

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
TUESDAY, MAY 29, 2018, 5:00 P.M.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Ron Schabot, Jenny Hartung, Pat Ranum  
Others Present: Helenanne Cathey, Helen Leong, Steve Occhuzzo, Gary Hartung, Tom Mashak, Char Mashak

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

**BUDGET HEARING TO AMEND 7/1/17-6/30/18 BUDGET**

The updated numbers for the budget were reviewed and discussed. There was an opportunity for public comment. There was discussion on the road project. It is the recommended road project and County grant that puts the budget numbers over what was originally budgeted. Ron Schabot adjourned the budget hearing and called to order the regular meeting at 5:35 p.m.

**REGULAR MEETING**

- I. **Minutes Approval** – Jenny Hartung moved to approve the March 26, 2018, regular meeting minutes as presented. Ron Schabot seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed and discussed. Ron Schabot moved to accept the Treasurer’s Report and pay bills as presented. Jenny Hartung seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$20,005.82
03/27/18 Ck# 1465 – Quality Agg – Inv. 36499 – road work	\$1,115.00
04/02/18 Ck# 1466 – Gillette News-Record- Ad 00338019	\$72.07
04/09/18 Deposit – Assessments	\$410.00
05/10/18 Deposit – Assessments	\$5,330.00
Checking Account Balance Prior to Meeting:	\$24,558.75

**BILLS PAID AT THE CURRENT MEETING:**

Ck#	Vendor	Purpose	Amount
1464	Cathey Consulting, LLC	Inv. 4407 – Apr. Adm./Books	\$ 211.50
1467	Gillette News-Record	Ad 00340226 – Amend Budget	\$ 34.41
<b>TOTAL BILLS PAID:</b>			<b>\$ 245.91</b>
<b>Bank Balance After Checks Written:</b>			<b>\$24,312.84</b>
<b>Receivables Balance: \$5,740.00</b>			

There was discussion on doing the road project in the fall instead of this spring. There will be about \$5,000 left in the account after the road project. The County was very supportive of the project and a reminder that the grant comes from the 1% sales tax. If that doesn’t pass, the grant program will go away. Jenny Hartung moved to postpone the road project until the fall (from the S Curve to the Rustic Hills auto gate). Pat Ranum seconded. Motion carried unanimously.

There was discussion on rock that will be delivered on April Way. There was an approval for a couple of loads delivered. It’s kind of muddy on both sides of the cattle guard, and there are a couple of other spots. There was discussion on if it is two belly dump loads or two end dump loads. There was discussion on using crushed concrete or J base. Jenny Hartung moved to allow Ron Schabot to make the decision on end dump or belly dump and handle the rock on April Way. Pat Ranum seconded. Motion carried unanimously.

**III. Unfinished Business**

- a. County Grant approved 2/20/18 for \$7,769 (project cost of \$31,075). This will be done in the fall.
- b. Ron Schabot moved to amend the current year budget (7/1/17 – 6/30/18) for \$75,916 as discussed and as listed below. Jenny Hartung seconded. Motion carried unanimously. The amended budget is attached to these minutes.

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

- c. Updated contact list – A survey / questionnaire will be developed and information gathered from landowners. In order to keep costs down, the District would like to communicate via e-mail because Cathey Consulting charges \$2 per envelope to mail minutes. Helen Leong, Char Mashak, Jenny Hartung and Helenanne Cathey will meet on Wednesday, June 13<sup>th</sup> at 3:00 p.m. at the office of Cathey Consulting to develop a survey. Helen, Char and Jenny will work on gathering information from landowners in the District.
- d. By-Laws and Rules – There was discussion on amending the by-laws to get them up-to-date with current statutes. These will be worked on over time.
- e. Budget for 7/1/18 – 6/30/19 – The budget was reviewed and updated. Ron Schabot moved to approve the preliminary budget as discussed. Pat Ranum seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record as follows 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 7/1/18 – 6/30/19 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 4<sup>th</sup> Street across from Arrow Printing) on Friday, July 13, 2018, at 5:30 p.m. Budget Summary:

Expenses: Administrative \$3,300 / Indirect \$650 / Operations \$35,347  
Revenue and Rollover: \$39,297

Assessments will be the same as last year - \$820 per landowner (35 landowners). The complete proposed budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Rustic Hills meeting minutes for 05/29/18. 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 the roads and a few muddy spots throughout the District.
  - b. Ron Schabot moved to add Pat Ranum to the checking account and remove Stephanie Dickenson. Motion carried unanimously.
- V. Schedule next meeting date / time – The next meeting is scheduled for Friday, July 13, 2018, 5:30 p.m. (budget hearing and regular meeting) and Tuesday, September 11, 2018, 5:30 p.m. at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (City Hall Mall / K2 Technologies building – entrance is on 4<sup>th</sup> Street across from Arrow Printing).**
- VI. Adjourn – Ron Schabot adjourned the meeting at 6:30 p.m.**

Respectfully Submitted,  
Helenanne Cathey, Assistant to the Board

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

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Pat Ranum, Vice President / 307-680-2565 / Date

