

Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, October 5, 2022, 4:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

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

Gavin Sneathen called the meeting to order at 4:05 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on September 21, 2022, 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:	\$12,728.01	
Bank Balance Prior to Meeting:	\$12,728.01	
Bills paid:		
Ck#	Payee	Purpose
1145	– Skipped check (will use next time)	
1146	Cathey Consulting	Inv. 6748 – Sept. Admin./books/compliance \$160.00
		\$160.00
Total Bills Paid:		\$160.00
Bank balance at the end of the meeting:		\$12,568.01
Receivables balance: \$11,800.00		
\$10,200 from District (2022 Assessments)		
(First half due to the County in November and the second half in May)		
\$1,600.00 from People’s ISD (2022 assessment)		

- III. **Unfinished Business**
 - a. Road Work – **Gavin Sneathen and Justin Hillius thanked John Melgaard, Jr. for all the work that Melgaard Construction did on the roads. The road is holding up well, and people appreciate all of the work that was DONATED to the District. John Melgaard provided a copy of an invoice of what the total cost would have been had Melgaard Construction billed for the work. It would have been \$10,167.93. Again, Melgaard Construction DONATED this work. The invoice is on file if anyone wants to see it. Thank you again to Melgaard Construction!**
 - i. Road project: Furnish and deliver approximately 450 tons of crushed asphalt or crushed concrete/asphalt on approximately 2,730 feet of Antelope Valley Street, from the first cattleguard south of Southern Drive to the second cattleguard south. Material will need to be hauled in with belly dumps on a Friday in one 10-hour shift between 7 a.m. and 5 p.m. The District will spread the rock. Earth Work Solutions had the low bid (\$12,501.00). The County grant was approved for \$3,125.25 on 8/2/22.

There was discussion on using more sand (fines) rather than the full 450 tons of the crushed asphalt or concrete/asphalt mix. There was discussion on doing part of the grant funded project this fall and then doing the rest of it in the spring. The District has 12 months to use the grant so that shouldn’t be an issue. The District can also talk to the County about a possible change in scope to see if the County grant will cover those costs (less rock – more fines).

Up to three loads of scoria approved for the road at the 6/21/22 meeting. Gavin Sneathen will talk to Earth Work Solutions or another contractor to authorize this work. There was discussion on areas that need some rock because they get muddy when wet.

Gavin Sneathen moved to have Earth Works Solutions do the road work (after discussions with them about possibly doing some this fall and some in the spring) and to authorize paying the bill when it comes in. John Melgaard, Jr. seconded. Motion carried unanimously.

- ii. 2/21/21: Snow fence in an area that drifts – Gavin Sneathen to talk to landowners prior to winter.
- iii. 4/19/22 – Gavin Sneathen reported that the cattleguard clean out will be done after the rock is brought in.
- iv. Two 30-mph speed limit signs, posts and brackets were requested from the County Public Works Department.

IV. New Business

- a. The Board would like to hear from residents about their thoughts on the road. There was discussion on sending out a letter, but it looks like almost everyone is on the e-mail list.

ATTENTION HOMEOWNERS:

EVERYONE IS INVITED TO THE FEBRUARY MEETING – PLEASE BRING YOUR CONCERNS, COMMENTS, SUGGESTIONS, ETC. THE BOARD WOULD LIKE TO HEAR FROM YOU!

Gavin Sneathen moved to adjourn. John Melgaard, Jr. seconded. The meeting adjourned at 4:45 p.m.

NEXT REGULAR MEETING: Wednesday, February 15, 2023, 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