

**Small Buttes Improvement & Service District
Budget Hearing and Regular Meeting
MINUTES
Wednesday, June 30, 2021, 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. Gavin Sneathen moved to adjourn the budget hearing at 5:31 p.m. John Melgaard seconded. Motion carried unanimously.

REGULAR MEETING

Gavin Sneathen called the regular meeting to order at 5:48 p.m.

- I. Adoption of Budget** – Gavin Sneathen moved to adopt the budget for 7/1/21 – 6/30/22 for \$26,152 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Justin Hillius 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 March 30, 2021, 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 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:	\$11,217.65
Ck# 1106 voided (from 10/14/19 – never cashed)	\$200.00
05/10/21 Deposit – Assessments	\$300.00
06/14/21 Deposit – Assessments	\$2,428.89
06/30/21 Deposit – Assessments	\$611.54
Bank Balance Prior to Meeting:	\$14,758.08
Bills paid:	
Ck# Payee	Purpose
1125 Cathey Consulting	Inv. 6002 – Apr. Admin./books/compliance \$160.00
	Inv. 6047 – May Admin./books/compliance \$160.00
	Inv. 6091 – June Admin./books/compliance \$160.00
1126 Gillette News-Record	Ad 00367154 – Budget hearing ad
1127 Melgaard Construction	Inv. 38032 – 4/23 & 4/26/21 – Scoria and crushed asphalt hauled in / spread rock / blade road
1128 Postmaster	Annual box fee
1129 Ward Country Storage	Reimburse assessment for 18-19 (re-issue ck# 1106)
Total Bills Paid:	\$4,305.68
Bank balance at the end of the meeting:	\$10,452.40
Receivables balance: \$1,900.00 (\$300 from District and \$1,600 from People’s)	

- IV. Unfinished Business**
 - a. Road Work – There was discussion on putting rock down from the mailboxes up to Schweitzers where it’s a little thin. Board members will look at the road and get a scope developed for getting bids. Helenanne Cathey will work on a grant application to submit to the County.
- V. New Business**
 - a. Public Records Notice – Two board members signed the public records notice to submit to the County.

- b. Official Depository – Gavin Sneathen moved to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Justin Hillius seconded. Motion carried unanimously.
- c. Director election (Melgaard, Hillius – 4 year terms) – The following legal ad will run in the News-Record on November 23, 2021.

NOTICE OF DIRECTOR ELECTION
SMALL BUTTES IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 22, 2022, an election shall be held for the purpose of electing two Directors to serve four (4) year terms on the Small Buttes Improvement and Service District Board of Directors. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 22, 2022, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 4128, Gillette, WY 82717) or with Cathey Consulting (address listed above) between December 22, 2021, and January 11, 2022. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

John Melgaard, Jr., Secretary/Treasurer / Filing Officer
Small Buttes Improvement & Service District

Gavin Sneathen moved to adjourn the meeting. Justin Hillius seconded. The meeting adjourned at 5:41 p.m.

NEXT REGULAR MEETING: Wednesday, September 15, 2021, 5:30 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 - 7/1/2021 - 6/30/2022

Budget Hearing: Wednesday, June 30, 2021, 5:30 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
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
TOTAL FUNDS ON HAND START OF FY	9,751	9,256	6,799	10,452
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	200	200	200	200
Assessments - Interest	87		102	
Grants - County		367		2,000
Receivables End of Prior Year		0		1,900
TOTAL REVENUE	11,887	12,167	11,902	15,700
TOTAL CASH ON HAND + REVENUE	21,638	21,423	18,701	26,152
Expenditures				
Administrative				
Contract Admin./Bks (\$160/mo.)	1,970	2,000	1,920	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	344	500	129	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	2,314	2,500	2,049	2,500
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		9,256		10,452
Roads	11,365	7,700	6,300	12,700
Road Projects (Grant Eligible)		1,467		
Ward (Reimb.)	200	0	0	0
Payables End of Prior Yr		0		0
TOTAL OPERATIONS COSTS	11,565	18,423	6,300	23,152
TOTAL EXPENDITURES	14,379	21,423	8,849	26,152
DEDICATED TO RESERVES		0		0
YEARLY REVENUE - EXPENSES (NO MISC.)	-2,492	0	3,053	0
TOTAL REVENUE MINUS TOTAL EXPENSES	7,259	0	9,852	0
Receivables Start of FY	2,200		2,500	
Payables Balance Start of FY	160		0	
	6/30/2019	6/30/20 (EST)	6/30/2020	6/30/2021 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	9,751	9,256	6,799	10,452
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	9,751	9,256	6,799	10,452
Receivables Balance End of FY	2,500		1,900	
Payables Balance End of FY	0			
End of Year Bank Balance	6,799		10,452	

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 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.