

**Small Buttes Improvement & Service District
Regular Meeting
MINUTES
Monday, October 14, 2019, 6:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

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

Gavin Sneathen called the meeting to order at 6:05 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the last regular meeting on July 8, 2019, as written. John Melgaard, Jr. 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 the bills as presented including the reimbursement to Trusty Matheson. Justin Hillius seconded. There was discussion on the reimbursement. If work needs to be done within the 60’ right-of-way, it needs to be brought to the Board at a meeting before any authorization for reimbursement will be approved. Motion carried unanimously.

Bank Balance Forward From Last Meeting:		\$9,591.29
07/11/19	Deposit – Peoples ISD	\$1,600.00
08/09/19	Deposit – Assessments	\$644.54
Bank Balance Prior to Meeting:		\$11,835.83
Bills paid at meeting:		
Ck#	Payee – Purpose	Ck Amount
1105	Cathey Consulting	\$530.00
	Inv. 5065 – July books/admin. \$160.00	
	Inv. 5072 – Letters mailed \$50.00	
	Inv. 5108 – Aug. books/admin. \$160.00	
	Inv. 5150 – Sept. books/admin. \$160.00	
1106	Ward Country Storage	\$200.00
1107	Trusty Matheson	\$1,365.00
	Reimburse for road base 5/29/19	
Total Bills Paid:		\$2,095.00
Bank balance at the end of the meeting:		\$9,740.83

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

III. Unfinished Business

- a. Road Work – John Melgaard, Jr. reported that Melgaard Construction deepened the ditches on the west side of Antelope Valley Street, installed five culverts, raised and lowered some culverts in approaches, pulled the shoulders on the west side, and stabilized the surface with permizine. John Melgaard, Jr. explained the permizine and the advantage of using that on the roads. Melgaard Construction’s invoice for this work amounts to \$19,274.50. **Melgaard Construction is crediting all of this amount – donating all of it to the District. See the attached invoice. THANK YOU TO JOHN MELGAARD, JR. AND MELGAARD CONSTRUCTION FOR ALL OF THIS WORK!**

Loads of rock for a few bare spots on the southern end of Antelope Valley Street – Gavin Sneathen moved to purchase at least 1 possibly 2 loads of rock from Melgaard Construction for these bare spots. Justin Hillius seconded. Motion carried with Gavin Sneathen and Justin Hillius voting aye. John Melgaard, Jr. abstained.

IV. New Business

- a. Director Election March 17, 2020 (Sneathen – 4 years / Hillius & Melgaard – 2 years) – The following legal ad will run in the News-Record on November 20, 2019. Applications to be on the ballot are due between December 18th and January 7th.

NOTICE OF DIRECTOR ELECTION
SMALL BUTTES IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 17, 2020, an election shall be held for the purpose of electing one Director to serve a four (4) year term and two Directors to serve two (2) year terms. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 17, 2020, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 4128, Gillette, WY 82717) or with Cathey Consulting (address listed above) between December 18, 2019, and January 7, 2020. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

John Melgaard, Jr., Secretary/Treasurer / Filing Officer
Small Buttes Improvement & Service District

Gavin Sneathen moved to adjourn the meeting. John Melgaard, Jr. seconded. The meeting adjourned at 6:35 p.m.

NEXT REGULAR MEETING: Monday, February 10, 2020, 6:00 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 hcathey@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



P.O. Box 2408
 Gillette, WY 82717-2408
 Phone: 307-687-1600
 Fax: 307-687-7179

14058 Jackson St.
 Williston, ND 58801
 Phone: 701-577-3478
 Fax: 701-774-6949

NO. 90226

TO: Antelope Valley Rd DATE: 10/8/19

LOCATION: _____

DESCRIPTION: Culvert Install Sept & Oct

County Campbell 250' of Well Head Y N Ordered By John

9/25	ITEM	EMPLOYEE	HRS/QTY	PRICE	TOTAL
	Supervisor		11	60	660
	Pickup		5	43	215
	backhoe		7	70	490
	operator		11 1/2	55	632.50
	laborer		22 1/2	55	1237.50
9/26	Pickup		2	43	86
	backhoe		8	70	560
	operator		11 1/2	55	632.50
	laborer		23	55	1265
	Transport		3	85	255
	Driver		3	55	165
	Pipe		190	15	2850
9/27	8 1/2 Breaker		8	110	880
	Pickup		2	43	86
	operator		22	55	1110
	side Dump		20	70	1400
	skid Steer		8	70	560
SUBTOTAL					
SALES TAX					1308.750
FUEL SURCHARGE					
TOTAL					

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CUSTOMER APPROVAL: _____

DATE: _____

