

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT  
BUDGET HEARING & REGULAR MEETING  
MINUTES  
Wednesday, July 19, 2023, 4:00 p.m.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC  
Revised 7/20/23**

Board Members Present: Char Mashak, Ron Schabot, Koral Graham  
Others Present: Helenanne Cathey, John Graham, David Hansen, 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 4:02 p.m.

**REGULAR MEETING**

Ron Schabot called the meeting to order at 4:02 p.m.

- I. Budget** – Ron Schabot moved to adopt the budget for 7/1/23 – 6/30/24 for \$56,383.00 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Char Mashak seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes Approval** – Char Mashak moved to approve the May 24, 2023, regular meeting minutes as presented. Ron Schabot seconded. Motion carried unanimously.
- III. Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Char Mashak moved to accept the Treasurer’s Report and pay bills as presented. Koral Graham seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$39,964.82
06/12/23      Deposit – Assessments	\$6,977.36
06/30/23      Deposit – Assessments	\$833.49
Checking Account Balance Prior to Meeting:	\$47,775.67

**BILLS PAID AT CURRENT MEETING:**

Ck#	Vendor	Purpose	Amount
1561	Cathey Consulting, LLC	Inv. 7094 – May Adm./Books/Mailing \$267.00	\$492.00
		Inv. 7139 – June Adm./Books \$225.00	
1562	Dustbusters Enterprises Inc.	Inv. 76662 – Dustgard on roads 13,993.4 gal.	\$14,824.62
1563	Gillette News-Record	Inv. 3344 – Budget hearing legal ad	\$92.30
1564	Quality Agg & Construction	Inv. 49765 – 600.74 tons limestone base	\$18,168.50
1565	Terrance Masteller	Inv. 264706 – Blade roads 5/16/23	\$800.00
1566	Gillette News-Record	Inv. 3345 – Director election legal ad	\$152.10
1567	Terrance Masteller	Inv. 264707 – Blade roads & cut ditch to drain	\$900.00
TOTAL:			\$35,429.52

**Bank Balance After Bills: \$12,346.15**

Receivables Balance: \$0 (Assessments) / \$8,248.29 (County Grant)

**IV. Unfinished Business**

- a. Dust Control / Rock / County Grant**
  - 1) County grant approved 5/16/23 for \$8,800.00
  - 2) Quality Agg bill \$18,168.50
  - 3) Dustbusters bill \$14,824.62
  - 4) Grant reimbursement request \$8,248.29 (25% of project cost)

The grant paperwork was reviewed and signed and will be submitted for reimbursement and closing out the grant.
- b. Director Election (November 7, 2023 – Schabot, Graham)** – Ron Schabot reported that he is probably not going to run again. Landowners are encouraged to consider running for the Board. If interested,

to have your name on the ballot, an application must be received at the office of Cathey Consulting (or with the Secretary of the District) between August 9<sup>th</sup> and August 29<sup>th</sup>. The application is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – click on Election Documents.

**V. New Business**

- a. Official Depository – Ron Schabot moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Char Mashak seconded. Motion carried unanimously.
- b. Public records notice – Two board members signed the notice to submit to the County stating that the District’s records are stored at the office of Cathey Consulting.
- c. There was discussion on Ron Schabot talking to the County about taking over the road maintenance on Rustic Hills Road from Svalina Road (by the mailboxes) all the way to the District. This part of the road is outside of the District, but the District maintains it. Ron Schabot reported that when he split his lot 20 years ago, the County required that he grant a 60’ easement for the road because that is the requirement for County roads, and the County required this 60’ easement because they envisioned an eventual County road there. Everyone at the meeting agreed that it would be good for Ron Schabot to have a conversation with the County Commissioners about designating that stretch of road as a County Road and the County taking over the maintenance of that road. Ron Schabot will contact the landowner that has a portion of this road going through their property to see if they would be willing to grant a 60’ easement for that section of the road, and if the landowner is okay with that, Ron Schabot will contact the County Commissioners office to start this conversation.
- d. Minutes will no longer be mailed. Landowners are encouraged to be on the e-mail list. Minutes can also be found online at [www.catheyconsulting.net](http://www.catheyconsulting.net).

