

**Small Buttes Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Wednesday, March 22, 2017, 4:45 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Tim McCreary, Gavin Sneathen, Duane Schmitz  
OTHERS PRESENT: Helenanne Cathey

President Tim McCreary called the regular meeting to order at 4:46 p.m.

- I. Minutes** – Tim McCreary moved to approve the minutes for the last regular meeting on February 8, 2017, as written. Duane Schmitz seconded. Motion carried unanimously.
- II. Treasurer’s Report** – The treasurer’s report was reviewed. Gavin Sneathen moved to accept the treasurer’s report and pay the bill as presented. Tim McCreary seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting: \$6,370.17  
Bank Balance Prior to Meeting: \$6,370.17

Bills paid at meeting:

| Ck#  | Payee – Purpose                                 | Ck Amount         |
|--|---|-------------------|
| 1076   | Cathey Consulting Inv. 3797 – Feb. books/admin. | \$150.00          |
| Total Bills Paid:                              |   | \$150.00          |
| <b>Bank balance at the end of the meeting:</b> |   | <b>\$6,220.17</b> |

Receivables balance: \$6,100.00

**III. Unfinished Business**

- a. Road Project – The County approved the grant application (\$4,240) for the road project (\$16,959.80) on February 21, 2017 (DSG 2016.13). The agreement was reviewed and signed and will be returned to the County. The grant application included 10% contingency. DRM’s quotes were \$10,361 for the first phase (25% grant would be \$2,590.25) and \$5,057 (25% grant would be \$1,264.25) for the second phase. The consensus was to let DRM know the District’s situation and let them know the District can’t pay them until more assessments come in. Duane Schmitz moved to accept the DRM bid as submitted. Gavin Sneathen seconded. Motion carried unanimously.
- b. There was discussion on the assessment on Ward’s lot. The consensus was to reimburse the assessment this year and the next two years rather than have People’s ISD take it off their assessments list and then have to put it back on again later.

**IV. New Business**

- a. The County grant program now requires a 3<sup>rd</sup> party inspection of any project funded in part by the County Grant program. In addition, a Board member will need to complete an Affidavit Concerning Verification and Acceptance of Project before the County will make a final payment on the grant.
- b. The Local Government Liability Pool renewal application for 7/1/17 – 6/30/18 was signed and will be returned to renew the insurance for the next year.
- c. An information sheet from the Local Government Liability Pool regarding various potential liability issues was reviewed.
- d. There was discussion on blading the roads. The consensus is to hire PS Services to blade the roads.
- e. Budget – A preliminary budget was reviewed. The preliminary budget needs to be approved and submitted to the County and State by June 1<sup>st</sup>. The consensus was to approve the preliminary budget as discussed and submit it as presented today. The budget hearing will be held Wednesday, July 12, 2017, at 4:45 p.m. prior to the next regular meeting. The budget is attached to these minutes. The following legal notice will run in the News-Record at least one week prior to the budget hearing.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
SMALL BUTTES IMPROVEMENT & SERVICE DISTRICT**

A public hearing will be held at 400 South Gillette Avenue, Suite 106, Gillette (Office of Cathey Consulting – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on Wednesday, July 12, 2017, 4:45 p.m. The 2017-2018 budget will be reviewed and then adopted at the regular meeting following the budget hearing. The proposed budget amount is \$19,156, summarized as follows:

Estimated Cash Carryover plus Revenue: \$19,156.00  
Expenses: Admin. \$2,300 / Indirect: \$500 / Operations: \$16,356.00

The annual assessment will stay the same at \$600 per lot. The budget is posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net) along with the District's meeting minutes for the March 22, 2017, meeting. For more information, contact Cathey Consulting at 307-685-8235.

Duane Schmitz moved to adjourn the meeting. Gavin Sneathen seconded. The meeting adjourned at 5:37 p.m.

