

**Small Buttes Improvement & Service District
Budget Hearing and Regular Meeting
MINUTES
Tuesday, June 18, 2024, 5:00 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

BUDGET HEARING

Gavin Sneathen called the budget hearing to order at 5:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Gavin Sneathen adjourned the budget hearing at 5:05 p.m.

REGULAR MEETING

Gavin Sneathen called the regular meeting to order at 5:05 p.m.

- I. **Budget** – Gavin Sneathen moved to adopt the budget for 7/1/24 – 6/30/25 for \$26,201 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Justin Hillius seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. **Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on March 25, 2024, as written. Justin Hillius seconded. Motion carried unanimously.
- III. **Treasurer’s Report** – The financial information 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:		\$12,201.45
05/10/24	Deposit – Assessments	\$300.00
06/10/24	Deposit – Assessments	\$2,406.80
Bank Balance Prior to Meeting:		\$14,908.25
Bills paid:		
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>
1164	Cathey Consulting	Inv. 7536 – Mar. Admin./books/compliance \$160.00
		Inv. 7579 – Apr. Admin./books/compliance \$160.00
		Inv. 7620 – May. Admin./books/compliance \$160.00
1165	Gillette News-Record	Inv. 22508 – Budget hearing legal ad
1166	Local Gov’t Liab. Pool	Inv. 15106 – Liability Insurance 7/1/24 – 6/30/25
1167	Postmaster	Annual post office box fee
Total Bills Paid:		\$1,346.20
Bank balance at the end of the meeting:		\$13,562.05
Receivables balance: \$2,200.00 (People’s \$1,600 / Assessments \$600)		

IV. Unfinished Business

- a. Road Work –
 - i. Road project – 200 tons of W-base limestone to be delivered / Gavin Sneathen to donate blade work. Melgaard Construction \$6,000 for W-Base. Gavin Sneathen to schedule the project with Melgaard Construction as time allows. The County grant was approved 12/5/23 for \$1,500. This project should be done this summer or fall.
 - ii. Road project ON HOLD (10/18/23) – about 70 feet of road and put a culvert at the bottom of one of the hills in the District. Scope of work to be developed (Board) and bids requested (Helenanne Cathey). County grant application to be submitted when the bids are received. County grant can provide 50% reimbursement for drainage-related items and 25% for rock and other items. The consensus is to NOT cut the road right now.

- iii. Two 30 mph speed limit signs, posts and brackets will be installed this summer.
- b. People's Improvement and Service District – John Melgaard, Jr. to attend a meeting to see about merging People's ISD with Small Buttes ISD (10/18/23) (County Road and District Support Incentive Program – RoadS). Gavin Sneathen reported that he received a phone call from a resident who is opposed to merging with People's Improvement and Service District.

V. **New Business**

- a. The Board reviewed and signed the Local Government Liability Pool renewal application that was submitted online.
- b. Public Records Notice – Two board members signed the notice to send to the County stating that the District's records are stored at the office of Cathey Consulting
- c. Official Depository – Gavin Sneathen moved to designate First National Bank as the official depository for 7/1/24 – 6/30/25 (same as last year). Justin Hillius seconded. Motion carried unanimously.
- d. Gavin Sneathen moved to keep the same slate of officers for the year (Gavin Sneathen, President / Justin Hillius, Vice President / John Melgaard, Jr., Secretary/Treasurer). Justin Hillius seconded. Motion carried unanimously.

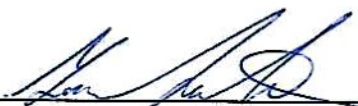
Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting was adjourned at 5:15 p.m.

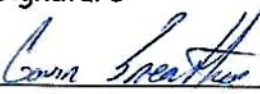
NEXT REGULAR MEETING: Monday, September 23, 2024, 5:00 p.m. at the Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K² Technologies building – entrance is on 4th Street across from Arrow Printing).

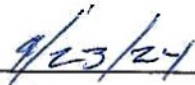
NOTES:

- 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 Helennane 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,
Helennane Cathey, Assistant to the Board



Signature


Printed Name


Date



Signature


Printed Name


Date

Gavin Sneathen, President / Justin Hillius, Vice President / John Melgaard, Jr., Secretary/Treasurer


Budget - Small Buttes ISD - 7/1/24 - 6/30/25


Budget Hearing: Tuesday, June 18, 2024, 5:00 p.m. at office of Cathey Consulting / PO Box 4128, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	12,742	8,910	17,857	12,371
Revenue				
Assessments (17 lots X \$600)	11,800	10,250	10,200	10,200
Assessments - Interest	108		28	30
Customer Billing		1,600	1,600	1,600
Grants - County	2,722	2,000	1,500	2,000
TOTAL REVENUE	14,630	13,850	13,328	13,830
TOTAL REVENUE PLUS CASH CARRYOVER	27,372	22,760	31,185	26,201
Expenditures				
Capital Expenditures				
Administrative	2,195	2,500	2,824	3,000
Operations	17,350	19,760	6,000	22,701
Indirect	500	500	500	500
TOTAL EXPENDITURES	20,045	22,760	9,324	26,201
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	1,200		3,022	
Payables Balance Start of FY	160		12,512	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	12,742	8,910	17,857	12,371
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	12,742	8,910	17,857	12,371
Receivables Balance End of FY	3,022			
Payables Balance End of FY	12,512			
End of Year Bank Balance	17,857		12,371	

Net per year (Revenue minus Expenses) 7,327 0 21,861 0

Budget Message: Small Buttes ISD manages the roads. Fees will stay the same this next fiscal year. No major projects are planned at this time. The District does not have any reserves.


Board Member Signature


Board Member Signature

Directors: Gavin Sneathen, (Pres.) term ends Mar., 2024 / Justin Hillius (Vice Pres.) and John Melgaard, Jr. (Sec./Treas.) terms end Mar., 2026
The District holds a regular meeting approximately four times a year at Cathey Consulting. The next meeting date is scheduled at each meeting.
Records are stored at office of Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette.

1.5 miles of road maintained - Antelope Valley Street from Southern Drive to 8000 Antelope Valley Street.

Small Buttes	Feet	Miles of Road
Antelope Valley St	5360	1.02
Pronghorn Meadow Ln	2830	0.54
Twin Butte Dr	690	0.13
Total	8880	1.69

0.54 PRIVATE???
0.13 PRIVATE???