

**Small Buttes Improvement & Service District
Budget Hearing and Regular Meeting
MINUTES
Tuesday, June 30, 2020, 6:00 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 6:00 p.m. The budget was reviewed. There was an opportunity for public comment. Gavin Sneathen adjourned the budget hearing at 6:03 p.m.

REGULAR MEETING

Gavin Sneathen called the regular meeting to order at 6:03 p.m.

- I. Budget Adoption** – Justin Hillius moved to adopt the budget for 7/1/20 – 6/30/21 for \$21,423 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** – Gavin Sneathen moved to approve the minutes for the last regular meeting on April 27, 2020, as written. Justin Hillius 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 the bills as presented. Justin Hillius seconded. Motion carried with Gavin Sneathen and Justin Hillius voting aye. John Melgaard, Jr. abstained.

Bank Balance Forward From Last Meeting:		\$14,279.47
05/11/20	Deposit – Assessments	\$1,200.00
06/09/20	Deposit – Assessments	\$2,100.00
06/29/20	Deposit – Assessments	\$329.89
Bank Balance Prior to Meeting:		\$17,909.36
Bills paid:		
Ck#	Payee – Purpose	Ck Amount
1112	Cathey Consulting	
	Inv. 5460 – Apr. books/admin. \$160.00	\$480.00
	Inv. 5499 – May books/admin. \$160.00	
	Inv. 5542 – June books/admin. \$160.00	
1113	Gillette News-Record	\$73.50
	Ad 00361055 – Budget hearing ad	
1114	Local Gov’t Liab. Pool	\$500.00
	Inv. 12877 – 7/1/20 – 6/30/21 liability insurance	
1115	Melgaard Construction	\$10,000.00
	Inv. 36841 – Recycled asphalt delivered & spread	
1116	Postmaster	\$56.00
	Annual Box Fee	
Total Bills Paid:		\$11,109.50
Bank balance at the end of the meeting:		\$6,799.86
Receivables balance: \$2,500.00 (\$900 from District and \$1,600 from People’s)		

- IV. Unfinished Business**
 - a. Road Work – Road work was completed. Gavin Sneathen and Justin Hillius reported that they are pleased with the work completed by Melgaard Construction. 11 loads of asphalt were delivered. There is one spot along the approach on Southern Drive that is a concern – Melgaard Construction had cleared it out and prepared it for the asphalt, but before they had a chance to put the asphalt down, someone came in and filled it back in with the rock that was there, so when Melgaard came out with the asphalt, they didn’t do that area. Gavin Sneathen and Justin Hillius thanked Melgaard Construction for the work that was done.

V. New Business

- a. Public Records Notice – Two board members signed the notice to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting at 400 S Gillette Ave., Suite 106, Gillette.
- b. Official Depository – Gavin Sneathen moved to designate First National Bank as the official depository for 7/1/20 – 6/30/21. John Melgaard, Jr. seconded. Motion carried unanimously.
- c. There was discussion on the approach on Southern Drive and the possibility of putting in a concrete approach. The consensus is to get some quotes to see what it would cost and look at using the County Grant to help with the cost. The Board will work on developing a scope and getting quotes.
- d. There was discussion on developing a maintenance schedule for the roads whether it is hiring a contractor to blade regularly or renting a blade and a board member run it. When the road is dry, it is better not to touch it. The consensus is that Gavin Sneathen and Justin Hillius will make the call when the road needs bladed and they will call out a contractor to blade the road when it needs it and when it makes sense to blade rather than just blade once a month or on a certain, set schedule.
- e. Landowners were mowing ditches today.

Gavin Sneathen moved to adjourn the meeting. Justin Hillius seconded. The meeting adjourned at 6:20 p.m.

NEXT REGULAR MEETING: Tuesday, July 21, 2020, 6:00 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 Helennane Cathey at 685-8235 or e-mail her at hcathey@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,
Helennane Cathey, Assistant to the Board

Gavin Sneathen, President / Date

Justin Hillius, Vice President / Date

John Melgaard, Jr., Secretary/Treasurer / Date

Budget - Small Buttes ISD - 7/1/2020 - 6/30/2021

Budget Hearing: Tuesday, June 30, 2020, 6:00 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717

	Actual (F32)	Budget	Actual (ESTIMATED)	Budget
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
TOTAL FUNDS ON HAND START OF FY	4,764	8,836	9,751	9,256
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	14		0	
Grants - County		367		367
Receivables End of Prior Year		3,100		0
TOTAL REVENUE	11,814	15,267	11,800	12,167
TOTAL CASH ON HAND + REVENUE	16,578	24,103	21,551	21,423
Expenditures				
Administrative				
Contract Admin./Bks (\$160/mo.)	1,920	2,000	1,970	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	184	500	320	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	2,104	2,500	2,290	2,500
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		8,836		9,256
Roads	5,148	10,440	11,345	7,700
Road Projects (Grant Eligible)		1,467		1,467
Ward (Reimb.)	200	200	200	0
Payables End of Prior Yr		160		0
TOTAL OPERATIONS COSTS	5,348	21,103	11,545	18,423
TOTAL EXPENDITURES	7,952	24,103	14,335	21,423
DEDICATED TO RESERVES		0		0
YEARLY REVENUE - EXPENSES (NO MISC.)	3,862	0	-2,535	0
TOTAL REVENUE MINUS TOTAL EXPENSES	8,626	0	7,216	0
Receivables Start of FY	3,464		2,200	
Payables Balance Start of FY	300		160	
	6/30/2018	6/30/19 (EST)	6/30/2019	6/30/20 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	4,764	8,836	9,751	9,256
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	4,764	8,836	9,751	9,256
Receivables Balance End of FY	2,200			
Payables Balance End of FY	160			
End of Year Bank Balance	9,750		9,256	

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., 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.