

**Small Buttes Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Tuesday, March 1, 2022, 5:30 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Justin Hillius, Gavin Sneathen (by phone)  
 BOARD MEMBERS APPROVED ABSENT: John Melgaard, Jr.  
 OTHERS PRESENT: Helenanne Cathey

Justin Hillius called the meeting to order at 5:41 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on December 21, 2021, as written. Justin Hillius seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The treasurer’s report was reviewed and discussed. The director election billing is higher than the past because the Secretary of State no longer provides envelopes. Helenanne Cathey explained that she had to order envelopes and those charges are passed on to the District. Justin Hillius moved to accept the Treasurer’s Report and pay bills as presented. Gavin Sneathen seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$6,989.20
01/10/21	Deposit – Assessments	\$306.54
01/11/22	Deposit – County Grant	\$2,400.00
02/10/22	Deposit – Assessments	\$611.39
Bank Balance Prior to Meeting:		\$10,307.13
Bills paid:		
Ck#	Payee	Purpose
1135	Cathey Consulting	Inv. 6367 – Dec. Admin./books/compliance \$161.16
		Inv. 6413 – Jan. Admin./books/compliance \$160.00
		Inv. 6436 – Feb. Admin./books/compliance \$160.00
		Inv. 6434 – Director election mailing \$93.14
Total Bills Paid:		\$574.30
<b>Bank balance at the end of the meeting:</b>		<b>\$9,732.83</b>
Receivables balance: \$5,500.00 (\$3,900 – District / \$1,600 – People’s ISD)		

- III. **Unfinished Business**
  - a. Road Work – Roads were bladed twice – John Melgaard, Jr. donated the use of the blade, and Gavin Sneathen volunteered his time to operate the blade . Thank you to volunteers who worked on the roads!
    - 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. This will be done hopefully in the spring.
    - ii. 12/21/21: Snow fence in an area that drifts – Gavin Sneathen will continue to try to contact the homeowner.
    - iii. Other road work for spring / summer – There are areas that could use some scoria. The new material is a little loose right now. It may make sense to add some mag chloride on the hill. If it’s a wet spring, the mag chloride may not be needed.
  - b. Director Election (March 22, 2022 – Melgaard, Hillius – 4 year terms – Mail ballot election) – Ballots were mailed 2/28/22. Helenanne Cathey, Gavin Sneathen and one other person will canvass ballots within 7 days of the election date.

- IV. **New Business**
  - a. Budget for 7/1/22 – 6/30/23 – There was discussion on the budget for the next fiscal year. There will be discussions at the next meeting on road projects for this year and the next fiscal year, and the budget will be updated. The proposed budget needs to be submitted to the County and State

by June 1<sup>st</sup>. A budget hearing will be held in late June or early July and the final budget submitted by the end of July.

- b. The Local Government Liability Pool application was completed (responses the same as last year's renewal form) and submitted electronically by Helianne Cathey. Justin Hillius moved to approve the application as submitted. Gavin Sneathen seconded. Motion carried unanimously. The copy was signed and will be placed on file.

Justin Hillius adjourned the meeting at 5:50 p.m.

**NEXT REGULAR MEETING: Tuesday, April 19, 2022, 5:30 p.m. at the Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K<sup>2</sup> Technologies building – entrance is on 4<sup>th</sup> 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 Helianne Cathey at 685-8235 or e-mail her at [hlcathey@collinscom.net](mailto:hlcathey@collinscom.net) to be added to the e-mail list. Minutes are also posted online at [www.catheyconsulting.net](http://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,  
Helianne Cathey, Assistant to the Board

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Gavin Sneathen, President / Date

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Justin Hillius, Vice President / Date

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John Melgaard, Jr., Secretary/Treasurer / Date