

**Small Buttes Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Tuesday, September 29, 2020, 6:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

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

Justin Hillius called the meeting to order at 6:00 p.m.

*The July 21<sup>st</sup> meeting that was scheduled at the June meeting was cancelled and rescheduled for today.*

- I. Minutes** – John Melgaard, Jr. moved to approve the minutes for the last regular meeting and budget hearing on June 30, 2020, 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 postpone payment to Melgaard Construction. Justin Hillius seconded. Motion carried unanimously. John Melgaard, Jr. moved to approve payment to Cathey Consulting. Justin Hillius seconded. Motion carried unanimously.

Bank Balance Forward From Last Meeting:	\$6,799.86
07/08/20      Deposit – People’s	\$1,600.00
08/10/20      Deposit – Assessments	\$648.82
09/09/20      Deposit – Assessments	\$313.17
Bank Balance Prior to Meeting:	\$9,361.85
Bills paid:	
<u>Ck#</u> <u>Payee</u>	<u>Purpose</u>
1118    Cathey Consulting	Inv. 5589 – July Admin./books/compliance \$160.00
	Inv. 5638 – Aug. Admin./books/compliance \$160.00
	Inv. 5648 – Sep. Admin./books/compliance \$160.00
Total Bills Paid:	\$480.00
<b>Bank balance at the end of the meeting:</b>	<b>\$8,881.85</b>
<b>Bills remaining unpaid:</b>	
	Melgaard Construction – Inv. 36999 – Blade Road \$631.50
	Melgaard Construction – Inv. 37251 – Blading and applying crushed asphalt \$1,500.00
	(Check # 1117 and 1119 for these bills will be considered at a future meeting)

Receivables balance: \$11,800.00 (\$10,200 from District and \$1,600 from People’s)

- III. Unfinished Business**
  - a. Road Work – The Board had discussed the possibility of a concrete approach on Southern Drive at a previous meeting. John Melgaard, Jr. reported that he spoke to several contractors who provided some cost estimates which were very high. He talked to Gavin Sneathen. The consensus is to wait on a possible concrete approach. A load of crushed asphalt was put on the approach.
- IV. New Business**
  - a. The Local Government Annual Report Summary for fiscal year ending 6/30/2020 was signed and will be submitted to the Department of Audit.

John Melgaard, Jr. moved to adjourn the meeting. Justin Hillius seconded. The meeting adjourned at 6:09 p.m.

**NEXT REGULAR MEETING: Tuesday, October 20, 2020, 9:00 a.m. at the Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K<sup>2</sup> Technologies building – entrance is on 4<sup>th</sup> 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 Helennane Cathey at 685-8235 or e-mail her at [hlcathey@collinscom.net](mailto:hlcathey@collinscom.net) to be added to the e-mail list. Minutes are also posted online at [www.catheyconsulting.net](http://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,  
Helennane Cathey, Assistant to the Board

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Gavin Sneathen, President / Date

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Justin Hillius, Vice President / Date

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John Melgaard, Jr., Secretary/Treasurer / Date