

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING / REGULAR MEETING
MINUTES
WEDNESDAY, JUNE 26, 2019, 4:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Jenny Hartung, Pat Ranum, Ron Schabot
Others Present: Helenanne Cathey, Helen Leong, Stephen Occhuizzo, Butch Schell, Sally Schell

BUDGET HEARING

Ron Schabot called the budget hearing to order at 4:00 p.m. There was discussion on the budget and the assessments. The assessment is \$820 per owner per year. The consensus is to leave the assessment at that level. The roads still need a lot of work. A concern was raised on areas of road that need work soon. Ron Schabot adjourned the budget hearing at 4:17 p.m.

REGULAR MEETING

Ron Schabot called the regular meeting to order at 4:17 p.m.

- I. **Budget** – Jenny Hartung moved to adopt the budget for \$43,679 and approve the resolution to assess and assess as approved in the budget (\$820 per owner). Pat Ranum seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. **Minutes Approval** – Pat Ranum moved to approve the April 30, 2019, regular meeting minutes as presented. Ron Schabot seconded. Motion carried unanimously.
- III. **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. Ron Schabot seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:		\$11,426.07
05/08/19 Deposit – Assessments	\$2,870.00	
06/10/19 Deposit – Assessments	\$6,970.00	
Checking Account Balance Prior to Meeting:		\$21,266.07

BILLS PAID AT CURRENT MEETING:

Ck#	Vendor	Purpose	Amount
1482	Cathey Consulting, LLC	Inv. 4973 – May Adm./Books	\$ 210.55
1483	Gillette News-Record	Ad 00352060 – Budget hearing	\$ 64.07
1484	Local Gov’t Liab. Pool	Insurance 7/1/19 – 6/30/20	\$ 500.00
1485	Quality Agg & Constr.	Inv. 39728 – Road work	\$12,222.72
1486	Terrance Master	Seeding right of way	\$ 460.00
TOTAL:			\$13,457.34
Bank Balance After Bills:			\$ 7,808.73
Receivables Balance: \$820.00			

- IV. **Unfinished Business**
 - a. By-Laws and Rules – Rustic Hills original by-laws do not comply with state statutes and are too restrictive. **ANYONE INTERESTED IN WORKING ON THIS COMMITTEE IS ASKED TO PLEASE COME TO A MEETING.** Jenny Hartung recommended tabling this item until January of 2020 at which time she volunteered to find a few other people to help on a committee to work on by-laws and rules.
 - b. Interstate Exit / Letter to State – A letter was sent to the state. No response.
 - c. Road Work – There was discussion on road work. A cattle guard needs cleaned out. Crowning and ditching needs to be done. Rock was brought in by Quality Agg this past month, but there are some areas that need rock.
- V. **New Business**
 - a. Jenny Hartung moved to authorize Helenanne Cathey to order Quickbooks compatible checks. Ron Schabot seconded. Motion carried unanimously.

- b. Pat Ranum moved to designate Helenanne Cathey as the public records person. Jenny Hartung seconded. Motion carried unanimously.
- c. Jenny Hartung moved to designate First National Bank as the official depository for 7/1/19 – 6/30/20. Ron Schabot seconded. Motion carried unanimously.
- d. Director election (November 5, 2019 – Hartung, Schabot) – The following legal ad will run in the News-Record on July 10, 2019. The application to be on the ballot is attached to these minutes.

NOTICE OF DIRECTOR ELECTION
RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 5, 2019, an election shall be held for the purpose of electing two directors to serve four year terms, on the Board of the Rustic Hills Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 5, 2019, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (1 Rustic Hills Road, Rozet, WY 82727) or with Cathey Consulting (400 South Gillette Avenue, Suite 106, Gillette – K2 Technologies Building – office entrance is on 4th Street across from Arrow Printing) between August 7, 2019, and August 27, 2019. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Jenny Nell Hartung, Secretary/Treasurer / Filing Officer
Rustic Hills Improvement & Service District

