

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
TUESDAY, DECEMBER 18, 2018, 6:30 P.M.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Pat Ranum, Ron Schabot  
 Board Members Not Present: Jenny Hartung  
 Others Present: Helenanne Cathey, Helen Leong, Stephen Occhuizzo, Char and Tom Mashak,  
 Jane Datisman

Ron Schabot called the meeting to order at 6:30 p.m.

- I. Minutes Approval** – Ron Schabot moved to approve the September 11, 2018, regular meeting minutes as presented. Pat Ranum seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Ron Schabot 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: |            | \$23,981.61 |
| 11/12/18 Deposit – Assessments                           | \$7,790.00 |             |
| 12/10/18 Deposit – Assessments                           | \$8,202.02 |             |
| Checking Account Balance Prior to Meeting:               |            | \$39,973.63 |

**BILLS PAID AT THE CURRENT MEETING:**

| Ck#  | Vendor                 | Purpose                                 | Amount      |
|------|------------------------|---|-------------|
| 1474 | Cathey Consulting, LLC | Inv. 4613 – Sept. Adm./Books \$211.21   | \$ 421.21   |
|      |                        | Inv. 4668 – Oct. Adm./Books \$210.00    |             |
| 1475 | Cathey Consulting, LLC | Inv. 4709 – Nov. Adm/Books              | \$ 210.00   |
| 1476 | Quality Agg & Constr.  | Inv. 38635 – Rock, road wk. \$31,075.00 | \$35,086.56 |
|      |                        | Inv. 38634 – Blade roads \$4,011.56     |             |

|   |  |                    |
|---|--|--------------------|
| TOTAL BILLS PAID:   |  | \$35,717.77        |
| <b>Bank Balance After Checks Written:</b>   |  | <b>\$ 4,255.86</b> |
| <b>Receivables Balance: \$12,710 assessments plus \$7,768.75 submitted on the grant</b> |  |                    |

- III. Unfinished Business**
  - a. Road Work** – The road project is complete, and the Quality Agg invoice was received as bid for \$31,075. Ron Schabot reported on the project. The road was a little narrow at first, but Quality Agg came back out and widened it. Those at the meeting are happy with the project. Ron Schabot reported that Quality Agg reported that they were limited in where they could turn around, and a landowner flipped off the truck driver and yelled at the truck driver when utilizing an area to turn around. It caused some problems. Ron Schabot moved to submit the pay request and sign the completion report and affidavit to close out the grant on the road project. Pat Ranum seconded. Motion carried unanimously. The following forms were signed:
    - 1) Pay Request for \$7,768.75 (25% of project)
    - 2) Completion report for grant
    - 3) Affidavit
    - 4) Close out letter

A comment was made that we should be very careful about how much blading we do because it’s so expensive and there aren’t a lot of funds left. The Board agrees that blading is done only when it’s necessary and the conditions are right. There was discussion on getting rid of the culvert that’s laying there. The consensus is to haul it off when possible. Several people volunteered to remove it when they have time.

Some seeding will be done in the spring.

- b. Updated contact list – E-mails are on file for all but 2 landowners. One landowner does not have e-mail. The landowner asked that the District mail her information. An update form was mailed to one person on 11/12/18. This landowner may not provide an e-mail address, but another landowner reportedly said that they would pass on information to the landowner.
- c. By-Laws and Rules – No update.
- d. Interstate Exit / Letter to State – Char Mashak provided a letter that she received in 1994 regarding the interstate interchange. The interchange was considered a low priority at that time. There was discussion on how to bring this request up again to see if it could be built or at least get on a list of future projects. A suggestion was made to send a letter requesting the State consider this interchange again. Helenanne Cathey and Char Mashak will draft a letter for Ron Schabot to sign, and the letter will be sent to the State.
- e. Road Work for 2019 – There was discussion on what if any road work should be done in 2019. A suggestion was made to take a little break from major work to let the funds build up again. The consensus is to look at the District’s funds in the spring and review the condition of the roads at that time.

**IV. New Business**

- a. Officer elections – Ron Schabot moved to keep the same slate of officers for the next year (Ron Schabot, President, Pat Ranum, Vice President, and Jenny Hartung, Secretary/Treasurer). Pat Ranum seconded. Motion carried unanimously.

**V. The next meeting is scheduled for Wednesday, March 20, 2019, 5:30 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (City Hall Mall / K2 Technologies building – entrance is on 4<sup>th</sup> Street across from Arrow Printing).**

**VI. Adjourn** – Ron Schabot adjourned the meeting at 7:10 p.m.

Respectfully Submitted,  
Helenanne Cathey, Assistant to the Board

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

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

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