

**Small Buttes Improvement & Service District
Budget Hearing and Regular Meeting
MINUTES
Wednesday, June 7, 2023, 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 5:35 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Gavin Sneathen moved to adjourn the budget hearing. John Melgaard, Jr. seconded. The budget hearing adjourned at 5:38 p.m.

REGULAR MEETING

Gavin Sneathen called the regular meeting to order at 5:38 p.m.

- I. Budget** – Gavin Sneathen moved to adopt the budget for 7/1/23 – 6/30/24 for \$22,760.00 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 regular meeting on April 26, 2023, 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:		\$15,981.11
05/10/23	Deposit – Assessments	\$300.00
06/01/23	Deposit – Peoples ISD	\$1,600.00
Bank Balance Prior to Meeting:		\$17,881.11

Bills paid:

Ck#	Payee	Purpose	Ck Amount
1150	Cathey Consulting	Inv. 7052 – April Admin./books/compliance	\$320.00
		Inv. 7095 – May Admin./books/compliance	\$160.00
1151	Gillette News-Record	Inv. 3267 – Budget hearing ad	\$109.20
1152	Melgaard Construction	Inv. 39498 – 4/26/23 Blade road	\$2,775.00
		Inv. 39530 – 5/12/23 – deliver rock, spread rock, Blend base \$1,873.50 minus \$373.50 discount	
1153	US Postal Service	Annual post office box fee	\$166.00
Total Bills Paid:			\$3,370.20
Bank balance at the end of the meeting:			\$14,510.91

Receivables balance: \$3,600.00

IV. Unfinished Business

- a. Road Work –
 - i. Road project: 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. 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. Earth Work Solutions had the low bid (\$12,501.00). The County grant agreement for \$3,125.25 was signed at the September 21st meeting.

Earth Work Solutions reports that the price has gone up from \$27 to \$35 per ton. Because of that increased cost, there was discussion on using a different material or reducing the

quantity to stay within the budgeted price. The consensus is to go ahead with Earth Work Solutions doing the work but getting fewer tons to keep the overall cost the same and getting the scoria down on the other part of the road. There is a chance that the work may have to be done by the end of the month because the County may not be carrying the grant over into the next fiscal year.

A road project will be developed to build up the road because most of the problems in the first half mile of the road are due to insufficient drainage. The road needs to be built up. The material can be pulled off the top of the road, dirt brought in from properties in the District to build the road up and then put the material back on the road. The County grant program provides 50% reimbursement for drainage work, and building the road up should fall under drainage. There was discussion on holding off on the crushed asphalt being brought in, but the consensus is that the road needs material and it can be scraped off and set aside while the road is built up and then placed back down again.

The Board will work on developing the scope for a project to build up the roads so that bids can be received and a grant application submitted to the County. All agreed that it needs to be done.

If the road work has to be done by June 30th in order to use the grant, the District may have to hire someone to spread the material, and Board members may not be available to do this work in this timeframe. John Melgaard, Jr. moved to authorize \$1,500 for Earth Works to spread the rock if the District can't find anyone to spread it. Gavin Sneathen seconded. Motion carried unanimously.

- ii. Up to three loads of scoria were approved for the road at the 6/21/22 meeting. Earth Work Solutions will bring in this material when the other project is done.
- iii. 12/21/21: Snow fence in an area that drifts – Gavin Sneathen to talk to landowners prior to winter.
- iv. The cattleguard should be cleaned out before rock is brought in this year.
- v. Two 30 mph speed limit signs, posts and brackets were picked up by Gavin Sneathen and should be installed this summer.

V. New Business

- a. Official Depository – Gavin Sneathen moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Justin Hillius seconded. Motion carried unanimously.
- b. Public Records Notice – Board members signed the notice to submit to the County that states that the District's records are stored at the office of Cathey Consulting, and the office is open most Mondays thru Thursdays 9 a.m. – 5 p.m.

Gavin Sneathen moved to adjourn. John Melgaard, Jr. seconded. The meeting adjourned at 6:13 p.m.

NEXT REGULAR MEETING: Wednesday, July 26, 2023, 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 - 7/1/2023 - 6/30/2024

Budget Hearing: Wednesday, June 7, 2023, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717

	Actual (F32) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23	Actual (ESTIMATED) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24
TOTAL FUNDS ON HAND START OF FY	10,452	13,981	10,452	8,910
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	34		63	50
Grants - County	2,400	2,000	3,125	2,000
Receivables End of Prior Year		0		0
TOTAL REVENUE	14,234	13,800	14,988	13,850
TOTAL CASH ON HAND + REVENUE	24,686	27,781	25,440	22,760
Expenditures				
Administrative				
Contract Admin./Bks (\$160/mo.)	1,920	2,000	1,920	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	506	500	150	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	2,426	2,500	2,070	2,500
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		13,981		8,910
Roads	9,879	10,800	15,000	10,850
Payables End of Prior Yr		0		0
TOTAL OPERATIONS COSTS	9,879	24,781	15,000	19,760
TOTAL EXPENDITURES	12,805	27,781	17,570	22,760
DEDICATED TO RESERVES		0		0
YEARLY REVENUE - EXPENSES (NO MISC.)	1,429	0	-2,582	0
TOTAL REVENUE MINUS TOTAL EXPENSES	11,881	0	7,870	0
Receivables Start of FY	1,900		1,200	
Payables Balance Start of FY	0		160	
	6/30/2021	6/30/2022 (EST)	6/30/2022	6/30/2023 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	10,452	13,981	10,452	8,910
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	10,452	13,981	10,452	8,910
Receivables Balance End of FY	1,200			
Payables Balance End of FY	160			
End of Year Bank Balance	12,741		8,910	

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

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Directors: Gavin Sneathen, (Pres.) term ends Mar., 2024 / Justin Hillius (Vice Pres.) and John Melgaard, Jr. (Sec./Treas.) terms end Mar., 2026
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