

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

Tuesday, May 28, 2024, 4:00 p.m.

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

Board Members Present: David Hansen, Char Mashak, Mark Robin
Others Present: Helenanne Cathey

Mark Robin called the meeting to order at 4:00 p.m.

This meeting was originally scheduled for May 22nd but due to a lack of a quorum was rescheduled to today.

- I. Minutes Approval** – David Hansen moved to approve the March 26, 2024, regular meeting minutes as presented. Mark Robin seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Mark Robin 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:	\$31,260.37
04/08/24 Deposit – Assessments	\$820.00
05/08/24 Deposit – Assessments	\$820.00
Checking Account Balance Prior to Meeting:	\$32,900.37

BILLS PAID AT CURRENT MEETING:

Ck#	Vendor	Purpose	Amount
1576	Cathey Consulting, LLC	Inv. 7535 – Mar. Adm./Books \$225.00	\$450.00
		Inv. 7578 – Apr. Adm./Books \$225.00	
1577	Local Gov’t Liab. Pool	Inv. 15102 – Insurance 7/1/24 – 6/30/25	\$600.00
1578	Quality Agg & Constr. Inc.	Inv. 51670 – 230.61 tons W-base hauled in, Blade & Roller	\$9,474.70
1579	Terrance Masteller	Inv. 264712 – 4/3/24 Blade roads	\$990.00
TOTAL:			\$11,514.70
Bank Balance After Bills:			\$21,385.67
Receivables Balance: \$6,560 (Assessments)			

- III. Unfinished Business**
 - a. County / Road Maintenance / Ron Schabot / Doug Kissack / Easement / Request to the County that they take over the road from the mailboxes to the cattleguard – This was discussed at the November 8, 2023, meeting. There was no update at this meeting, but the item will be left on the agenda.
 - b. 1/22/24 – Discussions on the oil company not paying anything for using the roads in the District. Mark Robin is investigating. No update.
 - c. Road work for 2024 / Dust Control – Quality Agg was paid at this meeting. Dust control was sprayed today.
 - d. Load of sand authorized at the last meeting in January – This will be removed from the agenda.
 - e. Budget for 7/1/24 – 6/30/25 – The budget was reviewed. Mark Robin moved to approve the proposed budget and run the following legal ad in the News-Record on July 2, 2024. Char Mashak 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 7/1/24 – 6/30/25 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 17, 2024, at 4:00 p.m. Budget Summary:

Expenses: Administrative \$3,600 / Indirect \$726 / Operations \$72,156
Revenue and Rollover: \$76,482

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 05/22/24. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

- a. Mark Robin will work on getting quotes by October to get a grant application submitted for next year's work. The County ran out of grant money this year. There was discussion on next year's road project.

V. Next meeting: WEDNESDAY, JULY 17, 2024, 4:00 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).

The consensus is to hold meetings the fourth Tuesday of every other month (odd months – January, March, May, July, September, November)

2024 Meetings:

WEDNESDAY, JULY 17, 2024, 4:00 p.m. (Budget Hearing and Regular Meeting)

Tues., Sept. 24, 2024, 4:00 p.m. Tues., Nov. 26, 2024, 4:00 p.m.

VI. Adjourn – Mark Robin moved to adjourn the meeting. David Hansen seconded. The meeting was adjourned at 4:22 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

Mark Robin, President / 307-689-1597 / Date

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

David Hansen, Secretary/Treasurer / 307-689-4071 / Date

Budget - Rustic Hills ISD - 7/1/24 - 6/30/25

Budget Hearing: Wednesday, July 17, 2024, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24	Actual (EST) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25
CASH CARRYOVER	36,752	21,333	47,775	37,682
Revenue				
Assessments	28,700	28,700	28,700	28,700
Assessments - Interest	27	100	52	100
Grants - County	8,248	6,250	0	10,000
TOTAL REVENUE	36,975	35,050	28,752	38,800
TOTAL REVENUE PLUS CASH CARRYOVER	73,727	56,383	76,527	76,482
Expenditures				
Capital Expenditures				
Administrative	2,906	3,300	3,532	3,600
Operations	48,102	52,433	7,650	72,156
Indirect	626	650	726	726
TOTAL EXPENDITURES	51,634	56,383	11,908	76,482
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	0		8,248	
Payables Balance Start of FY	1,255		35,185	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	36,752	21,333	47,775	37,682
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	36,752	21,333	47,775	37,682

Receivables Balance End of FY	8,248			
Payables Balance End of FY	35,185			
End of Year Bank Balance	47,775		37,682	

Net per year (Revenue minus Expenses)	22,093	0	64,619	0
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Budget Message: The District manages and maintains the roads. Rates are anticipated to stay the same. The District has no reserves at this time.

Board Member Signature _____

Board Member Signature _____

Directors: Mark Robin (Pres.) and David Hansen (Sec./Treas.) terms end Nov., 2027 / 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
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

5,280 feet in a mile