

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
MONDAY, MARCH 26, 2018, 5:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Ron Schabot, Jenny Hartung
 Board Members Not Present: Pat Rannum
 Others Present: Helenanne Cathey, Helen Leong, Steve Occhuizzo, Julie Baysinger

CANVASSING OF BALLOTS

Helenanne Cathey, Jenny Hartung and Ron Schabot canvassed (counted) ballots at 5:30 p.m. The Election results are as follows:

Votes for 1 Director to serve a four year term:

Steven Occhuizzo – 10 votes
 Pat Rannum – 20 votes
 Gary Hartung – 1 vote
 Jack Connely – 1 vote

Congratulations to Pat Rannum.

REGULAR MEETING

Ron Schabot called the meeting to order at 5:30 p.m.

- I. **Election of Officers** – Ron Schabot moved to have Ron Schabot, President / Pat Rannum, Vice President and Jenny Hartung, Secretary/Treasurer for the next year. Jenny Hartung seconded. Motion carried unanimously. There was discussion on the District’s officers and clarification that the elections are for directors for four year terms. The officers are to be elected annually among the Board of Directors and are to serve for one year terms. Officer elections will be done annually. Typically, the officer elections will be done in November or December, to coincide with the elections that occur every two years. This was discussed further under the discussions on by-laws. State statute requires officers to be elected annually.
- II. **Minutes Approval** – Jenny Hartung moved to approve the December 11, 2017, regular meeting minutes with one correction – the ending checking account balance should be \$20,973.82 (instead of \$20,937.82 – two numbers were transposed). Ron Schabot seconded. Motion carried unanimously.
- III. **Treasurer’s Report Acceptance / Bills** – Ron Schabot moved to accept the Treasurer’s Report and pay bills as presented. Jenny Hartung seconded. Motion carried unanimously. Pat Rannum installed a cattle guard on April Way. The description was incorrect on the agenda. Jenny Hartung moved to pay Cathey Consulting \$200 for March services. Ron Schabot seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$20,973.82
01/08/18 Deposit – Assessments	\$820.00
01/09/18 Deposit – Tegeler & Assoc. (refund of insur.)	\$1,281.00
02/20/18 Ck# 1459 – Pat Rannum – cattle guard install	\$648.00
02/20/18 Ck# 1460 – Quality Agg – Blade Roads	\$1,040.00
Checking Account Balance Prior to Meeting:	\$21,386.82

BILLS PAID AT THE CURRENT MEETING:

Ck#	Vendor	Purpose	Amount
1461	Cathey Consulting, LLC	Inv. 4238 – Dec. Adm./Books \$200.00	\$ 681.00
		Inv. 4280 – Jan. Adm./Books \$200.00	
		Inv.4296 – Director election mailing \$81.00	
		Inv. 4327- Feb. Adm./Books \$200.00	
1462	Local Gov’t Liab. Pool	Insurance 7/1/18-6/30/19	\$ 500.00
1463	Cathey Consulting, LLC	March Adm./Books	\$ 200.00

TOTAL BILLS PAID:	\$1,381.00
Bank Balance After Checks Written:	\$20,005.82
Receivables Balance: \$11,480.00	

IV. Unfinished Business

- a. Road Work – Approved at the October meeting: Two loads of rock on April Way (get the cattle guard installed first). The cattle guard has been installed. The road will be looked at this spring. This item will be removed from the agenda.
- b. 30 MPH sign to be installed on West Rustic Hills – Most of the signs have been installed. There is one sign left to be installed. This item will be removed from the agenda.
- c. The County Grant was approved 2/20/18 for \$7,769 (project cost of \$31,075). This project will go from where the work stopped with the last project to the cattle guard. The agreement was signed and will be returned to the County. Ron Schabot reported that the County Commissioners reminded him that this County grant money comes from the 1% sales tax.
- d. The current year budget (7/1/17 – 6/30/18) needs to be amended. – The following legal ad will run once before the hearing to amend the budget.

Rustic Hills Improvement and Service District will hold a hearing and meeting on Tuesday, May 29, 2018, 5:30 p.m. at the office of Cathey Consulting (400 South Gillette Avenue, Suite 106, Gillette – in the K2 Technologies Building – office entrance is on 4th Street across from Arrow Printing) to amend the 7/1/17 – 6/30/18 budget to allow for additional work this fiscal year. The amended budget will be as follows:

Total Revenue:	\$39,699 plus \$36,217 carryover = \$75,916
Total Expenses:	\$72,275
Admin:	\$2,700
Indirect:	\$1,500
Operations:	\$68,075

V. New Business

- a. The Local Government Liability Pool renewal application was signed and will be submitted.
- b. Budget for 7/1/18 – 6/30/19 – Cathey Consulting reported that the rate will increase by 5% for the next fiscal year. The budget was reviewed and discussed. The next anticipated project on the roads is from the mailboxes to the oil well. There may not be the funds this next fiscal year, however, so that project may wait until the following fiscal year. There was discussion on possibly scheduling a work day this spring or summer and doing some work around the mailboxes. The Board is hopeful that more people will attend the next meeting and provide input on what projects need to happen.
- c. There was discussion on getting an updated contact list. Jenny Hartung will go door-to-door to ask for phone numbers. Helenanne Cathey will send the current list to Jenny Hartung so that she can work on this.
- d. Clark Melinkovich from the County sent an e-mail regarding a concern from a landowner at 179 Rustic Hills Drive. The County went out to the site on March 23rd and made some recommendations. Ron Schabot reported on the history of this area. The water needs to go around the curve there to keep from eroding the road. The driveway needs a culvert. This came up at a previous meeting, and the residents did not think that the District should be installing homeowner culverts. Other residents have been responsible for their own culverts, and people are in agreement that culverts in driveways are the homeowner’s responsibility. The County recommended a few options, and all of the County’s recommendations are the responsibility of the landowner. None of these responsibilities are the District’s responsibilities. The landowner is welcome to come to the next meeting and talk about it.
- e. By-Laws – Helenanne Cathey pointed out a number of areas in the by-laws and rules that conflict with state statutes. There is a simpler set of by-laws that a number of Districts have adopted that will be e-mailed to the Board for review. This will be discussed further at the next meeting.

VI. Schedule next meeting date / time – The next meetings are scheduled for Tuesday, May 29, 2018, 5:30 p.m. (hearing to amend this year’s budget and regular meeting) and Friday, July 13, 2018, 5:30 p.m. (budget hearing and 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 adjourned the meeting at 6:55 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

Ron Schabot, President / 307-680-2459 / Date

Pat Rannum, Vice President / Date

Jennifer Nell Hartung, Secretary/Treasurer / 307-680-8881 / Date