

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Tuesday, October 19, 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 NOT PRESENT: John Melgaard, Jr.
OTHERS PRESENT: Helenanne Cathey

Gavin Sneathen called the meeting to order at 5:30 p.m.

- I. Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on September 15, 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:		\$10,437.81
09/16/21 Deposit – Peoples	\$1,600.00	
Bank Balance Prior to Meeting:		\$12,037.81
Bills paid:		
Ck#	Payee	Purpose
1131	Cathey Consulting	Inv. 6230 – Sept. Admin./books/compliance
Total Bills Paid:		\$160.00
Bank balance at the end of the meeting:		\$11,877.81

Receivables balance:
 Receivables Balance: \$11,800.00
 \$10,200 from District 2021 Assessments
 \$ 1,600 from People’s ISD

III. Unfinished Business

- a. Road Work – Bids were received from two contractors for furnishing and delivering approximately 400 tons of crushed asphalt or crushed concrete/asphalt on the spots that need it most on Antelope Valley Street within one mile of the intersection of Antelope Valley Street and Southern Drive. Requests were also made from three other contractors who did not submit a bid. Bids were as follows:

*DRM Inc.	\$9,600.00
Melgaard Construction	\$12,000.00

County grant application \$2,400 (25% of low bid – DRM).

Gavin Sneathen moved to authorize submitting a grant application to the County and authorize the work to proceed with the low bid after the grant is approved by the County. Justin Hillius seconded. Motion carried unanimously.

- b. Director Election (March 22, 2022 – Melgaard, Hillius – 4 year terms – Mail ballot election) – First ad will run November 23rd. Applications to be on the ballot are due between December 22, 2021 and January 11, 2022. The application is available online at www.catheyconsulting.net – click on Election Documents or from Helenanne Cathey at 307-685-8235. Ballots will be mailed between February 25th and March 7th.

IV. New Business

- a. The Wyoming Association of Special Districts is having a training and information conference in Casper November 10th for special district board members. Gavin Sneathen and Justin Hillius will try to attend.

Gavin Sneathen moved to adjourn the meeting. Justin Hillius seconded. The meeting adjourned at 6:45 p.m.

NEXT REGULAR MEETING: Tuesday, December 21, 2021, 5:30 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

Gavin Sneathen, President / Date

Justin Hillius, Vice President / Date

John Melgaard, Jr., Secretary/Treasurer / Date