

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
TUESDAY, APRIL 30, 2019, 5:30 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Jenny Hartung, Pat Ranum
 Board Members Not Present: Ron Schabot
 Others Present: Helenanne Cathey, Helen Leong, Stephen Occhuizzo, Deb McMurtrey,
 Jane Datisman

Pat Ranum called the meeting to order at 6:00 p.m.

- I. **Minutes Approval** – Jenny Hartung moved to approve the December 18, 2018, regular meeting minutes as presented. Pat Ranum seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Jenny Hartung moved to accept the Treasurer’s Report and pay bills as presented. Pat Ranum seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$4,255.86
01/09/19 Deposit – County Grant	\$7,768.75
02/13/19 Ck# 1477 – Quality Agg – Inv. 3887 / scape ice	\$350.00
03/08/19 Deposit – Assessments	\$1,245.17
Checking Account Balance Prior to March 20, 2019:	\$12,919.78

BILLS PAID:

Ck#	Vendor	Purpose	Amount
1478	Cathey Consulting, LLC	Inv. 4750 – Dec. Adm./Books \$213.71	\$ 688.71
		Inv. 4794 – Jan. Adm./Books \$210.00	
		Inv. 4804 – Check between meetings \$55.00	
		Inv. 4835 – Feb. Adm./Books \$210.00	

TOTAL: \$ 688.71

04/11/19 Deposit – Assessments	\$820.00
Checking Account Balance Prior to April 30, 2019 meeting:	\$13,051.07

BILLS PAID AT CURRENT MEETING:

Ck#	Vendor	Purpose	Amount
1479	Cathey Consulting, LLC	Inv. 4876 – Mar. Adm./Books	\$ 210.00
1480	Cathey Consulting, LLC	Inv. 4925 – Apr. Adm/Books	\$ 210.00
1481	Quality Agg & Constr.	Inv. 39429 – Blade roads	\$ 1,205.00

TOTAL BILLS PAID: \$ 1,625.00

Bank Balance After Checks Written: \$11,426.07

Receivables Balance: \$10,660.00

- III. **Unfinished Business**
 - a. By-Laws and Rules – A suggestion was made to get a committee together to work on revising the by-laws. Rustic Hills original by-laws do not comply with state statutes and are too restrictive. **ANYONE INTERESTED IN WORKING ON THIS COMMITTEE IS ASKED TO PLEASE COME TO A MEETING.**
 - b. Interstate Exit / Letter to State – A letter was sent to the state. No response yet.
 - c. Road Work for 2019 – Ron Schabot sent an e-mail as he couldn’t be at the meeting. It was read as follows:

I just wanted to remind all that I think it is important that at the meeting the first section of road going into the subdivision gets discussed, basically from the cattleguard to the bottom of the hill by Swan’s. I think all would agree it needs improved, elevated, crowned, ditched, gravel.... etc. I can get an engineer out from the county to look at and see what would have to be done to get a grant, but I’m not saying we have to do the grant thing this time and I’m not sure we can meet their criteria anyway, but I can still get them out and

discuss with them. We do need to do some upgrading in that area due to lack of gravel and drainage issues. I am guessing it would be around \$30,000 but we can do it for a lot less by not doing it to their spec's and still greatly improve that section of road. This is just my 2 cents, others may have a different opinion. Also we will be receiving a bill for the seeding portion of the one half mile of road we improved last year, the seeding was completed 4/26/19, the bill will probably be around \$500-\$1,000, the last time we seeded some new road it was \$500 as I recall.

There was discussion on the roads, and those at the meeting agreed that using the County grant may not be worth it. However, having a County engineer look at it and then getting bids to see what it will cost to do the work as recommended by the County won't cost any money. The District can then evaluate the project and determine if the District should use the grant or do the work another way.

There was discussion on a culvert that is needed under a driveway. The lack of a culvert is actually causing problems with drainage and is washing out the road. The District shouldn't have to put in landowner culverts, but if the lack of a culvert is degrading the road, the District may have to install a culvert. There was discussion on asking landowners to split the cost if driveway culverts are needed.

Pat Ranum will call the County engineer and ask him to help the District develop a scope and try to get a few bids.

Another e-mail was received from a landowner who could not be at the meeting regarding the area around 71 Rustic Hills West. Jenny Hartung moved to approve 2 or 3 loads of rock at 71 Rustic Hills West, depending on how much is needed. Pat Ranum seconded. Motion carried unanimously. Pat Ranum will review the area and order rock as needed.

