

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES**

Monday, January 22, 2024, 4:00 p.m.

400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

Board Members Present: David Hansen, Char Mashak, Mark Robin
Others Present: Helenanne Cathey

Mark Robin called the meeting to order at 4:00 p.m.

- I. Minutes Approval** – Mark Robin moved to approve the November 8, 2023, regular meeting minutes as presented. Char Mashak seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Mark Robin moved to accept the Treasurer’s Report and pay bills as presented. David Hansen seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:			\$13,658.19
11/10/23	Deposit – Assessments	\$11,070.00	
12/08/23	Deposit – Assessments	\$1,640.00	
01/09/24	Deposit – Assessments	\$2,877.89	

Checking Account Balance Prior to Meeting: \$29,246.08

BILLS PAID AT CURRENT MEETING:

<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1574	Cathey Consulting, LLC	Inv.7358 – Nov. Adm./Books \$225.00	\$450.00
		Inv. 7398 – Dec. Adm./Books \$225.00	

TOTAL: \$450.00

Bank Balance After Bills: \$28,796.08

Receivables Balance: \$11,070 (Assessments)

- III. Unfinished Business**
 - a. County / Road Maintenance / Ron Schabot / Doug Kissack / Easement / Request to the County that they take over the road from the mailboxes to the cattleguard – This was discussed at the November 8, 2023, meeting. There was no update at this meeting, but the item will be left on the agenda.
 - b. Mowing – Char Mashak contacted the County after the last meeting about the County mowing the District’s roads. They reported that the District is on their list and they will get to it each fall if they can. The County did mow after the last meeting.
- IV. New Business**
 - a. A question was asked if the oil company pays anything to use the roads in the District. Nothing is paid to the District at this time. Mark Robin will look into this issue.
 - b. A question was asked about what, if anything, should be done when the hill gets icy. In the past, when the County did snow removal, they would sometimes blade it. They don’t do that anymore. Terrance Masteller said that if the District wanted to put sand down somewhere accessible, he would sand the hill if it gets icy. Char Mashak moved to authorize David Hansen to get a load of sand to be placed near the road (contingent upon approval by the landowner) and get reimbursed at the next meeting. Mark Robin seconded. Motion carried unanimously.
 - c. Road work for 2024 / Dust Control, Other – Mark Robin will work on a scope of work and get bids for putting together a grant application.
 - d. Mark Robin reported that if someone is going to blade the roads, a call to the State of Wyoming locate service needs to be done.
- V. Next meeting: Tuesday, March 26, 2024, 4:00 p.m. (Regular Meeting) 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).**

The consensus is to hold meetings the fourth Tuesday of every other month (odd months – January, March, May, July, September, November)

2024 Meetings:

Tues., March 26, 2024, 4:00 p.m. Tues., May 28, 2024, 4:00 p.m. Tues., July 23, 2024, 4:00 p.m.

Tues., Sept. 24, 2024, 4:00 p.m. Tues., Nov. 26, 2024, 4:00 p.m.

VI. Adjourn – Mark Robin moved to adjourn the meeting. Char Mashak seconded. The meeting was adjourned at 4:48 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

Mark Robin, President / 307-670-1375 / Date

Char Mashak, Vice President / 307-660-8302 / Date

David Hansen, Secretary/Treasurer / 307-689-4071 / Date