

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Wednesday, September 21, 2022, 4:00 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 4:03 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on July 20, 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:		\$12,582.22	
08/10/22 Deposit – Assessments	\$1,261.75		
Bank Balance Prior to Meeting:		\$13,843.97	
Bills paid:			
Ck#	Payee	Purpose	Ck Amount
1143	Cathey Consulting	Inv. 6670 – July Admin./books/compliance \$160.00	\$320.00
		Inv. 6710 – Aug. Admin./books/compliance \$160.00	
1144	Melgaard Construction	Inv. 39133 – Blade Road	\$795.96
Total Bills Paid:			\$1,115.96
Bank balance at the end of the meeting:			\$12,728.01
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 –
 - 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 \$3,125.25. Gavin Sneathen will contact Earth Work Solutions to let them know they were the low bidder and the District would like to do the project this fall. The County grant agreement was reviewed and signed.
 - ii. Up to three loads of scoria approved for the road at the 6/21/22 meeting. Gavin Sneathen to talk to Earth Work Solutions or another contractor to authorize this work.
 - iii. 12/21/21: Snow fence in an area that drifts – Gavin Sneathen to talk to landowners prior to winter.
 - iv. 4/19/22 – Gavin Sneathen reported that the cattleguard clean out will be done after the rock is brought in.
- IV. **New Business**
 - a. Gavin Sneathen moved to approve the updated fee schedule for public records requests (Cathey Consulting fees). Justin Hillius seconded. Motion carried unanimously. The fee schedule is posted online at www.catheyconsulting.net.

- b. The Board reviewed and signed the Local Government Annual Report Summary for FYE 6/30/22 which will be submitted to the Wyoming Department of Audit.
- c. The consensus is to post two more 30 mph speed limit signs. Helenanne Cathey will contact the County and request the signs and posts and brackets.

Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting adjourned at 4:21 p.m.

NEXT REGULAR MEETING: Wednesday, October 5, 2022, 4:00 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