

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT  
BUDGET HEARING / REGULAR MEETING  
MINUTES**

**FRIDAY, JULY 13, 2018, 5:30 P.M.**

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

Board Members Present: Pat Ranum, Jenny Hartung (by telephone)  
Board Members Not Present: Ron Schabot  
Others Present: Helenanne Cathey, Hermina Hess, Jim Peterson, Helen Leong, Steve Occhuizzo,  
Jane Datisman

**BUDGET HEARING**

Pat Ranum called the budget hearing to order at 5:30 p.m. The budget was reviewed. There was an opportunity for public comment. Pat Ranum adjourned the budget hearing at 5:33 p.m.

**REGULAR MEETING**

Pat Ranum called the regular meeting to order at 5:33 p.m.

- I. **Minutes Approval** – Jenny Hartung moved to approve the May 29, 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:		\$24,312.84	
06/11/18	Deposit – Assessments	\$3,280.20	
06/30/18	Deposit – Assessments	\$1,285.42	
Checking Account Balance Prior to Meeting:		\$28,878.46	
<b>BILLS PAID AT THE CURRENT MEETING:</b>			
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1468	Cathey Consulting, LLC	Inv. 4449 – May Adm./Books \$200	\$ 400.00
		Inv. 4494 – June Adm./Books \$200	
1469	Gillette News-Record	Ad 00342170 – Budget hearing	\$ 60.81
1470	Quality Agg & Constr.	Inv. 36965 – Blade roads	\$ 1,115.00
TOTAL BILLS PAID:			\$ 1,575.81
<b>Bank Balance After Checks Written:</b>			<b>\$27,302.65</b>
<b>Receivables Balance: \$1,230.00</b>			

- III. **Unfinished Business**
  - a. Budget – Jenny Hartung moved to adopt the budget for 7/1/18 – 6/30/19 for \$72,827 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Pat Ranum seconded. Motion carried unanimously. The budget is attached to these minutes.
  - b. County Grant approved 2/20/18 for \$7,769 (project cost of \$31,075). The project should be done this fall.
  - c. 2 loads of rock were added on April Way. Quality Agg did the work, but a bill has not been received yet.
  - d. Updated contact list – Jenny Hartung, Helen Leong, and Char Mashak are working on getting updated contact information from landowners.
  - e. By-Laws and Rules
- IV. **New Business**
  - a. Public Records Notice – Jenny Hartung completed the Public Records Notice to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting.
  - b. Official Depository – Jenny Hartung moved to designate First National Bank as the official Depository for 7/1/18 – 6/30/19. Pat Ranum seconded. Motion carried unanimously.

V. **The next meeting is scheduled for Tuesday, September 11, 2018, 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** – Pat Ranum adjourned the meeting at 5:42 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 - 7/1/18 - 6/30/19				
Budget Hearing Friday, July 13, 2018, 5:30 p.m. at office of Cathey Consulting / #1 Rustic Hills Rd, Rozet, WY 82727				
	Actual	Budget (AMENDED 5/29/18)	Actual	Budget
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19
<b>Revenue</b>				
Assessments (35 lots assessed \$820 each)	27,582	28,700	28,700	28,700
Previous Year Assessments		2,050	2,050	
Assessments - Interest		180	183	
Grants - County (17-18 grant approved for rock)				7,769
Grants - County	5,862	7,769		6,250
Other Revenue		1,000	1,000	
Receivables End of Prior FY				1,230
<b>TOTAL REVENUE</b>	<b>33,444</b>	<b>39,699</b>	<b>31,933</b>	<b>43,949</b>
<b>CASH CARRYOVER</b>	<b>39,448</b>	<b>36,217</b>	<b>36,217</b>	<b>28,878</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>72,892</b>	<b>75,916</b>	<b>68,150</b>	<b>72,827</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping (210 X 12)		2,400	2,211	2,700
Contract Legal				
Office / Advertising / Postage	215	300	278	600
<b>TOTAL ADMINISTRATIVE</b>	<b>215</b>	<b>2,700</b>	<b>2,489</b>	<b>3,300</b>
<b>Indirect</b>				
Insurance - Bond	126	126	126	150
Insurance - Directors & Officers/Liability	1,141	1,374	1,068	500
<b>TOTAL INDIRECT COSTS</b>	<b>1,267</b>	<b>1,500</b>	<b>1,194</b>	<b>650</b>
<b>Operations</b>				
Misc. (Cash Carryover less amt. needed for project)				5,287
Blade Snow				
Road Upgrades / Repairs / Maintenance / Rock	35,192	36,000	35,074	6,000
Road Project approved/grant approved 17-18		31,075		31,075
Road Project (grant eligible.)				25,000
Other Road Related (cattleguards, fencing, etc.)		1,000	800	
Payables End of Prior FY				1,515
<b>TOTAL OPERATIONS COSTS</b>	<b>35,192</b>	<b>68,075</b>	<b>35,874</b>	<b>68,877</b>
<b>TOTAL EXPENDITURES</b>	<b>36,674</b>	<b>72,275</b>	<b>39,557</b>	<b>72,827</b>
<b>Capital Improvements / Reserves</b>				
Deposits into Reserves				
Payments from Reserves				
<b>TOTAL DEPOSITS TO RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>36,674</b>	<b>72,275</b>	<b>39,557</b>	<b>72,827</b>
<b>Receivables Start of FY</b>				
<b>Payables Balance Start of FY</b>				
	<b>7/1/2016</b>	<b>7/1/2017</b>	<b>7/1/2017</b>	<b>7/1/2018</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	39,448	36,217	36,217	28,878
<b>RESERVES BALANCES</b>				
<b>RESTRICTED FUND BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>39,448</b>	<b>36,217</b>	<b>36,217</b>	<b>28,878</b>
<b>Receivables Balance End of FY</b>			1,230	
<b>Payables Balance End of FY</b>			1,515	
End of Year Bank Balance	36,218		28,878	
Net per year (Revenue minus Expenses)	-3,230	-32,576	-7,624	-23,591
Net (including cash carryover)	36,218	3,641	28,593	0

35 x \$820

25% of grant elig.

5% increase (\$2,520)

(Grant)

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 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.