- e. Road work – There was discussion on getting some rock on Rustic Hills Road East from approximately 49 to 54 Rustic Hills Road East. There may be a culvert in that area that needs cleaned out. Jenny Hartung moved to spend up to \$1,100 to try to fix the area by Hess’s pond. Pat Ranum seconded. Motion carried unanimously.
- f. There was discussion on drainage and especially driveway culverts. If culverts are plugged, it causes the water to run up on the road and damages the road. **If everyone would please take a look at your culverts and clean them out over the summer so that water will flow through culverts to protect the roads.** There is one culvert under Rustic Hills Road just before 184 Rustic Hills Road that is under sized. There was discussion on getting a bid to replace the culvert and the potential of applying for a County Grant to assist with costs. A 36” culvert was recommended. There was another area that was discussed for a couple of culverts – going up the road on Rustic Hills West. A request was made to extend a culvert that was installed last year and widen the road. Ron Schabot will call and get some bids for culvert and drainage work.

VI. The next regular meeting is scheduled for Wednesday, August 21, 2019, 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).

VII. Adjourn – Ron Schabot adjourned the meeting at 5:12 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 - 7/1/2019 - 6/30/2020

Budget Hearing: Wednesday, June 26, 2019, 4:00 p.m. at office of Cathey Consulting / Mailing addr: #1 Rustic Hills Rd, Rozet, WY 82727

	Actual	Budget	Actual	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
Revenue				
Assessments (35 lots assessed \$820 each)	28,700	28,700	28,700	28,700
Previous Year Assessments	2,050			
Assessments - Interest	183		82	100
Grants - County (17-18 grant approved for rock)		7,769		
Grants - County		6,250	7,769	6,250
Other Revenue	1,000		550	
Receivables End of Prior FY		1,230		820
TOTAL REVENUE	31,933	43,949	37,101	35,870
CASH CARRYOVER	36,217	28,878	28,878	7,809
TOTAL REVENUE PLUS CASH CARRYOVER	68,150	72,827	65,979	43,679
Expenditures				
Administrative				
Contract Admin./Bookkeeping (210 X 12)	2,211	2,700	2,575	2,700
Contract Legal				
Office / Advertising / Postage	278	600	135	600
TOTAL ADMINISTRATIVE	2,489	3,300	2,710	3,300
Indirect				
Insurance - Bond	126	150	126	150
Insurance - Directors & Officers/Liability	1,068	500	500	500
TOTAL INDIRECT COSTS	1,194	650	626	650
Operations				
Misc. (Cash Carryover less amt. needed for project)		5,287		7,809
Blade Snow / Ice			350	
Road Upgrades / Repairs / Maintenance / Rock	35,074	6,000	22,519	6,705
Road Project approved/grant approved 17-18		31,075		
Road Project (grant eligible.)		25,000	31,075	25,000
Other Road Related (cattleguards, fencing, etc.)	800			
Payables End of Prior FY		1,515		215
TOTAL OPERATIONS COSTS	35,874	68,877	53,944	39,729
TOTAL EXPENDITURES	39,557	72,827	57,280	43,679
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	39,557	72,827	57,280	43,679
Receivables Start of FY			1,230	
Payables Balance Start of FY			1,515	
	6/30/2017	6/30/2018	6/30/2018	6/30/2019 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	36,217	28,878	28,878	7,809
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	36,217	28,878	28,878	7,809
Receivables Balance End of FY	1,230		820	
Payables Balance End of FY	1,515		215	
End of Year Bank Balance	28,878		7,809	
Net per year (Revenue minus Expenses)	-7,624	-23,591	-20,179	0
Net (including cash carryover)	28,593	0	8,699	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 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.

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

**Application for Election
Special District Director**

I, the undersigned, swear or affirm I was born on _____, _____; that I have been a resident of the _____ district since _____, that I am an elector and a () landowner (check if a requirement for office) of said district and I do hereby request that my name, _____, be printed on the ballot for election to be held on _____ day of _____, _____ as a candidate for a term of _____ years. I hereby declare that if I am elected I will qualify for the office.

Dated this _____ day of _____, _____.

Signature of Candidate

Printed Name

Residence Address

In order to meet federal requirements for audio ballots and to accommodate individuals with disabilities, please print your name phonetically on the above line. (I.e., Peggy Nighswonger would be Peg-gee Nice-wong-ger.)

Qualifications for office are set forth in Wyoming Statutes 22-29-101 through 22-29-108 of the Wyoming Special District Election Code