

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Thursday, May 6, 2021, 4:00 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Jane Datisman, Pat Ranum, Ron Schabot
Others Present: Helenanne Cathey, Helen Leong, Stephen Occhuizzo

Ron Schabot called the meeting to order at 4:00 p.m.

- I. **Minutes Approval** – Ron Schabot moved to approve the March 17, 2021, regular meeting minutes as presented. Jane Datisman seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. There was discussion on the bills. Rock was put down by the mailboxes because it was getting pretty bad there. Ron Schabot moved to accept the Treasurer’s Report and pay bills as presented, including a bill for Terrance Masteller for blading roads that was received after the agenda was distributed. Pat Ranum seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$23,630.63
04/05/21 Ck# 1518 – Kuhbacher Trucking – Inv. 12101 – 29.54 tons J Base hauled	\$972.64
04/05/21 Ck # 1519 – Quality Agg & Constr. – Inv. 44077 – 275.27 tons J Base/equip.	\$6,100.24
04/06/21 Ck# 1520 – Terry Masteller – Inv. 605819 – Spread gravel & blade (3 hrs)	\$270.00
04/12/21 Deposit – Assessments	\$1,230.00
Checking Account Balance Prior to Meeting:	\$17,517.75

BILLS PAID AT CURRENT MEETING:

<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1521	Cathey Consulting, LLC	Inv. 5952 – Mar. Adm./Books/Mailing \$249.95	\$511.05
		Inv. 5961 – Check process between mtgs. \$50.00	
		Inv. 6001 – Apr. Adm./Books \$211.10	
1522	Quality Agg & Construction	Inv. 45020 – Rip Rap / Hauling \$667.00	\$1,172.47
		Inv. 45038 – 22.83 tons W base / hauling \$505.47	
1523	Terrance Masteller	Inv. 605820 – 4/21 – Blade road	\$360.00
TOTAL:			\$2,043.52

Bank Balance After Bills: \$15,474.23

Receivables Balance: \$9,020 (Assessments)

III. Unfinished Business

- a. **By-Laws and Rules** – The current by-laws are not compliant with state statutes, so a revised set of by-laws has been drafted and was e-mailed and mailed in March. These by-laws were originally drafted by an attorney, and Helenanne Cathey advised that a number of the Districts for whom she provides services use these by-laws. They come right from the state statutes. There was an opportunity for public comment at this meeting. One comment was received via e-mail:

- 1) So, in other words, our three member board can do pretty much anything they want and we as the property owners either have to pay or get a lien against our property without and do process? I won't agree to this!!!! The way it was before, special assessments etc. Had to be by majority agreement of the property owners, not two out of three board members! A lien against my property does not set well at all either!! (Ken and Pat Fox)

There was discussion. The by-laws don't really change a lot from the way they work now. The District has been assessing on taxes for quite a few years, and any unpaid tax assessment would result in a tax lien against a property. These by-laws don't change that. The District has regular meetings, and any rate increase would be discussed at meetings and would be approved as part of the budgeting process. Residents are encouraged to attend meetings. The by-laws will be considered for adoption at the July meeting.

- b. Road Work – Authorized at prior meetings:
 - 1) Rock on Rustic Hills Road West – 12 belly dumps W Base approved at 3/17/21 meeting – This is done.
 - 2) Rock on Rustic Hills Road East – 2 end dumps W Base approved at 3/17/21 meeting – This is done.
 - 3) Blading approved to spread rock 3/17/21 – This is done.
 - 4) October meeting discussion: The next time the cattleguard is cleaned out, it needs some repairs – replace the wood that is rotting, repairs to keep it from sinking, etc. (Pending)
 - 5) 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. (Pending)
- c. Budget for 7/1/21 – 6/30/22 – The budget was reviewed. Ron Schabot moved to approve the proposed budget as discussed. Pat Ranum seconded. Motion carried unanimously. The proposed budget is attached to these minutes. The following legal ad will run in the News-Record on June 22, 2021.

