

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Monday, October 10, 2018, 4:45 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Gavin Sneathen, Tim McCreary, Duane Schmitz (by telephone)
 OTHERS PRESENT: Helenanne Cathey

Gavin Sneathen called the meeting to order at 4:59 p.m.

- I. Minutes** – Duane Schmitz moved to approve the minutes for the last regular meeting and budget hearing on July 16, 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:		\$5,468.00
08/08/18	Deposit – People’s ISD	\$1,600.00
08/10/18	Deposit – Assessments	\$600.00
Bank Balance Prior to Meeting:		\$7,668.00
Bills paid at meeting:		
Ck#	Payee – Purpose	Ck Amount
1095	Cathey Consulting	
	Inv. 4535 – July books/admin. \$160.00	\$480.00
	Inv. 4575 – Aug. books/admin. \$160.00	
	Inv. 4614 – Sep. books/admin. \$160.00	
Total Bills Paid:		\$480.00
Bank balance at the end of the meeting:		\$7,188.00
Receivables balance: \$10,200 (assessments) and \$1,600 (People’s) = \$11,800.00 Total		

- III. Unfinished Business**
 - a. 2018-2019 Road Project – 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’. A grant application was submitted to the County for \$950. The County denied the grant application because a majority of the section of roadway is a private easement and is not dedicated to the public. If the area is made a public access, the District could come back for grant consideration. Earth Works Solutions’ quote #2 (scoria) was approved for \$3,800 so long as they would blade, which they agreed to do. There was discussion on the road. Tim McCreary moved to go ahead with the project, authorizing the District to pay the full amount of the project. Gavin Sneathen seconded. Motion carried unanimously. Duane Schmitz will call Earth Works to authorize the work.

 There is a section of road where a 50/50 concrete/asphalt mix was used, and it is holding up well. There was discussion on using that material again when possible. The first half of the assessments should be paid in December, so there will be discussions the first part of next year about additional road work.
 - b. Gavin Sneathen reported that he called the County about blading the District’s roads. The County has advised that they don’t do private (or semi-private) roads anymore because they don’t have time. He also called several other contractors. Melgaard Construction is going to look at the road and will provide a cost estimate. Even if the District gets a set quote from one contractor, that contractor may not be available every time the District needs the roads bladed.

Tim McCreary moved to authorize a Board member 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. Duane Schmitz seconded. Motion carried unanimously.

IV. New Business

- a. There was discussion about the area where you turn onto Antelope Valley Street. The main culvert by the mailboxes needs some help. Duane Schmitz got close to 60' of pipe that can be installed to improve the drainage there. Gavin Sneathen reported that he has equipment that can be used to install the pipe. The Board will try to get this project done this fall.
- b. Tim McCreary submitted a letter of resignation. Reluctantly, Duane Schmitz moved to accept the resignation. Gavin Sneathen seconded. Motion carried unanimously. There was discussion on any landowners that might be willing to fill the vacancy until the next election. The remaining board members will need to appoint someone to fill the vacancy until the next regular election.

THANK YOU TO TIM MCCREARY FOR HIS SERVICE ON THE BOARD!

- c. There was discussion on putting some snow fence up near an area of the road that really drifted last year. Duane Schmitz will talk to the landowner. The District has some fence that can be used. Duane Schmitz moved to authorize paying for materials for snow fence if needed. Gavin Sneathen seconded. Motion carried unanimously.

Gavin Sneathen moved to adjourn. Duane Schmitz seconded. The meeting adjourned at 5:33 p.m.

NEXT REGULAR MEETING: Wednesday, January 16, 2019, 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.**
- **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,
Helenanne Cathey, Assistant to the Board

Duane Schmitz, President / Date

Gavin Sneathen, Vice President / Date

Vacant, Secretary/Treasurer / Date