**VI. Next meeting: Thursday, September 21, 2023, 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 adjourned the meeting at 4:50 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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Koral Graham, Secretary/Treasurer / Date

**Budget - Rustic Hills ISD - 7/1/2023 - 6/30/2024**

**Budget Hearing: Wednesday, July 19, 2023, 4:00 p.m. at office of Cathey Consulting / Mailing addr: #1 Rustic Hills Rd, Rozet, WY 82727**

	Actual (F32) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23	Actual (EST) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23
<b>Revenue</b>				
Assessments (35 lots assessed \$820 each)	28,700	28,700	28,700	28,700
Assessments - Interest	54	100	7	100
Grants - County (25% of grant elig.)		8,750	8,800	6,250
Other Revenue	0		0	
Receivables End of Prior FY				0
<b>TOTAL REVENUE</b>	<b>28,754</b>	<b>37,550</b>	<b>37,507</b>	<b>35,050</b>
<b>CASH CARRYOVER</b>	<b>23,710</b>	<b>36,285</b>	<b>36,752</b>	<b>21,333</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>52,464</b>	<b>73,835</b>	<b>74,259</b>	<b>56,383</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping (\$225/mo.)	2,635	2,700	2,700	2,700
Contract Legal				
Office / Advertising / Postage	461	600	250	600
<b>TOTAL ADMINSTRATIVE</b>	<b>3,096</b>	<b>3,300</b>	<b>2,950</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>				
Misc. Road Work (Cash carryover less amt. needed for project)		28,785		21,333
Blade Snow / Ice	500		0	
Road Upgrades / Repairs / Maintenance / Rock	13,048	6,100	12,358	6,100
Road Project (grant eligible.)		35,000	35,200	25,000
Other Road Related (cattleguards, fencing, etc.)			537	
Payables End of Prior FY				0
<b>TOTAL OPERATIONS COSTS</b>	<b>13,548</b>	<b>69,885</b>	<b>48,095</b>	<b>52,433</b>
<b>TOTAL EXPENDITURES</b>	<b>17,270</b>	<b>73,835</b>	<b>51,671</b>	<b>56,383</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>17,270</b>	<b>73,835</b>	<b>51,671</b>	<b>56,383</b>
Receivables Start of FY	820		0	
Payables Balance Start of FY	517		1,255	
	<b>6/30/2021</b>	<b>6/30/2022 (EST)</b>	<b>6/30/2022</b>	<b>6/30/2023 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	23,710	36,285	36,752	21,333
<b>RESERVES BALANCES</b>				
<b>RESTRICTED FUND BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>23,710</b>	<b>36,285</b>	<b>36,752</b>	<b>21,333</b>
Receivables Balance End of FY	0			
Payables Balance End of FY	1,255			
End of Year Bank Balance	36,752		21,333	
Net per year (Current Yr. Revenue minus Expenses)	11,484	-7,500	-14,164	0
Net (including cash carryover)	35,194	0	22,588	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 Koral Graham (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.

Rate History: 2015 = \$820

2014 = \$420

2007 = \$360

May, 2020: 50% grant used for culverts at Barefoot Dr. & Rustic Hills Road West & on Rustic Hills Road approx. 100' north of Rustic Hills Road West, crowning and ditching Rustic Hills Road West.

Rustic Hills	Feet	Miles	5,280 feet in a mile
April Way	3790	0.72	
Barefoot Dr	1940	0.37	
E Rustic Hills Rd	4110	0.78	
Rustic Hills Rd	8080	1.53	
Steffen St	1210	0.23	
W Rustic Hills Rd	10050	1.90	
<b>Total</b>	<b>29180</b>	<b>5.53</b>	