

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, May 9, 2018, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 5/10/18

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

President Duane Schmitz called the meeting to order at 4:45 p.m.

- I. **Minutes** – Duane Schmitz moved to approve the minutes for the last regular meeting on March 5, 2018, as written. Tim McCreary seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The treasurer’s report was reviewed. Tim McCreary moved to accept the treasurer’s report and pay the bills as presented. Gavin Sneathen seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:	\$7,965.47
03/21/18 Ck# 1087 – DRM Inv. 2013 – cr. concr/asph. \$729.38	
03/21/18 Ck# 1088 – Gillette News-Record – election ad \$72.07	
Bank Balance Prior to Meeting:	\$7,164.02

Bills paid at meeting:

Ck#	Payee – Purpose	Ck Amount
1089	Cathey Consulting	
	Inv. 4366 – Mar. books/admin. \$150.00	\$300.00
	Inv. 4408 – Apr. books/admin. \$150.00	

Total Bills Paid:	\$300.00
Bank balance at the end of the meeting:	\$6,864.02

Receivables balance: \$3,600 (assessments) and \$1,600 (People’s)

III. **Unfinished Business**

- a) Road Project – Duane Schmitz called DRM to make sure they can do the work (Quote 2 under 2017 Project below) by the end of June. This is from the cattle guard on top down to Pronghorn Meadow intersection. There was discussion on the area north from Pronghorn Meadow to the street going west instead. It isn’t clear if the District can use the County grant if the location of the work is changed. Duane Schmitz will call Kevin King to see if the County would authorize a change in the section of the road to be improved. If the County will approve moving the project north, the consensus is to go ahead with the project. There was discussion on going even further to fix more of the road if the budget allows. If the County will not allow moving the project north to a different section of road, the consensus is to cancel the project. There are other areas that are in more need of work.

2017 PROJECT:

The County approved the grant application (\$4,240) for the road project (\$16,959.80) on February 21, 2017 (DSG 2016.13). Quote 1 completed. Quote 2 put on hold. Discussions at the March meeting that maybe oilfield company will take care of the road.

Spring, 2017 – Phase I completed. Phase II on hold (Quote 2 below).

- 1) Quote 1 completed – Invoice 911 \$10,361 – Grant money received (\$2,590.25)
- 2) Quote 2 (\$5,057.00 project / \$1,264.25 grant) – on hold.
 - A. Reshape the ditches to Campbell County standards along both sides of Antelope Valley Street from the intersection of Antelope Valley Street and Pronghorn Meadow Drive to the cattle guard crossing 670 feet south of Pronghorn Meadow Drive. Total length of road is approximately 673 feet. This will include the shaping of 2 approaches.

- B. Placement of concrete/asphalt blend road base along the above said distance (673') to a 2" depth. Average road width is 22 feet. Approximate amount of base is calculated at 92 CY.
- 3) Contingency of \$1,541.80 included in grant request (\$385.45 grant)

2018 PROJECT DISCUSSED AT MARCH MEETING :

The District has requested bids for 1,800 feet of Antelope Valley Street (approximately 1 mile south of the intersection of Southern Drive and Antelope Valley Street. Average road width is 15'. (concrete/asphalt blend OR 1 ½" scoria). Bids are due by May 16th. This project will be done in the next fiscal year.

- b) Director Election – March 20, 2018 (Schmitz, McCreary) – Ballots were canvassed by Duane Schmitz, Julie Schmitz and Helenanne Cathey on March 21, 2018. Election results:
 - Votes for 2 directors to serve four year terms
 - Duane Schmitz – 4 votes
 - Tim McCreary – 4 votes
 - Gavin Sneathen – 3 votesCongratulations to Duane Schmitz and Tim McCreary for your re-election to the Board of Directors. Oaths were completed as required.
- c) Budget for 7/1/18 – 6/30/19 – Gavin Sneathen moved to approve the preliminary budget as discussed. Tim McCreary seconded. Motion carried unanimously. The budget is attached to these minutes. The following ad will run in the News-Record prior to the budget hearing.

