

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Wednesday, May 24, 2023, 4:00 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Char Mashak, Ron Schabot, Koral Graham (joined by phone)
Others Present: Helenanne Cathey, Butch Schell, Sally Schell

This meeting was originally scheduled for Wednesday, May 17, 2023.

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

- I. Minutes Approval** – Ron Schabot moved to approve the March 22, 2023, regular meeting minutes as presented. Char Mashak seconded. Motion carried unanimously.
- II. 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. Char Mashak seconded. Motion carried unanimously.

| | |
|---|-------------|
| Checking Account Balance at the end of the last meeting: | \$42,846.26 |
| 04/03/23 Ck# 1557 – Melgaard Construction – Invoice 39435 | \$1,701.44 |
| Delivered rock | |
| 05/09/23 Deposit – Assessments | \$820.00 |
| Checking Account Balance Prior to Meeting: | \$41,964.82 |

BILLS PAID AT CURRENT MEETING:

| Ck# | Vendor | Purpose | Amount |
|------|------------------------|--|------------|
| 1558 | Cathey Consulting, LLC | Inv. 7005 – Mar. Adm./Books/Mailing \$225.00 | \$450.00 |
| | | Inv. 7051 – Apr. Adm./Books \$225.00 | |
| 1559 | Local Gov’t Liab. Pool | Inv. 14461 – Insurance 7/1/23 – 6/30/24 | \$500.00 |
| 1560 | Terrance Masteller | Inv. 264702 –Blade snow 4/5/23 \$200.00 | \$1,050.00 |
| | | Inv. 264703 –Blade bad spots in roads \$400.00 | |
| | | Inv. 264704 – Blade roads \$450.00 | |

| | |
|---|--------------------|
| TOTAL: | \$2,000.00 |
| Bank Balance After Bills: | \$39,964.82 |
| Receivables Balance: \$7,790.00 (Assessments) | |

III. Unfinished Business

- a. Dust Control / Rock / County Grant application**
 - 1) \$21,200 (Quality Ag – re-crown/blade all roads, add 600 tons W-base in the first two miles where needed)
 - 2) \$14,000 (Dustbusters – Apply dust control to two miles of the most heavily travelled roads to reduce dust and help bind the material in the road, holding the material on the road and prolonging the life of the road)

\$35,200.00 TOTAL
\$8,800 – County grant
\$26,400 will be the net cost to the district after grant reimbursement is received

The County has approved the grant application. Ron Schabot moved to authorize the road work (Quality Ag and Dustbusters) and approve the grant agreement. Koral Graham seconded. Motion carried unanimously.

- b. Budget for 7/1/23 – 6/30/24** – Char Mashak moved to approve the proposed budget and run the following legal ad on July 11, 2023. Ron Schabot seconded. Motion carried unanimously. The budget is attached to these minutes.

**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 7/1/23 – 6/30/24 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 19, 2023, at 4:00 p.m. Budget Summary:

Expenses: Administrative \$3,300 / Indirect \$650 / Operations \$52,433
Revenue and Rollover: \$56,383

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 05/24/23. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

- a. Ron Schabot moved to update the signature card at the bank, adding Koral Graham and removing Jane Datisman. Char Mashak seconded. Motion carried unanimously. A letter was signed to take to the bank.
- b. Director Election (November 7, 2023 – Schabot, Graham (Datisman)) – The following legal ad will run in the News-Record on July 11, 2023:

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

Public Notice is hereby given that on Tuesday, November 7, 2023, 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 7, 2023, 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 9, 2023, and August 29, 2023. 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.

Koral Graham, Secretary/Treasurer / Filing Officer
Rustic Hills Improvement & Service District

- c. There was discussion on when the road work will be done. Ron Schabot will contact Quality Ag to schedule the road work. Hopefully it will be done in early June. There was discussion on a few muddy spots on the roads. This is the first year the District has used the dust control (mag chloride) product.
- d. A reminder for everyone to get their house numbers posted on the road. If emergency vehicles have to travel out there, it is really helpful to have address numbers posted.
- e. There was discussion on an updated homeowner list. Char Mashak will contact a few homeowners for whom we don't have e-mails. It saves the District money to send minutes by e-mail rather than regular mail.

V. **Next meeting: Wednesday, July 19, 2023, 4:00 p.m. (Budget Hearing / 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).**

VI. **Adjourn** – Ron Schabot adjourned the meeting at 4:23 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

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

Char Mashak, Vice President / 307-660-8302 / Date

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) | Budget | Actual (EST) | Budget |
|---|------------------|------------------------|------------------|------------------------|
| | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 | 7/1/21 - 6/30/22 | 7/1/22 - 6/30/23 |
| Revenue | | | | |
| 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 |
| TOTAL REVENUE | 28,754 | 37,550 | 37,507 | 35,050 |
| CASH CARRYOVER | 23,710 | 36,285 | 36,752 | 21,333 |
| TOTAL REVENUE PLUS CASH CARRYOVER | 52,464 | 73,835 | 74,259 | 56,383 |
| Expenditures | | | | |
| Administrative | | | | |
| Contract Admin./Bookkeeping (\$225/mo.) | 2,635 | 2,700 | 2,700 | 2,700 |
| Contract Legal | | | | |
| Office / Advertising / Postage | 461 | 600 | 250 | 600 |
| TOTAL ADMINSTRATIVE | 3,096 | 3,300 | 2,950 | 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. 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 |
| TOTAL OPERATIONS COSTS | 13,548 | 69,885 | 48,095 | 52,433 |
| TOTAL EXPENDITURES | 17,270 | 73,835 | 51,671 | 56,383 |
| Capital Improvements / Reserves | | | | |
| Deposits into Reserves | | | | |
| Payments from Reserves | | | | |
| TOTAL DEPOSITS TO RESERVES | 0 | 0 | 0 | 0 |
| TOTAL EXP. PLUS NET RESERVES | 17,270 | 73,835 | 51,671 | 56,383 |
| Receivables Start of FY | 820 | | 0 | |
| Payables Balance Start of FY | 517 | | 1,255 | |
| | 6/30/2021 | 6/30/2022 (EST) | 6/30/2022 | 6/30/2023 (EST) |
| BEGINNING OF FISCAL YEAR BALANCES | | | | |
| GENERAL FUNDS | 23,710 | 36,285 | 36,752 | 21,333 |
| RESERVES BALANCES | | | | |
| RESTRICTED FUND BALANCES | | | | |
| TOTAL FUNDS BEGINNING OF YEAR | 23,710 | 36,285 | 36,752 | 21,333 |
| 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 | |
| Total | 29180 | 5.53 | |