**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 7/1/21 – 6/30/22 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 Tuesday, July 6, 2021, at 4:00 p.m. Budget Summary:

Expenses: Administrative \$3,300 / Indirect \$650 / Operations \$61,902
Revenue and Rollover: \$65,852

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 05/06/20. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

- a. Director election November 2, 2021 (Ranum – 4 year term) – The following legal ad will run in the News-Record on July 6, 2021.

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

Public Notice is hereby given that on Tuesday, November 2, 2021, an election shall be held for the purpose of electing one director to serve a four year term 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 2, 2021, 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 4, 2021, and August 24, 2021. 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.

Jane Datisman, Secretary/Treasurer / Filing Officer
Rustic Hills Improvement & Service District

- b. The trees branches that are hanging over the road on Rustic Hills East are getting to be a problem on that road, but they are too high to get to them without a manlift. Ron Schabot offered to rent a manlift and do the work if the District would pay \$100 to help with the cost. Pat Ranum moved to pay \$100 to Ron Schabot for the manlift and cutting the branches back. Jane Datisman seconded. Motion carried unanimously.
- c. There was discussion on roads. As dry as it is, it doesn't make sense to do much on the roads right now. There is about 200 yards on Rustic Hills Road West that gets pretty muddy and could use some rock. Drainage at 179 Rustic Hills Road needs some work. The culvert needs to be dug out again. A concern was noted that past there the creek drainage has eroded the sides of the road a bit. A suggestion was made to put reflector posts up or put up a one-way sign or some kind of barrier. It's a fairly good drop off the sides.

V. The next regular meeting is scheduled for Tuesday, July 6, 2021, 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).

VI. Adjourn – Ron Schabot adjourned the meeting at 4:32 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 - 7/1/2021 - 6/30/2022

Budget Hearing: Tuesday, July 6, 2021, 4:00 p.m. at office of Cathey Consulting / Mailing addr: #1 Rustic Hills Rd, Rozet, WY 82727

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Revenue				
Assessments (35 lots assessed \$820 each)	28,700	28,700	28,700	28,700
Assessments - Interest	136	100	43	100
Grants - County	5,249	6,250		6,250
Other Revenue	0		0	
Receivables End of Prior FY		6,478		6,478
TOTAL REVENUE	34,085	41,528	28,743	41,528
CASH CARRYOVER	7,808	24,019	24,019	24,324
TOTAL REVENUE PLUS CASH CARRYOVER	41,893	65,547	52,762	65,852
Expenditures				
Administrative				
Contract Admin./Bookkeeping (210 X 12)	2,520	2,700	2,570	2,700
Contract Legal				
Office / Advertising / Postage	374	600	150	600
TOTAL ADMINISTRATIVE	2,894	3,300	2,720	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)		11,213		11,518
Blade Snow / Ice				
Road Upgrades / Repairs / Maintenance / Rock	10,682	6,100	12,286	6,100
Road Project (grant eligible.)	16,574	25,000		25,000
Other Road Related (cattleguards, fencing, etc.)	513			
Payables End of Prior FY		19,284		19,284
TOTAL OPERATIONS COSTS	27,769	61,597	12,286	61,902
TOTAL EXPENDITURES	31,289	65,547	15,632	65,852
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	31,289	65,547	15,632	65,852
Receivables Start of FY	820		6,478	
Payables Balance Start of FY	210		19,284	
	6/30/2019	6/30/2020 (EST)	6/30/2020	6/30/2021 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	7,808	24,019	24,019	24,324
RESERVES BALANCES				
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	7,808	24,019	24,019	24,324
Receivables Balance End of FY	6,478			
Payables Balance End of FY	19,284			
End of Year Bank Balance	24,020		24,324	
Net per year (Revenue minus Expenses)	2,796	-12,806	13,111	-12,806
Net (including cash carryover)	10,604	0	37,130	0

35 x \$820
25% of grant elig.

CASH CARRYOVER

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

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.