

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

Wednesday, November 8, 2023, 4:00 p.m.

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

Board Members Present: Char Mashak,
Current / Outgoing Board Members: Koral Graham, Ron Schabot
Newly Elected Board Members: David Hansen, Mark Robin
Others Present: Helenanne Cathey, John Graham, Julie Robin

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

- I. Minutes Approval** – Ron Schabot moved to approve the September 21, 2023, regular meeting minutes as presented. Koral Graham 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. Koral Graham seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:	\$20,018.44
10/10/23 Deposit – Assessments \$2,050.00	
Checking Account Balance Prior to Meeting:	\$22,068.44

BILLS PAID AT CURRENT MEETING:

<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1570	Cathey Consulting, LLC	Inv.7266 – Sept. Adm./Books \$225.00	\$648.65
		Inv. 7284 – Director election mailing \$198.65	
		Inv. 7317 – Oct. Adm./Books \$225.00	
1571	Gillette News-Record	Inv. 12997 – Director election legal ad \$111.80	\$111.80
		Late fee - \$1.68 for director election ad	
		Credit late fee - -\$1.68 for director election ad	
1572	Quality Agg & Construction	Inv. 50441 – 46.56 tons W-base \$1,551.20	\$6,149.80
		Inv. 50481 – 160.18 tons W-base \$4,598.60	
1573	Terrance Masteller	Blade roads & show trucks where to put rock	\$1,500.00
TOTAL:			\$8,410.25
Bank Balance After Bills:			\$13,658.19

Receivables Balance: \$26,650 (Assessments)

- III. Unfinished Business**
 - a.** County / Road Maintenance / Ron Schabot contacted his neighbor, Doug Kissack regarding an easement for a County Road. Ron Schabot explained that when he split his property, the County asked for a right-of-way through his property because someday they wanted to run a County road through there. He granted the easement through his property. Ron Schabot talked to his neighbor (Doug Kissack) to see if they would grant a 60’ easement through his property to allow the County to take over the road. Doug Kissack said he would think about granting the 60’ easement through his property, but he would want compensation for it. He said that he would get back with Ron Schabot, but he hasn’t yet. This is only where the process would start. The next step would be to go to the County Commissioners meeting to see if the County would be willing to take over the road from the mailboxes to the cattleguard.
- IV. New Business**
 - a.** Ron Schabot reported on a letter provided by a homeowner regarding controlling Canadian thistles. Ron Schabot has been spraying along the roads every year. People can go to Weed & Pest to get the spray – You take your container in there and they will add chemical for you (Milestone).
 - b.** The roads haven’t been mowed this year. If anyone can get out there with their mowers and mow, it would be helpful to keep the roads from drifting as much. Char Mashak will contact County Road and Bridge to see if they will come out and mow.

- c. There was discussion on dust control that was done this spring. It looks like it held up well this year on the roads and it was suggested that the District may want to apply dust control again next year.
- d. A big thank you to Ron Schabot for all of his years of service on the Board!
- e. Director Election (November 7, 2023 – Schabot, Graham) – Ballots were canvassed by Helenanne Cathey, Char Mashak, Ron Schabot, and Koral Graham. Results:

David Hansen 20 votes
Mark Robin 18 votes

- f. Oaths of Office – David Hansen and Mark Robin completed their oaths of office and took over the running of the meeting.
- g. Annual Election of Officers – Char Mashak moved to have the following slate of officers: Mark Robin, President / Char Mashak, Vice President / David Hansen, Secretary/Treasurer. Mark Robin seconded. Motion carried unanimously.
- h. David Hansen moved to update the signature card at the bank, removing Ron Schabot and Koral Graham and adding David Hansen and Mark Robin. Char Mashak seconded. Motion carried unanimously.
- i. There was discussion on what is expected of Board members and a brief introduction on the requirements for running the Improvement and Service District.

V. Next meeting: Monday, January 22, 2024, 4:00 p.m. (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 – The meeting adjourned at 4:48 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

Mark Robin, President / 307-670-1375 / Date

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

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