**NEXT REGULAR MEETING / BUDGET HEARING: Wednesday, July 12, 2017, 4:45 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 Helennane 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).**

Respectfully submitted,  
Helennane Cathey, Assistant to the Board

---

Tim McCreary, President / Date

---

Duane Schmitz, Vice President / Date

---

Gavin Sneathen, Secretary/Treasurer / Date

**Budget - Small Buttes ISD - 7/1/17 - 6/30/18 (DRAFT)**

**Budget Hearing: Wed., July 12, 2017, 4:45 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717**

|   | Actual           | Budget           | Actual (Estim.)  | Budget           |
|---|------------------|------------------|------------------|------------------|
|   | 7/1/15 - 6/30/16 | 7/1/16 - 6/30/17 | 7/1/16 - 6/30/17 | 7/1/17 - 6/30/18 |
| <b>TOTAL FUNDS ON HAND START OF FY</b>              | 4,842            | 5,741            | 5,741            | 3,892            |
| <b>Revenue</b>                                      |                  |                  |                  |                  |
| 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              |
| Assessments - Interest                              | 42               |                  |                  |                  |
| Grants - County (2017 project)                      |                  |                  | 2,590            | 1,264            |
| Grants - County                                     | 783              |                  |                  | 2,200            |
| <b>TOTAL REVENUE</b>                                | 12,625           | 11,600           | 14,390           | 15,264           |
| <b>TOTAL CASH ON HAND + REVENUE</b>                 | 17,467           | 17,341           | 20,131           | 19,156           |
| <b>Expenditures</b>                                 |                  |                  |                  |                  |
| <b>Administrative</b>                               |                  |                  |                  |                  |
| Contract Admin./Bks (\$150/mo.)                     | 2,000            | 1,800            | 1,800            | 1,800            |
| Contract Legal                                      |                  |                  |                  |                  |
| Contract Accounting/Auditing                        |                  |                  |                  |                  |
| Office/Adver./Postage/Collec./ +                    | 223              | 500              | 200              | 500              |
| Miscellaneous                                       |                  |                  |                  |                  |
| Travel  |                  |                  |                  |                  |
| <b>TOTAL ADMINSTRATIVE</b>                          | 2,223            | 2,300            | 2,000            | 2,300            |
| <b>Indirect</b>                                     |                  |                  |                  |                  |
| Insurance - Liab., Bonding                          | 500              | 500              | 500              | 500              |
| Insurance - Property                                |                  |                  |                  |                  |
| Miscellaneous                                       |                  |                  |                  |                  |
| <b>TOTAL INDIRECT COSTS</b>                         | 500              | 500              | 500              | 500              |
| <b>Operations</b>                                   |                  |                  |                  |                  |
| Miscellaneous (Rollover)                            |                  | 5,741            |                  | 99               |
| Roads   | 8,669            | 8,800            | 2,778            | 2,200            |
| Road Projects (Grant Eligible - 2017)               |                  |                  | 10,361           | 5,057            |
| Road Projects (Grant Eligible)                      |                  |                  |                  | 8,800            |
| Ward (Reimb.-no pmnts til 2019-2020 FY)             |                  |                  | 600              | 200              |
| <b>TOTAL OPERATIONS COSTS</b>                       | 8,669            | 14,541           | 13,739           | 16,356           |
| <b>TOTAL EXPENDITURES</b>                           | 11,392           | 17,341           | 16,239           | 19,156           |
| <b>DEDICATED TO RESERVES</b>                        |                  |                  |                  |                  |
| <b>YEARLY REVENUE - EXPENSES (NO MISC.)</b>         | 1,233            | 0                | -1,849           | -3,793           |
| <b>TOTAL REVENUE MINUS TOTAL EXPENSES</b>           | 6,075            | 0                | 3,892            | 0                |
|   |                  |                  |                  |                  |
|   | 7/1/2015         | 7/1/2016         | 7/1/2016         | 6/30/17 (est.)   |
| <b>BEGINNING OF FISCAL YEAR BALANCES</b>            |                  |                  |                  |                  |
| <b>GENERAL FUNDS</b>                                | 4,842            | 5,741            | 5,741            | 3,892            |
| <b>RESERVES BALANCES</b>                            |                  |                  |                  |                  |
| <b>TOTAL FUNDS BEGINNING OF YEAR</b>                | 4,842            | 5,741            | 5,741            | 3,892            |

**Budget Message: Small Buttes ISD manages the water system. Fees will stay the same this next fiscal year. No major projects are planned at this time.**

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_