

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
MONDAY, DECEMBER 11, 2017, 5:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Ron Schabot, Stephanie Dickenson, Jenny Hartung
Others Present: Helenanne Cathey, Helen Leong, Steve Occhuzzo, Jane Datisman, Gary Hartung

Ron Schabot called the meeting to order at 5:36 p.m.

- I. Minutes Approval** – Jenny Hartung moved to approve the October 4, 2017, regular meeting minutes as written. Ron Schabot seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance / Bills** – Jenny Hartung moved to accept the Treasurer’s Report and pay bills as presented including the bill to reimburse Ron Schabot for the snow fence. Ron Schabot seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$18,004.29
10/09/17 Deposit – Assessments	\$3,280.00
10/20/17 Ck# 1452 – Local Gov’t Liab. Pool – Liability / D & O Insurance thru 6/30/18	\$334.00
10/20/17 Ck# 1453 – Quality Agg & Construction - Road work	\$6,960.40
10/20/17 Ck# 1454 – Quality Agg & Construction - Road work	\$4,854.15
11/15/17 Deposit – Assessments	\$11,070.00
12/01/17 Deposit – Centennial Homes (Road Damages)	\$1,000.00
12/11/17 Deposit – Assessments	\$2,050.00
Checking Account Balance Prior to Meeting:	\$23,255.74

BILLS PAID AT THE CURRENT MEETING:

<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1455	Cathey Consulting, LLC	Inv. 4159 – Oct. Adm./Books \$200.98	\$ 400.98
		Inv. 4199 – Nov. Adm./Books \$200.00	
1456	Gillette News-Record	Ad 00334727 – Director election ad	\$ 78.83
1457	Quality Agg & Constr.	Inv. 35954 – Blade, roller, operator	\$1,650.00
1458	Ron Schabot	Reimburse – snow fence	\$ 152.11
TOTAL BILLS PAID:			\$2,281.92
Bank Balance After Checks Written:			\$20,937.82
Receivables Balance: \$12,300.00			

III. Unfinished Business

- a. Road Work – Approved at the October meeting:
- 1) Ditch to be cut to drain properly – (DONE)
 - 2) More rock on East Rustic Hills Road – (DONE)
 - 3) Compensation from trucking company for damage done when mobile home was brought in. Ron Schabot provided the name and address for the company that brought in the mobile home. A bill was sent to them for \$1,000. The money was received and deposited. (DONE)
 - 4) Six loads of rock – The rock on April way has not been done because the cattle guard is not installed yet. W-Base was installed.
 1. One load of rock on the Gutsche East Rustic Hills area (DONE)
 2. Two loads of rock on April Way (get the cattle guard installed first) – This will be done as soon as possible. Hopefully it can be done this weekend.
 3. One load of rock on the top of Rustic Hills West if needed (DONE)
 4. One load of rock at the bottom of Rustic Hills at Snell’s (DONE)
 5. One load of rock just up the hill above the new culvert (DONE)

Jenny Hartung reported that she received a text message from a landowner who was not able to attend the meeting. The landowner questioned why a certain individual was doing work for the District. Ron Schabot clarified that the individual has not been used for work inside of the subdivision. The individual has worked on the road between the County road and the subdivision.

- b. 30 MPH signs to be installed (4) – 3 have been installed:
 - 1) On the way into the development just past the mailboxes (DONE)
 - 2) One at the auto gate (DONE)
 - 3) Coming out of the development –
 - 1. One at the top of the big hill on Rustic Hills (DONE)
 - 2. One at the very top before they come down the hill (on West Rustic Hills) – There was discussion on where to put the sign. Gary Hartung will install the sign.
- c. County Grant to be prepared with bids – Ron Schabot received one bid. There was discussion on J Base and W Base. The contractor applied W Base to the road this summer because they didn't have J Base. It's a little more money, but it appears to be packing a lot better. W Base would be about \$2,000 more on a project of about \$28,000. Those present like the W Base and agreed it is worth the additional money. The consensus was to go with the W Base. The consensus is to submit a grant application as soon as three bids are received.
- d. Insurance – The policy with the Local Government Liability Pool was submitted, and the premium paid. The policy with Tegeler was cancelled. A refund should be received within 60 days.
- e. Director Election (March 20, 2018 – Stephanie Dickenson – new director term will be until November, 2021) – **Anyone interested in having their name on the ballot needs to submit an application to Helenanne Cathey or to the District Secretary between December 20th and January 9th. The application is available online at www.catheyconsulting.net (click on Election Documents) or from Helenanne Cathey (307-685-8235).** Jenny Hartung, Ron Schabot and Helenanne Cathey will canvass ballots at 5:30 p.m. on Monday, March 26, 2018.

IV. New Business

- a. Officer Elections – Helenanne Cathey asked if the Board wants to elect officers at the December meeting since the state statute requires officers be elected annually. There was discussion on officers and directors. The understanding of everyone at the meeting is that the board members were elected to their positions or offices (President, Vice President, Secretary/Treasurer), and that the by-laws state that people are elected to positions. The by-laws will be reviewed. This will be discussed at the next meeting.
- b. The budget will need to be amended for this fiscal year. An advertisement will need to be done to amend the budget. This will be discussed at the next meeting.

V. Schedule next meeting date / time – **The next meeting is scheduled for Monday, March 26, 2018, 6:00 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 – Ron Schabot adjourned the meeting at 6:41 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

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

Stephanie Dickenson, Vice President / 605-580-5748 / Date

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