

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Monday, March 5, 2018, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 3/6/18

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

This regular meeting was originally scheduled for March 1, 2018, but it was rescheduled at the request of Helenanne Cathey.

President Duane Schmitz called the meeting to order at 4:49 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on December 6, 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 bills as presented. Duane Schmitz seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:	\$7,822.78
12/09//17 Deposit – Assessments \$1,200.00	
01/18/18 Ck# 1084 – Gillette News-Record – election ad	\$65.31
Bank Balance Prior to Meeting:	\$8,957.47
Bills paid at meeting:	
Ck# Payee – Purpose	Ck Amount
1085 Cathey Consulting Inv. 4239– Dec books/admin. \$150.00	\$492.00
	Inv. 4281 – Jan. books/admin. \$150.00
	Inv. 4297 – Director election mailing \$42.00
	Inv. 4328 – Feb. books/admin. \$150.00
1086 Local Gov’t Liab. Pool	Annual insurance \$500.00
Total Bills Paid:	\$992.00
Bank balance at the end of the meeting:	\$7,965.47
Receivables balance: \$3,600 (assessments) and \$1,600 (People’s)	

- 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). Spring, 2017 – Phase I completed. Phase II on hold (Quote 2 below). Duane Schmitz reported that he called DRM after the last meeting regarding Quote 2, and they talked about whether or not the District wanted to do the work right then with the oilfield traffic on the road. The work was postponed. Tim McCreary reported that he talked to Trusty Matheson, and Trusty confirmed that the oilfield company will help with the road. The consensus was to wait to have DRM do any work. If the oilfield company may do the work, maybe DRM won’t need to do anything.
 - i. Quote 1 completed – Invoice 911 \$10,361 – Grant money received (\$2,590.25)
 - ii. **Quote 2 (\$5,057.00 project / \$1,264.25 grant) – on hold.**
 - iii. Contingency of \$1,541.80 included in grant request (\$385.45 grant)
 - b. Director Election – March 20, 2018 (Schmitz, McCreary) – Ballots have been mailed. Ballots must be counted / canvassed within 7 days of the election date. Ballots will be counted/canvassed on Wednesday, March 21, 2018, at 9:00 a.m. at the office of Cathey Consulting by Duane Schmitz, Gavin Sneathen, and Helenanne Cathey.

IV. New Business

- a. There was additional discussion on road work this spring. Duane Schmitz and Gavin Sneathen will work on getting information together and will work with Helenanne Cathey to get a grant application completed and submitted to the County. Tim McCreary moved to authorize the work on approximately 1,600 feet of Antelope Valley Street as discussed at the meeting after the grant is approved. Gavin Sneathen seconded. Motion carried unanimously. There was discussion on another area that is getting muddy and talking to the oilfield company about doing some of that work. A suggestion was made to talk to a contractor about some stub ends of PVC pipe that is being used on a project on Warlow. It could be used for culverts. Duane will ask contractor.
- b. Duane Schmitz signed the Local Government Liability Pool (LGLP) Renewal application for 7/1/18 – 6/30/19. An information sheet was reviewed from the LGLP.
- c. Budget – 7/1/18 – 6/30/19 – The budget was discussed. The budget will be updated at the next meeting for the next fiscal year. Helenanne Cathey reported that Cathey Consulting’s rate will increase to \$160 per month starting July 1st.

Gavin Sneathen moved to adjourn the meeting. Tim McCreary seconded. The meeting adjourned at 5:56 p.m.

NEXT REGULAR MEETING: Wednesday, May 9, 2018, 4:45 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.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Duane Schmitz, President / Date

Gavin Sneathen, Vice President / Date

Tim McCreary, Secretary/Treasurer / Date