

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

**Wednesday, July 13, 2022, 4:00 p.m.**

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

Board Members Present: Jane Datisman, Char Mashak, Ron Schabot  
Others Present: Helenanne Cathey, Tom Mashak

**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. There were no public comments. Ron Schabot adjourned the budget hearing at 4:01 p.m.

**REGULAR MEETING**

Ron Schabot called the regular meeting to order at 4:01 p.m.

- I. **Budget Adoption** – Ron Schabot moved to adopt the budget for 7/1/22 – 6/30/23 for \$73,835 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 11, 2022, regular meeting minutes as presented. Jane Datisman seconded. Motion carried unanimously.
- III. **Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Jane Datisman moved to accept the Treasurer’s Report and pay bills as presented, including an additional bill from Terrance Masteller (Inv. 605838) received after the agenda was printed. Char Mashak seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$29,364.13
06/10/22 Deposit – Assessments	\$6,973.24
06/30/22 Deposit – Assessments	\$414.65
Checking Account Balance Prior to Meeting:	\$36,752.02

**BILLS PAID AT CURRENT MEETING:**

<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1543	Cathey Consulting, LLC	Inv. 6589 – May Adm./Books/Mailing \$245.00	\$455.00
		Inv. 6629 – June Adm./Books \$210.00	
1544	Gillette News-Record	Ad 00374275 – Budget hearing ad	\$74.25
1545	Terrance Masteller	Inv. 605837 – Blade roads 5/14/22	\$400.00
1546	Terrance Masteller	Inv. 605838 – Reshape West Hills Rd and blade	\$400.00
TOTAL:			\$1,329.25

**Bank Balance After Bills: \$35,422.77**

Receivables Balance: \$0 (2021 Assessments / \$28,700.00 (2022 Assessments))

**IV. Unfinished Business**

- a. Road Work – There was discussion on the roads. The shoulders need to be pulled in a bit because there’s a lot of rock moving out onto the shoulders. The stretch from the mailboxes to the first turn is too flat. It needs to be elevated and crowned. Ron Schabot reported that he talked to the landowner there about cleaning up the shoulders. The only concern the landowner had was timing – if the work could wait until fall, that would be best. The consensus is to go ahead with the work this fall. There was discussion on the road work that was done.
  - 1) Up to 5 loads of rock approved at the 5/11/22 meeting for areas that need it. No rock was added yet. This could be done later in the year.
  - 2) Cattleguard repairs / cleaning – replace the wood that is rotting, repairs to keep it from sinking, etc. – Ron Schabot reported that he talked to Pat Ranum, and Pat Ranum has time to work on it now. Ron Schabot moved to pay Pat Ranum to do the work on the cattleguard. Jane Datisman seconded. Motion carried unanimously.

**V. New Business**

- a.** Public Records Notice – A notice was signed to submit to the County reporting that the District’s records are stored at the office of Cathey Consulting.
- b.** Official Depository – Ron Schabot moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Jane Datisman seconded. Motion carried unanimously.
- c.** Records Retention Schedule – Ron Schabot moved to approve the Records Retention Schedule as presented. Jane Datisman seconded. Motion carried unanimously. Helenanne Cathey explained that she is asking all of her Districts to approve a similar records retention schedule that is compliant with state statute and has been reviewed by other Districts and an attorney for another District. There are some records that are kept indefinitely, like meeting minutes, but a number of other records can be destroyed after seven years – bank statements, regular bills that were paid, etc.

**VI. Next meeting: Wednesday, October 12, 2022, 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 4<sup>th</sup> Street across from Arrow Printing).**

**VII. Adjourn** – Ron Schabot moved to adjourn. Jane Datisman seconded. The meeting adjourned at 4:19 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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Char Mashak, Vice President / 307-660-8302 / Date

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

**Budget - Rustic Hills ISD - 7/1/2022 - 6/30/2023**

**Budget Hearing: Wednesday, July 13, 2022, 4:00 p.m. at office of Cathey Consulting / Mailing addr: #1 Rustic Hills Rd, Rozet, WY 82727**

	<b>Actual (F32)</b>	<b>Budget</b>	<b>Actual (EST)</b>	<b>Budget</b>
	<b>7/1/20 - 6/30/21</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/21 - 6/30/22</b>	<b>7/1/22 - 6/30/23</b>
<b>Revenue</b>				
Assessments (35 lots assessed \$820 each)	28,700	28,700	28,700	28,700
Assessments - Interest	79	100	46	100
Grants - County (25% of grant elig.)		6,250		8,750
Other Revenue	0		0	
<i>Receivables End of Prior FY</i>		820		0
<b>TOTAL REVENUE</b>	<b>28,779</b>	<b>35,870</b>	<b>28,746</b>	<b>37,550</b>
<b>CASH CARRYOVER</b>	<b>24,019</b>	<b>23,709</b>	<b>23,710</b>	<b>36,285</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>52,798</b>	<b>59,579</b>	<b>52,456</b>	<b>73,835</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping (\$225/mo.)	2,570	2,700	2,600	2,700
Contract Legal				
Office / Advertising / Postage	138	600	500	600
<b>TOTAL ADMINISTRATIVE</b>	<b>2,708</b>	<b>3,300</b>	<b>3,100</b>	<b>3,300</b>
<b>Indirect</b>				
Insurance - Bond	126	150	126	150
Insurance - Directors & Officers/Liability	500	500	500	500
<b>TOTAL INDIRECT COSTS</b>	<b>626</b>	<b>650</b>	<b>626</b>	<b>650</b>
<b>Operations</b>				
<i>Misc. Road Work (Cash carryover less amt. needed for project)</i>		23,709		28,785
Blade Snow / Ice			500	
Road Upgrades / Repairs / Maintenance / Rock	12,646	6,403	12,248	6,100
Road Project (grant eligible.)		25,000		35,000
Other Road Related (cattleguards, fencing, etc.)				
<i>Payables End of Prior FY</i>		517		0
<b>TOTAL OPERATIONS COSTS</b>	<b>12,646</b>	<b>55,629</b>	<b>12,748</b>	<b>69,885</b>
<b>TOTAL EXPENDITURES</b>	<b>15,980</b>	<b>59,579</b>	<b>16,474</b>	<b>73,835</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>15,980</b>	<b>59,579</b>	<b>16,474</b>	<b>73,835</b>
<b>Receivables Start of FY</b>	<b>6,478</b>		<b>820</b>	
<b>Payables Balance Start of FY</b>	<b>19,284</b>		<b>517</b>	
	<b>6/30/2020</b>	<b>6/30/2021 (EST)</b>	<b>6/30/2021</b>	<b>6/30/2022 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	24,019	23,709	23,710	36,285
<b>RESERVES BALANCES</b>				
<b>RESTRICTED FUND BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>24,019</b>	<b>23,709</b>	<b>23,710</b>	<b>36,285</b>
<b>Receivables Balance End of FY</b>	820			
<b>Payables Balance End of FY</b>	517			
<b>End of Year Bank Balance</b>	23,709		36,285	
Net per year (Current Yr. Revenue minus Expenses)	12,799	0	12,272	-7,500
Net (including cash carryover)	36,818	0	35,982	0

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 / Char Mashak (Vice Pres.) term ends Nov., 2025

Regular meetings - next meeting date set at each meeting.

Records are stored at 400 S Gillette Ave, Suite 106, Gillette.