

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, September 15, 2021, 5:30 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 5:32 p.m.

- I. **Minutes** – John Melgaard, Jr. moved to approve the minutes for the last regular meeting and budget hearing on June 30, 2021, as written. Justin Hillius seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The treasurer’s report was reviewed and discussed. John Melgaard, Jr. moved to accept the Treasurer’s Report and pay bills as presented. Justin Hillius seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$10,452.40
08/10/21 Deposit – Assessments	\$306.51	
Bank Balance Prior to Meeting:		\$10,758.91
Bills paid:		
Ck#	Payee	Purpose
1130	Cathey Consulting	Inv. 6138 – July Admin./books/compliance \$161.10
		\$321.10
		Inv. 6184 – Aug. Admin./books/compliance \$160.00
		\$321.10
Total Bills Paid:		\$321.10
Bank balance at the end of the meeting:		\$10,437.81

Receivables balance:
 Receivables Balance: \$13,400.00
 \$ 10,200 from District 2021 Assessments
 \$ 1,600 from People’s ISD (20-21 assessment – A check was delivered today.
 \$ 1,600 from People’s ISD (21-22 assessment)
 (First half due to the County in November and the second half in May)

- III. **Unfinished Business**
 - a. Road Work – Rock is needed on the approach and on the road at least down to Schweitzer’s. Helenanne Cathey will get bids for 400 tons of crushed asphalt or crushed asphalt/concrete mix for spots on the first mile of the Antelope Valley Street after the Antelope Valley Street/Southern Drive intersection. A County grant application will be prepared for the Board to sign, and it will be submitted to the County. The roads will be bladed in the next couple of weeks.
 - b. Director Election (March 22, 2022 – Melgaard, Hillius – 4 year terms – Mail ballot election) – The 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 Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/2021 to be submitted to the Wyoming Department of Audit.

Justin Hillius moved to adjourn the meeting. John Melgaard, Jr. seconded. The meeting adjourned at 6:04 p.m.

NEXT REGULAR MEETING: Tuesday, October 19, 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