

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES
WEDNESDAY, JULY 1, 2020, 4:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Jane Datisman, Pat Ranum, Ron Schabot
Others Present: Helenanne Cathey, Helen Leong, Stephen Occhuizzo, Rhonda Ranum,
David Hansen

BUDGET HEARING

Ron Schabot called the budget hearing to order at 4:00 p.m. The budget was reviewed. There was an opportunity for public comment. Ron Schabot adjourned the budget hearing at 4:03 p.m.

REGULAR MEETING

Ron Schabot called the regular meeting to order at 4:03 p.m.

- I. **Budget Adoption** – Ron Schabot moved to adopt the budget for 7/1/20 – 6/30/21 for \$65,547 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Jane Datisman seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. **Minutes Approval** – Ron Schabot moved to approve the May 13, 2020, regular meeting minutes as presented. Pat Ranum seconded. Motion carried unanimously.
- III. **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:	\$16,636.02
06/09/20 Deposit – Assessments	\$7,383.54
06/09/20 Deposit – Assessments	\$ 0.30
Checking Account Balance Prior to Meeting:	\$24,019.86

BILLS PAID AT CURRENT MEETING:

Ck#	Vendor	Purpose	Amount
1505	Cathey Consulting, LLC	Inv. 5498 – May Adm./Books \$210.00	\$420.00
		Inv. 5541 – June Adm./Books \$210.00	
1506	Gillette News-Record	Ad 00361318 – Budget hearing ad	\$70.88
1507	Quality Agg & Construction	Inv. 42683 – 413.86 tons of W-base, crowning/ditching, culverts, rip-rap \$16,574.58	\$18,343.08
		Inv. 42682 – Blade roads \$1,768.50	
1508	Terrance Masteller	Inv. 389381 – Blade roads 5/8/20	\$450.00
TOTAL:			\$19,283.96
Bank Balance After Bills:			\$4,735.90

Receivables Balance: \$1,230 (Assessments) and \$5,248.65 (County Grant)

IV. Unfinished Business

- a. **By-Laws and Rules** – Helen Leong reported that she is working with Char Mashak and another person on updating the by-laws. In Article 4, Section 4, it talks about Board members not being compensated, but they can be reimbursed for actual expenses, and it was suggested that road work could be reimbursed at the standard equipment rental rate. One other change was to authorize amendments at a meeting after notice has been given.
- b. **Road Work** –
 - 1) County Grant was approved May 5, 2020, for \$5,262 for installation of two new culverts (intersection of Barefoot Drive and Rustic Hills Road West, and on Rustic Hills Road), placing 414 tons of Limestone W base and installing limestone riprap. The project cost estimate was \$16,629.00. The project is complete and was billed for a total of

\$16,574.58. The grant request for \$5,248.65 was signed and will be submitted to the County along with the completion report and close out letter to close out the grant.

It's real dry this year with quite a bit of washboard. There was discussion on what to do about it. The road work was packed, but it was so dry it just didn't pack well. There was some rock washed down a culvert. The road handled the last storm well – the water drained the way it was hoped. The water didn't run over the road on the curve. There was discussion on J-Base versus W-Base.

- 2) October meeting discussion: The next time the cattleguard is cleaned out, it needs some repairs – replace the wood that is rotting, repairs to keep it from sinking, etc. There was some discussion. Maybe this can be done before fall.
- 3) After the October meeting, chunks of concrete near a culvert by Hartung's were put in to stop the erosion and to slow down the water before it hits the culvert. Ron Schabot explained that the County came out and looked at the drainage around this area and made some suggestions. The culverts are adequate, but the water hits it too fast, so the concrete was added to slow down the drainage water. Pat Ranum will move some of the concrete over as time allows. This seems to be working well. At the October meeting, a motion was made to authorize purchasing posts and reflectors and authorize reimbursement.
- 4) There was discussion at the last meeting on getting four loads of rock for April Way. Ron Schabot and Pat Ranum looked at April Way and didn't think it needed any rock. Stephen Occhuzzo requested two loads of rock, but after discussion, the Board feels that other areas in the District need rock worse than April Way.

V. New Business

- a. Public Records Notice – Two board members signed the notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.
- b. Official Depository – Ron Schabot moved to designate First National Bank as the official depository for 7/1/20 – 6/30/21. Pat Ranum seconded. Motion carried unanimously.
- c. There was discussion on moving mailboxes closer together. It is certainly possible – we just need to talk to whoever's need moved and make sure people don't mind.

VI. The next regular meeting is scheduled for Wednesday, August 26, 2020, 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).

If anyone has any specific projects in mind for this next fiscal year is asked to come to the August meeting.

VII. Adjourn – Ron Schabot adjourned the meeting at 4:22 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

Jane Datisman, Secretary/Treasurer / 307-686-0353 / Date

Budget - Rustic Hills ISD - 7/1/2020 - 6/30/2021

Budget Hearing: Wednesday, July 1, 2020, 4:00 p.m. at office of Cathey Consulting / Mailing addr: #1 Rustic Hills Rd, Rozet, WY 82727

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
Revenue				
Assessments (35 lots assessed \$820 each)	28,700	28,700	28,700	28,700
Assessments - Interest	82	100	137	100
Grants - County	7,769	6,250	5,248	6,250
Other Revenue	550		0	
Receivables End of Prior FY		820		6,478
TOTAL REVENUE	37,101	35,870	34,085	41,528
CASH CARRYOVER	28,878	7,808	7,808	24,019
TOTAL REVENUE PLUS CASH CARRYOVER	65,979	43,678	41,893	65,547
Expenditures				
Administrative				
Contract Admin./Bookkeeping (210 X 12)	2,360	2,700	2,520	2,700
Contract Legal				
Office / Advertising / Postage	135	600	374	600
TOTAL ADMINISTRATIVE	2,495	3,300	2,894	3,300
Indirect				
Insurance - Bond	126	150	126	150
Insurance - Directors & Officers/Liability	500	500	500	500
TOTAL INDIRECT COSTS	626	650	626	650
Operations				
Misc. (Cash Carryover less amt. needed for project)		7,809		11,213
Blade Snow / Ice	350			
Road Upgrades / Repairs / Maintenance / Rock	22,520	6,705	10,682	6,100
Road Project (grant eligible.)	31,075	25,000	16,574	25,000
Other Road Related (cattleguards, fencing, etc.)			512	
Payables End of Prior FY		215		19,284
TOTAL OPERATIONS COSTS	53,945	39,729	27,768	61,597
TOTAL EXPENDITURES	57,066	43,679	31,288	65,547
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	57,066	43,679	31,288	65,547
Receivables Start of FY	1,230		820	
Payables Balance Start of FY	1,515		0	
	6/30/2018	6/30/2019 (EST)	6/30/2019	6/30/2020 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	28,878	7,808	7,808	24,019
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	28,878	7,808	7,808	24,019
Receivables Balance End of FY	820		6,478	
Payables Balance End of FY	0		19,284	
End of Year Bank Balance	7,808		24,231	
Net per year (Revenue minus Expenses)	-19,965	0	2,797	-12,806
Net (including cash carryover)	8,913	-1	10,605	0

35 x \$820
25% of grant elig.

CASH CARRYOVER

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 Jane Datisman (Sec./Treas.) terms end Nov., 2023 / Pat Ranum (Vice Pres.) term ends Nov., 2021
Regular meetings - next meeting date set at each meeting.
Records are stored at 400 S Gillette Ave, Suite 106, Gillette.

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