

**Small Buttes Improvement & Service District  
Regular Meeting  
MINUTES  
Wednesday, January 28, 2026, 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

Gavin Sneathen called the meeting to order at 5:06 p.m.

- I. **Minutes** – Gavin Sneathen moved to approve the minutes for the regular meeting on September 17, 2025, as written. Justin Hillius seconded. Motion carried by unanimous consent.
- II. **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:		\$10,598.38	
09/17/25	Deposit – Peoples ISD	\$1,600.00	
10/10/25	Deposit – Assessments	\$300.00	
11/10/25	Deposit – Assessments	\$1,500.00	
12/10/25	Deposit – Assessments	\$2,400.00	
01/10/26	Deposit – Assessments	\$2,400.00	
Bank Balance Prior to Meeting:		\$18,798.38	
Bills paid:			
Ck#	Payee	Purpose	Ck Amount
1177	Cathey Consulting	Inv. 8335 – Sept. Admin./books/compliance	\$185.00
		Inv. 8391 – Oct. Admin./books/compliance	\$185.00
		Inv. 8435 – Nov. Admin./books/compliance	\$185.00
		Inv. 8480 – Dec.. Admin./books/compliance	\$185.00
1178	Gillette News-Record	Inv. 45407 – Director election legal ad	\$131.95
Total Bills Paid:			\$871.95
<b>Bank balance at the end of the meeting:</b>			<b>\$17,926.43</b>
Receivables balance: \$5,200.00 (People’s \$1,600) / Assessments \$3,600)			

**III. Unfinished Business**

- a. Road Work –
  - i. 300 tons W Base limestone and dust control – bids / grant application – There was discussion on blading and adding dust control this year.
  - ii. Two 30 mph speed limit signs, posts and brackets to be installed – No update.
- b. Director election (March 17, 2026 – Melgaard, Hillius – 4 year terms) – The ballot was reviewed and will be mailed between February 20<sup>th</sup> and March 2<sup>nd</sup>. The following legal ad will run in the Gillette News-Record on March 3, 2026:

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

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Small Buttes Improvement & Service District for the purpose of electing two directors to the Board of Directors to serve four-year terms. Candidates include John Melgaard Jr. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (City Hall Mall / K2 Technologies Building - office entrance is on 4<sup>th</sup> Street across from Arrow Printing), or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to

receive a replacement ballot. All mail ballots must be received by Small Buttes Improvement & Service District by mail at P.O. Box 4128, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, March 17, 2026, or at Cathey Consulting by 5:00 p.m. on Tuesday, March 17, 2026, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 17, 2026, between 9:00 a.m. and 2:00 p.m.

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

Justin Hillius explained that he is willing to serve on the Board another term if people want to write his name in as a write-in.

Ballots will be counted prior to the next meeting

**IV. New Business**

a. None

Gavin Sneathen moved to adjourn. Justin Hillius seconded. The meeting was adjourned at 5:17 p.m.

**NEXT REGULAR MEETING: Thursday, March 19, 2026, 4:30 p.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 (on Minutes):**

- **The Board would like anyone interested in working on the roads to come to a Board meeting (or talk to a Board member) about being approved to work on the District's roads. The Board appreciates landowners wanting to assist with road maintenance but would like to talk to people first before any work is done.**
- **6/25/25: Trusty Matheson is authorized to work on the roads along with Board members.**
- **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](mailto:hcathey@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,  
Helenanne Cathey, Assistant to the Board

  
\_\_\_\_\_

Signature

  
\_\_\_\_\_

Printed Name

3/19/26  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Signature

Justin Hillius  
\_\_\_\_\_

Printed Name

3/19/26  
\_\_\_\_\_

Date

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