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

**Budget - Rustic Hills ISD - 7/1/17 - 6/30/18 AMENDED 5/29/18**

		<b>Budget (AMENDED 5/29/18)</b>
		<b>7/1/17 - 6/30/18</b>
<b>Revenue</b>		
Assessments (35 lots assessed \$820 each)		28,700
Previous Year Assessments		2,050
Assessments - Interest		180
Grants - County		7,769
Other Revenue		1,000
<b>TOTAL REVENUE</b>		<b>39,699</b>
<b>CASH CARRYOVER</b>		<b>36,217</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>		<b>75,916</b>
<b>Expenditures</b>		
<b>Administrative</b>		
Contract Admin./Bookkeeping (200 X 12)		2,400
Contract Legal		
Office / Advertising / Postage		300
<b>TOTAL ADMINSTRATIVE</b>		<b>2,700</b>
<b>Indirect</b>		
Insurance - Bond		126
Insurance - Directors & Officers/Liability		1,374
<b>TOTAL INDIRECT COSTS</b>		<b>1,500</b>
<b>Operations</b>		
Blade Snow		
Road Upgrades / Repairs / Maintenance / Rock		36,000
Road Project (grant eligible.)		31,075
Other Road Related (cattleguards, fencing, etc.)		1,000
<b>TOTAL OPERATIONS COSTS</b>		<b>68,075</b>
<b>TOTAL EXPENDITURES</b>		<b>72,275</b>
<b>Capital Improvements / Reserves</b>		
Deposits into Reserves		
Payments from Reserves		
<b>TOTAL DEPOSITS TO RESERVES</b>		<b>0</b>
<b>TOTAL EXP. PLUS NET RESERVES</b>		<b>72,275</b>
<b>Receivables Start of FY</b>		
<b>Payables Balance Start of FY</b>		
		<b>7/1/2017</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>		
<b>GENERAL FUNDS</b>		36,217
<b>RESERVES BALANCES</b>		
<b>RESTRICTED FUND BALANCES</b>		
<b>TOTAL FUNDS BEGINNING OF YEAR</b>		<b>36,217</b>

X

Board Member Signature

X

Board Member Signature

Budget - Rustic Hills ISD - 7/1/18 - 6/30/19					
Budget Hearing Friday, July 13, 2018, 5:30 p.m. at office of Cathey Consulting / #1 Rustic Hills Rd, Rozet, WY 82727					
	Actual	Budget (AMENDED 5/29/18)	Actual (EST.)	Budget	
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19	
<b>Revenue</b>					
Assessments (35 lots assessed \$820 each)	27,582	28,700	28,700	28,700	35 x \$820
Previous Year Assessments		2,050	2,050		
Assessments - Interest		180	180		
Grants - County	5,862	7,769	7,769	6,250	25% of grant elig.
Other Revenue		1,000	1,000		
<b>TOTAL REVENUE</b>	<b>33,444</b>	<b>39,699</b>	<b>39,699</b>	<b>34,950</b>	
<b>CASH CARRYOVER</b>	<b>39,448</b>	<b>36,217</b>	<b>36,217</b>	<b>4,347</b>	
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>72,892</b>	<b>75,916</b>	<b>75,916</b>	<b>39,297</b>	
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping (210 X 12)		2,400	2,200	2,700	5% increase (\$2,520)
Contract Legal					
Office / Advertising / Postage	215	300	300	600	
<b>TOTAL ADMINISTRATIVE</b>	<b>215</b>	<b>2,700</b>	<b>2,500</b>	<b>3,300</b>	
<b>Indirect</b>					
Insurance - Bond	126	126	126	150	
Insurance - Directors & Officers/Liability	1,141	1,374	1,068	500	
<b>TOTAL INDIRECT COSTS</b>	<b>1,267</b>	<b>1,500</b>	<b>1,194</b>	<b>650</b>	
<b>Operations</b>					
Misc. (Cash Carryover less amt. needed for project)				4,347	
Blade Snow					
Road Upgrades / Repairs / Maintenance / Rock	35,192	36,000	36,000	6,000	
Road Project (grant eligible.)		31,075	31,075	25,000	(Grant)
Other Road Related (cattleguards, fencing, etc.)		1,000	800		
<b>TOTAL OPERATIONS COSTS</b>	<b>35,192</b>	<b>68,075</b>	<b>67,875</b>	<b>35,347</b>	
<b>TOTAL EXPENDITURES</b>	<b>36,674</b>	<b>72,275</b>	<b>71,569</b>	<b>39,297</b>	
<b>Capital Improvements / Reserves</b>					
Deposits into Reserves					
Payments from Reserves					
<b>TOTAL DEPOSITS TO RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>36,674</b>	<b>72,275</b>	<b>71,569</b>	<b>39,297</b>	
<b>Receivables Start of FY</b>					
<b>Payables Balance Start of FY</b>					
	<b>7/1/2016</b>	<b>7/1/2017</b>	<b>7/1/2017</b>	<b>7/1/18 (EST)</b>	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
<b>GENERAL FUNDS</b>	39,448	36,217	36,217	4,347	<b>CASH CARRYOVER</b>
<b>RESERVES BALANCES</b>					
<b>RESTRICTED FUND BALANCES</b>					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>39,448</b>	<b>36,217</b>	<b>36,217</b>	<b>4,347</b>	
<b>Receivables Balance End of FY</b>					
<b>Payables Balance End of FY</b>					
End of Year Bank Balance	36,218		4,347		
Net per year (Revenue minus Expenses)	-3,230	-32,576	-31,870	0	
Net (including cash carryover)	36,218	3,641	4,347	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 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.

**NOTES / POTENTIAL PROJECTS:**

Schedule a workday and work around the mailboxes. 7/1/18 - 6/30/19