

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, MAY 13, 2020, 4:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Jane Datisman, Pat Ranum
 Board Members Not Present: Ron Schabot
 Others Present: Helenanne Cathey, Helen Leong, Stephen Occhuzzo, Mark Robin,
 Char & Tom Mashak

Pat Ranum called the meeting to order at 4:01 p.m.

- I. **Minutes Approval** – Pat Ranum moved to approve the March 18, 2020, regular meeting minutes as presented. Jane Datisman seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Pat Ranum moved to accept the Treasurer’s Report and pay bills as presented. Jane Datisman seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$16,235.49
04/13/20 Ck# 1502 – Terrance Masteller – Blade roads	\$1,170.00
05/11/20 Deposit – Assessments	\$2,490.53
Checking Account Balance Prior to Meeting:	\$17,556.02

BILLS PAID AT CURRENT MEETING:

Ck#	Vendor	Purpose	Amount
1503	Cathey Consulting, LLC	Inv. 5241 – Mar. Adm./Books \$210.00	\$ 420.00
		Inv. 5459 – Apr. Adm./Books \$210.00	
1504	Local Gov’t Liab. Pool	Inv. 12629 – Insurance 7/1/20-6/30/21	\$ 500.00
TOTAL:			\$ 920.00
Bank Balance After Bills:			\$16,636.02
Receivables Balance: \$8,610.00			

III. **Unfinished Business**

a. By-Laws and Rules (6/26/19 meeting: Recommended tabling until January, 2020) – There was discussion on getting a committee together to work on this. The by-laws will be e-mailed to several people at the meeting who are interested in working on this project.

b. Road Work –

- 1) Three bids were received as follows:

Quality Ag	\$16,628.86
Fuller Construction	\$17,852.40
Terry Masteller	\$18,800.00

The County Grant was approved May 5, 2020, for \$5,262 for installation of two new culverts (intersection of Barefoot Drive and Rustic Hills Road West, and on Rustic Hills Road), placing 414 tons of Limestone W base and installing limestone riprap. Project cost estimate is \$16,629.00. Pat Ranum moved to authorize proceeding with the work with Quality Ag and sign the County grant agreement. Jane Datisman seconded. Motion carried unanimously. There was discussion on the roads.

- 2) October meeting discussion: The next time the main cattleguard at the entrance is cleaned out, it needs some repairs – replace the wood that is rotting, repairs to keep it from sinking, etc. Pat Ranum reported that he cleaned out the cattleguard the last time and he provided an update on the concerns with it. It doesn’t have to be done right away – maybe later this summer. This will be discussed at the next meeting.
- 3) 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.

- c. Budget – Review and update. The budget hearing was scheduled for July 1st. Pat Ranum moved to approve the preliminary budget as presented. Jane Datisman seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run at least a week prior to the budget hearing.

LEGAL NOTICE OF PUBLIC BUDGET HEARING RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT

Rustic Hills Improvement and Service District will hold a public hearing to review the 7/1/20 – 6/30/21 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Wednesday, July 1, 2020, at 4:00 p.m. Budget Summary:

Expenses: Administrative \$3,300 / Indirect \$650 / Operations \$44,672
Revenue and Rollover: \$48,622

Assessments will be the same as last year - \$820 per landowner (35 landowners). The complete proposed budget is available online at www.catheyconsulting.net – Rustic Hills meeting minutes for 05/13/20. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

- a. There was discussion on paying people for work that homeowners in the District do on the roads. Pat Ranum explained the reimbursement he has received for some of the work he has done and explained that he has done a lot of work without any compensation. He has basically asked for reimbursement for fuel at times.
- b. Mark Robin asked that the blade go all the way back when the contractor comes out and blades the road. He explained that he had asked them not to blade back to his house in the past, but he would now like them to come all the way back. He will call and talk to Ron Schabot since Ron usually calls the blade out.
- c. Steve Occhuizzo requested four loads of rock delivered to April Way for the bare spots. He will spread the rock if the District will deliver it. Pat Ranum moved to authorize getting four loads of rock after consulting with Ron Schabot to confirm it is needed. Jane Datisman seconded. Motion carried unanimously.

V. The next regular meeting and budget hearing is scheduled for Wednesday, July 1, 2020, 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).

VI. Adjourn – Pat Ranum adjourned the meeting at 4:41 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

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

Budget - Rustic Hills ISD - 7/1/2020 - 6/30/2021

Budget Hearing: Wednesday, July 1, 2020, 4:00 p.m. at office of Cathey Consulting / Mailing addr: #1 Rustic Hills Rd, Rozet, WY 82727

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
Revenue				
Assessments (35 lots assessed \$820 each)	28,700	28,700	28,700	28,700
Assessments - Interest	82	100	132	100
Grants - County	7,769	6,250	5,262	6,250
Other Revenue	550		0	
Receivables End of Prior FY		820		0
TOTAL REVENUE	37,101	35,870	34,094	35,050
CASH CARRYOVER	28,878	7,808	7,808	13,572
TOTAL REVENUE PLUS CASH CARRYOVER	65,979	43,678	41,902	48,622
Expenditures				
Administrative				
Contract Admin./Bookkeeping (210 X 12)	2,360	2,700	2,520	2,700
Contract Legal				
Office / Advertising / Postage	135	600	400	600
TOTAL ADMINISTRATIVE	2,495	3,300	2,920	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)		7,809		13,572
Blade Snow / Ice	350			
Road Upgrades / Repairs / Maintenance / Rock	22,520	6,705	8,463	6,100
Road Project (grant eligible.)	31,075	25,000	16,629	25,000
Other Road Related (cattleguards, fencing, etc.)			512	
Payables End of Prior FY		215		0
TOTAL OPERATIONS COSTS	53,945	39,729	25,604	44,672
TOTAL EXPENDITURES	57,066	43,679	29,150	48,622
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	57,066	43,679	29,150	48,622
Receivables Start of FY	1,230		820	
Payables Balance Start of FY	1,515		0	
	6/30/2018	6/30/2019 (EST)	6/30/2019	6/30/2020 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	28,878	7,808	7,808	13,572
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	28,878	7,808	7,808	13,572

35 x \$820
25% of grant elig.

CASH CARRYOVER

Receivables Balance End of FY	820			
Payables Balance End of FY	0			
End of Year Bank Balance	7,808		13,572	
Net per year (Revenue minus Expenses)	-19,965	0	4,944	0
Net (including cash carryover)	8,913	-1	12,752	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 / 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