IV. New Business

- a. Local Government Liability Pool Renewal Application – The application was signed and will be returned to renew the insurance for the next fiscal year.
- b. Budget for 7/1/19 – 6/30/20 – The budget was reviewed and updated. The budget hearing will be held Wednesday, June 26, 2019, at 4:00 p.m. Pat Ranum moved to approve the preliminary budget as discussed. Jenny Hartung seconded. Motion carried unanimously. The budget is attached to these minutes. The following ad will run at least a week prior to the budget hearing.

LEGAL NOTICE OF PUBLIC BUDGET HEARING RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT

Rustic Hills Improvement and Service District will hold a public hearing to review the 7/1/19 – 6/30/20 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Wednesday, June 26, 2019, at 4:00 p.m. Budget Summary:

Expenses: Administrative \$3,300 / Indirect \$650 / Operations \$45,131
Revenue and Rollover: \$49,081

Assessments will be the same as last year - \$820 per landowner (35 landowners). The complete proposed budget is available online at www.catheyconsulting.net – Rustic Hills meeting minutes for 04/30/19. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

- V. **The next regular meeting/budget hearing is scheduled for Wednesday, June 26, 2019, 4:00 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (City Hall Mall / K2 Technologies building – entrance is on 4th Street across from Arrow Printing).**
- VI. **Adjourn** – Pat Ranum adjourned the meeting at 6:40 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

Ron Schabot, President / 307-680-2459 / Date

Pat Ranum, Vice President / 307-680-2565 / Date

Jennifer Nell Hartung, Secretary/Treasurer / 307-680-8881 / Date

Budget - Rustic Hills ISD - 7/1/2019 - 6/30/2020

Budget Hearing: Wednesday, June 26, 2019, 4:00 p.m. at office of Cathey Consulting / Mailing addr: #1 Rustic Hills Rd, Rozet, WY 82727

	Actual	Budget	Actual	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
Revenue				
Assessments (35 lots assessed \$820 each)	28,700	28,700	28,700	28,700
Previous Year Assessments	2,050			
Assessments - Interest	183		82	100
Grants - County (17-18 grant approved for rock)		7,769		
Grants - County		6,250	7,769	6,250
Other Revenue	1,000		550	
Receivables End of Prior FY		1,230		0
TOTAL REVENUE	31,933	43,949	37,101	35,050
CASH CARRYOVER	36,217	28,878	28,878	14,031
TOTAL REVENUE PLUS CASH CARRYOVER	68,150	72,827	65,979	49,081
Expenditures				
Administrative				
Contract Admin./Bookkeeping (210 X 12)	2,211	2,700	2,575	2,700
Contract Legal				
Office / Advertising / Postage	278	600	200	600
TOTAL ADMINISTRATIVE	2,489	3,300	2,775	3,300
Indirect				
Insurance - Bond	126	150	126	150
Insurance - Directors & Officers/Liability	1,068	500	500	500
TOTAL INDIRECT COSTS	1,194	650	626	650
Operations				
Misc. (Cash Carryover less amt. needed for project)		5,287		14,031
Blade Snow / Ice			350	
Road Upgrades / Repairs / Maintenance / Rock	35,074	6,000	16,837	6,100
Road Project approved/grant approved 17-18		31,075		
Road Project (grant eligible.)		25,000	31,075	25,000
Other Road Related (cattleguards, fencing, etc.)	800			
Payables End of Prior FY		1,515		0
TOTAL OPERATIONS COSTS	35,874	68,877	48,262	45,131
TOTAL EXPENDITURES	39,557	72,827	51,663	49,081
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	39,557	72,827	51,663	49,081
Receivables Start of FY			1,230	
Payables Balance Start of FY			1,515	
	6/30/2017	6/30/2018	6/30/2018	6/30/2019 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	36,217	28,878	28,878	14,031
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	36,217	28,878	28,878	14,031

35 x \$820

25% of grant elig.

CASH CARRYOVER

Receivables Balance End of FY	1,230			
Payables Balance End of FY	1,515			
End of Year Bank Balance	28,878		14,031	
Net per year (Revenue minus Expenses)	-7,624	-23,591	-14,562	0
Net (including cash carryover)	28,593	0	14,316	0

Budget Message: The District manages the roads. Rates are anticipated to stay the same. The District has no reserves at this time.

Board Member Signature _____

Board Member Signature _____

Directors: Ron Schabot (Pres.) and Jenny Hartung (Sec./Treas.) terms end Nov., 2019 / Pat Ranum (Vice Pres.) term ends Nov., 2021
 Regular meetings are generally every other month.
 Records are stored at 400 S Gillette Ave, Suite 106, Gillette.

Rate History: 2015 = \$820
 2014 = \$420
 2007 = \$360