

**Small Buttes Improvement & Service District  
Regular Meeting  
MINUTES  
Tuesday, March 30, 2021, 5:30 p.m.  
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

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

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

- I. Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on February 10, 2021, as written. Justin Hillius seconded. Motion carried unanimously.
- II. 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 unanimously.

Bank Balance Forward From Last Meeting:	\$12,710.35		
Bank Balance Prior to Meeting:	\$12,710.35		
Bills paid:			
Ck#	Payee	Purpose	Ck Amount
1122	Cathey Consulting	Inv. 5909 – Feb. Admin./books/compliance \$160.00	\$320.00
		Inv. 5953 – Mar. Admin./books/compliance \$160.00	
1123	Local Gov’t Liab. Pool	Inv. 13025 – Insurance for 7/1/21 – 6/30/22	\$500.00
1124	Melgaard Construction	Inv. 37737 – Blade roads on 1/2/21	\$672.70
Total Bills Paid:			\$1,492.70
<b>Bank balance at the end of the meeting:</b>			<b>\$11,217.65</b>
Receivables balance: \$5,200.00 (\$3,600 from District and \$1,600 from People’s)			

- III. Unfinished Business**
  - a. Road Work – There was discussion on getting some rock in for a few areas that are getting pretty muddy when wet. The consensus is to go ahead and bring in some rock when possible.
- IV. New Business**
  - a. The Local Government Liability Pool renewal application for general liability and directors & officers insurance coverage for 7/1/21 – 6/30/22 was reviewed and signed to renew the insurance for the next fiscal year.
  - b. Check # 1106 from 10/14/2019 will be voided since it has not been cashed. Helenanne Cathey will contact Ward Country Storage to see where they want a replacement check sent. A replacement check will be done at the next meeting.
  - c. Budget for 7/1/21 – 6/30/22 – The budget was updated. The Board will look into using the County grant program for rock next year. Wednesday, June 30<sup>th</sup> will be the date of the budget hearing and regular meeting. Gavin Sneathen moved to approve the preliminary budget as presented. Justin Hillius seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will be scheduled to run June 15, 2021 in the News-Record.

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

Small Buttes Improvement & Service District will hold a public hearing to review the 7/1/21 – 6/30/21 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street

across from Arrow Printing) on Wednesday, June 30, 2021, at 5:30 p.m. The proposed budget is summarized below and is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) with the 3/30/21 meeting minutes:

Expenses: Administrative \$2,500 / Indirect \$500 / Operations & Misc. \$25,237  
Revenue / Rollover: \$28,237

No change in rates is anticipated, and the annual assessment will remain at \$600 per lot.

To contact the District or for special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

- d. Officer Elections – Gavin Sneathen moved to keep the same slate of officers for the next year (Gavin Sneathen, President / Justin Hillius, Vice President / John Melgaard, Jr., Secretary/Treasurer). Justin Hillius seconded. Motion carried unanimously.

Gavin Sneathen moved to adjourn the meeting. Justin Hillius seconded. The meeting adjourned at 6:02 p.m.

**NEXT REGULAR MEETING AND BUDGET HEARING: Wednesday, June 30, 2021, 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 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).**
- **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 - 7/1/2021 - 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
<b>TOTAL FUNDS ON HAND START OF FY</b>	<b>9,751</b>	<b>9,256</b>	<b>6,799</b>	<b>14,637</b>
<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	0
Assessments - Interest	87		62	
Grants - County		367		2,000
Receivables End of Prior Year		0		0
<b>TOTAL REVENUE</b>	<b>11,887</b>	<b>12,167</b>	<b>11,862</b>	<b>13,600</b>
<b>TOTAL CASH ON HAND + REVENUE</b>	<b>21,638</b>	<b>21,423</b>	<b>18,661</b>	<b>28,237</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bks (\$160/mo.)	1,970	2,000	1,920	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	344	500	300	500
Miscellaneous				
Travel				
<b>TOTAL ADMINSTRATIVE</b>	<b>2,314</b>	<b>2,500</b>	<b>2,220</b>	<b>2,500</b>
<b>Indirect</b>				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
<b>TOTAL INDIRECT COSTS</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Operations</b>				
Miscellaneous (Rollover)		9,256		14,637
Roads	11,365	7,700	3,804	10,600
Road Projects (Grant Eligible)		1,467		
Ward (Reimb.)	200	0	0	0
Payables End of Prior Yr		0		0
<b>TOTAL OPERATIONS COSTS</b>	<b>11,565</b>	<b>18,423</b>	<b>3,804</b>	<b>25,237</b>
<b>TOTAL EXPENDITURES</b>	<b>14,379</b>	<b>21,423</b>	<b>6,524</b>	<b>28,237</b>
<b>DEDICATED TO RESERVES</b>		0		0
<b>YEARLY REVENUE - EXPENSES (NO MISC.)</b>	<b>-2,492</b>	<b>0</b>	<b>5,338</b>	<b>0</b>
<b>TOTAL REVENUE MINUS TOTAL EXPENSES</b>	<b>7,259</b>	<b>0</b>	<b>12,137</b>	<b>0</b>
<b>Receivables Start of FY</b>	<b>2,200</b>		<b>2,500</b>	
<b>Payables Balance Start of FY</b>	<b>160</b>		<b>0</b>	
	<b>6/30/2019</b>	<b>6/30/20 (EST)</b>	<b>6/30/2020</b>	<b>6/30/2021 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	9,751	9,256	6,799	14,637
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>9,751</b>	<b>9,256</b>	<b>6,799</b>	<b>14,637</b>
<b>Receivables Balance End of FY</b>	<b>2,500</b>			
<b>Payables Balance End of FY</b>	<b>0</b>			
<b>End of Year Bank Balance</b>	<b>6,799</b>		<b>14,637</b>	

**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.