

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

Tuesday, July 6, 2021, 4:00 p.m.

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

Board Members Present: Jane Datisman, Ron Schabot
Board Members Not Present: Pat Ranum
Others Present: Helenanne Cathey, Helen Leong, Stephen Occhuizzo, Ken Fox, Nick Conway

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 4:02 p.m.

REGULAR MEETING

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

- I. Adoption of Budget** – Ron Schabot moved to adopt the budget for 7/1/21 – 6/30/22 for \$59,580 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 6, 2021, regular meeting minutes as presented. Jane Datisman 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 including a bill from the News-Record for the director election ad as listed below. Jane Datisman seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$15,474.23
05/12/21 Deposit – Assessments	\$2,050.00
06/14/21 Deposit – Assessments	\$6,185.79
Checking Account Balance Prior to Meeting:	\$23,710.02

BILLS PAID AT CURRENT MEETING:

<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1524	Cathey Consulting, LLC	Inv. 6046 – May Adm./Books/Mailing	\$235.95
		Inv. 6090 – June Adm./Books	\$210.00
1525	Gillette News-Record	Ad 00367867 – Budget hearing ad	\$70.88
1526	Gillette News-Record	Ad 00367866 – Director election ad	\$97.13
TOTAL:			\$613.96

Bank Balance After Bills: \$23,096.06

Receivables Balance: \$820 (Assessments)

IV. Unfinished Business

- a. By-Laws and Rules** – Draft by-laws mailed and e-mailed in March, 2021.
 - 1) There was discussion on the by-laws. A question was asked about the non-profit status. The District is an Improvement and Service District which is a governmental entity, and a non-profit corporation is a little different – there are different statutes that govern the two. Another comment is that the by-laws do not state the purpose of the District. Several people asked that the purpose of the organization be added to the by-laws. One landowner preferred the name Rustic Hills Road Association, but the District is officially the Rustic Hills Improvement and Service District. Comments – we don’t want it to turn into a homeowners association – want to ensure it stays about roads only. The old documents were reviewed. Ken Fox agreed to update the by-laws with information from the old documents that explained the purpose of the District. State Statute requires 4 year terms for board members. Officers are elected annually. This is different from the original document, and it is directly from state statute.

The new document doesn't say anything about the District not going into debt. The old document required a vote and required 85% approval. There is a section in the by-laws regarding liens. A request was made to remove this from the by-laws. This information is from state statute.

The set of by-laws that are being considered were drawn up by an attorney that worked with Helianne Cathey to come up with a standard document that could be used for all special districts that wanted to use it. The purpose was to explain the operations of the Board of Directors. A number of local Districts use this standard document. It is all from state statutes.

- 2) Adoption of By-Laws - The consensus is to add the purpose of the District to the document. The paragraph will be added to the by-laws, and they will be e-mailed to everyone in the District. The by-laws will be considered for adoption at the next meeting.
- b. Road Work – Authorized at prior meetings:
- 1) 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. Ron Schabot reported he has inspected the cattleguard – it isn't critical, but he would like to see it cleaned out either before winter or in the spring.
 - 2) 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. At the October meeting, a motion was made to authorize purchasing posts and reflectors and authorize reimbursement. Pat Ranum will take care of this item. It will be removed from the agenda.
 - 3) Discussion / authorization on road work at May 6th meeting
 1. \$100 authorized to reimburse Ron Schabot for the rental of a manlift to remove tree branches that are hanging over the road on Rustic Hills East.
 2. About 200 yards on Rustic Hills Road West that gets pretty muddy could use some rock.
 3. Drainage at 179 Rustic Hills Road / culvert needs to be dug out again. Erosion along the sides from creek drainage. There is no culvert there. This will be removed from the agenda.
- c. Director Election November 2, 2021 (Ranum – 4 year term) – The first ad is scheduled to run July 6th. Applications to be on the ballot must be received between August 4th and August 24th.

V. New Business

- a. 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 (400 S Gillette Ave, Suite 106, Gillette).
- b. Official Depository – Ron Schabot moved to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Jane Datisman seconded. Motion carried unanimously.
- c. There was discussion on road work. There is still a stretch that gets pretty muddy near the top of the hill. The consensus is to bring in a few loads of rock. Ron Schabot will call and get rock on this area.

VI. The next regular meeting is scheduled for Wednesday, September 29, 2021, 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).

VII. Adjourn – Ron Schabot moved to adjourn. Jan Datisman seconded. The meeting adjourned at 4:44 p.m.

Respectfully Submitted,
Helianne 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 - 7/1/2021 - 6/30/2022

Budget Hearing: Tuesday, July 6, 2021, 4:00 p.m. at office of Cathey Consulting / Mailing addr: #1 Rustic Hills Rd, Rozet, WY 82727

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Revenue				
Assessments (35 lots assessed \$820 each)	28,700	28,700	28,700	28,700
Assessments - Interest	136	100	79	100
Grants - County	5,249	6,250		6,250
Other Revenue	0		0	
Receivables End of Prior FY		6,478		820
TOTAL REVENUE	34,085	41,528	28,779	35,870
CASH CARRYOVER	7,808	24,019	24,019	23,710
TOTAL REVENUE PLUS CASH CARRYOVER	41,893	65,547	52,798	59,580
Expenditures				
Administrative				
Contract Admin./Bookkeeping (210 X 12)	2,520	2,700	2,570	2,700
Contract Legal				
Office / Advertising / Postage	374	600	137	600
TOTAL ADMINISTRATIVE	2,894	3,300	2,707	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)		11,213		23,710
Blade Snow / Ice				
Road Upgrades / Repairs / Maintenance / Rock	10,682	6,100	12,646	6,403
Road Project (grant eligible.)	16,574	25,000		25,000
Other Road Related (cattleguards, fencing, etc.)	513			
Payables End of Prior FY		19,284		517
TOTAL OPERATIONS COSTS	27,769	61,597	12,646	55,630
TOTAL EXPENDITURES	31,289	65,547	15,979	59,580
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	31,289	65,547	15,979	59,580
Receivables Start of FY	820		6,478	
Payables Balance Start of FY	210		19,284	
	6/30/2019	6/30/2020 (EST)	6/30/2020	6/30/2021 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	7,808	24,019	24,019	23,710
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	7,808	24,019	24,019	23,710
Receivables Balance End of FY	6,478		820	
Payables Balance End of FY	19,284		517	
End of Year Bank Balance	24,020		23,710	
Net per year (Revenue minus Expenses)	2,796	-12,806	12,800	0
Net (including cash carryover)	10,604	0	36,819	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

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.