REVENUE MINUS TOTAL EXPENSES	15,049	0	8,612	0
Receivables Start of FY	4,190		3,464	
Payables Balance Start of FY	11,311		300	
	6/30/2017	6/30/2018	6/30/2018	6/30/19 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	10,693	4,764	4,764	8,836
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	10,693	4,764	4,764	8,836
Receivables Balance End of FY	3,464			
Payables Balance End of FY	300			
End of Year Bank Balance	4,764		11,776	

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., 2020 / Justin Hillius (Vice Pres.) term ends Mar., 2020 / Duane Schmitz (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.