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

Small Buttes Improvement & Service District will hold a public hearing to review the 7/1/18 – 6/30/19 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 4th Street across from Arrow Printing) on July 16, 2018, at 4:45 p.m. The proposed budget is summarized below:

Expenses: Administrative \$2,500 / Indirect \$500 / Operations & Misc. \$19,150
Revenue / Rollover: \$22,150

The budget is available online at www.catheyconsulting.net – Small Buttes Minutes from 05/09/18. There is no change in rates anticipated. The assessment will remain at \$600 per lot per year.

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

II. New Business

- a) Officer Elections - Gavin Sneathen moved to keep the same slate of officers for the next year (Duane Schmitz, President / Gavin Sneathen, Vice President / Tim McCreary, Secretary/Treasurer). Duane Schmitz seconded. Motion carried unanimously.
- b) There was discussion on hiring a contractor that will commit to blading several times a year when the District needs roads bladed. The consensus is to blade the roads more often to keep them maintained – maybe once after the spring thaw and a couple of times in the summer. There was discussion on using the County. The consensus is to have someone that would commit to blading in a timely manner when the District calls them. Gavin Sneathen will contact the County to see if they would be willing to do that. This will be discussed further at the July meeting.

Duane Schmitz moved to adjourn. Gavin Sneathen seconded. The meeting adjourned at 5:36 p.m.

NEXT REGULAR MEETING AND BUDGET HEARING: Monday, July 16, 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

Budget - Small Buttes ISD - 7/1/18 - 6/30/19

Budget Hearing: Monday, July 16, 2018, 4:45 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Small Buttes ISD, PO Box 4128, Gillette, WY 82717

	Actual	Budget	Actual (ESTIMATED)	Budget
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19
TOTAL FUNDS ON HAND START OF FY	5,741	10,693	10,693	8,050
Revenue				
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	200
Assessments - Interest	45		0	
Grants - County (2017 project)	2,590	1,264	1,264	
Grants - County		1,264		2,300
Receivables End of Prior Year				0
TOTAL REVENUE	14,435	14,329	13,064	14,100
TOTAL CASH ON HAND + REVENUE	20,176	25,022	23,757	22,150
Expenditures				
Administrative				
Contract Admin./Bks (\$150/mo.) \$160 7/1/18	1,800	1,800	1,800	2,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	97	500	300	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	1,897	2,300	2,100	2,500
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		6,700		8,050
Roads	2,778	2,200	729	1,700
Road Projects (Grant Eligible - 2017)	10,361	5,057	5,057	
Road Projects (Grant Eligible)		8,800		9,200
Ward (Reimb.)	400	400	200	200
Payables End of Prior Yr				0
TOTAL OPERATIONS COSTS	13,539	23,157	5,986	19,150
TOTAL EXPENDITURES	15,936	25,957	8,586	22,150
DEDICATED TO RESERVES				0
YEARLY REVENUE - EXPENSES (NO MISC.)	-1,501	-4,929	4,478	0
TOTAL REVENUE MINUS TOTAL EXPENSES	4,240	-936	15,171	0
Receivables Start of FY	2,200		4,190	
Payables Balance Start of FY	2,867		11,311	
	7/1/2016	7/1/2017	7/1/2017	6/30/2018
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	5,741	10,693	10,693	8,050
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	5,741	10,693	10,693	8,050
Receivables Balance End of FY	4,190			
Payables Balance End of FY	11,311			
End of Year Bank Balance	10,694		8,050	

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: Duane Schmitz (Pres.) term ends Mar., 2022 / Gavin Sneathen (Vice Pres.) term ends Mar., 2020 / Tim McCreary (Sec./Treas.) term ends Mar., 2022.

The District holds a regular meeting approximately four times a year. The next meeting date is scheduled at each meeting.

Records are stored at 400 S Gillette Ae, Suite 106, Gillette.