

**RUSTIC HILLS IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, OCTOBER 4, 2017, 5:00 P.M.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

Board Members Present: Ron Schabot, Stephanie Dickenson, Jenny Hartung
 Others Present: Helenanne Cathey, Helen Leong, Steve Oahuizzo, Frank Dickenson,
 Charlene Mashak, Cliff Hill, Hermina Hess, Pete Peterson, Gary Hartung, Julie Baysinger

Ron Schabot called the meeting to order at 5:10 p.m.

- I. Minutes Approval** – Jenny Hartung moved to approve the July 25, 2017, regular meeting minutes with the date corrected (minutes showed a date of July 22, but the actual date was July 25). Stephanie Dickenson seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance / Bills** – Jenny Hartung moved to accept the Treasurer’s Report and pay bills as presented. Stephanie Dickenson seconded. Motion carried unanimously.

Checking Account Balance at the end of the last meeting:		Not Available
06/30/17 Balance Forward		\$36,217.050
07/10/17 Ck# 1442 – Terrence Masteller – remove Cattleguard, clean and replace	\$400.00	
07/10/17 Ck# 1443 – Quality Agg & Construction - Road work	\$14,159.52	
07/25/17 Ck# 1444 – Quality Agg & Construction - Road work	\$1,060.00	
07/25/17 Ck# 1445 – C N A Surety – Bond	\$126.00	
07/25/17 Ck# 1446 – Gillette News-Record legal ad	\$10.31	
8/09/17 Deposit – Assessments		\$2,177.80
Checking Account Balance as of 8/9/17:		\$22,639.02

BILLS PAID SINCE JULY AND AT THE CURRENT MEETING:

Ck#	Vendor	Purpose	Amount
1447	Pacific Steel & Recycling	Culverts	\$ 654.73
1448	Quality Agg & Construction	Road work	\$ 985.00
1449	Tegeler & Associates	Insurance	\$1,515.00
1450	Terrance Masteller	Remove old culvert and replace	\$1,080.00
1451	Cathey Consulting, LLC	Inv. 4063 – Aug Adm./Books	\$ 400.00
		Inv. 4104 – Sep. Adm./Books	\$200.00

Bank Balance After Checks Written: \$18,004.29
Receivables Balance: \$28,700.00

III. Unfinished Business

a. Road Work –

A homeowner asked why road work was done the way it was done after the last meeting. Ron Schabot reported that Butch Schell flagged the area that needed worked on, and 5 loads were brought in for that area. A homeowner requested more rock on East Rustic Hills Road. Last year at the Y, there was rock hauled in toward Schell’s. The culvert was done. Right on the Y it gets really muddy (where it turns right). Also where the rock ended around the pond, it gets muddy up to the Y. The culvert that got put in – on the discharge spot there is a low spot where the water is gathering. Ron Schabot will go and cut the ditch to drain properly.

A trucking company hauled in a modular home this week, and it tore up the road really bad. There was discussion on getting the trucking company to pay for the repair costs. Ron Schabot will talk about it with the homeowner. Frank Dickenson has the contact information for the trucking company, so the District can contact them if needed. The consensus is to have Ron Schabot work to get the District compensated for the damage to the road.

There was discussion on Barefoot Drive. There have been no complaints. There was no one at the meeting that lives on that street.

Ron Schabot will call the County to see if they will spread rock that is delivered.

Stephanie Dickenson moved to get one load of rock on the Gutsche East Rustic Hills area, two loads of rock on April Way (get the cattle guard installed first). Jenny Hartung seconded. There was discussion. Stephanie Dickinson moved to amend the motion to include one load of rock at the top of Rustic Hills West if needed and also a load of rock at the bottom of Rustic Hills at Snell's and also a load just up the hill above the new culvert. (Total of 6 loads). Jenny Hartung seconded. Motion carried unanimously.

There is still a bill coming from Quality Agg from a few weeks ago plus the work this week with blading and 5 loads of rock for the area torn up by the trucking company hauling in the modular home.

- b. 30 MPH signs were received (4 of them). Gary Hartung got them from the County. There was discussion on the locations for installing the signs – one on the way into the development just past the mailboxes, one at the auto gate; then coming back out of the development – one at the top of the big hill on Rustic Hills and the fourth one at the very top before they come down the hill (on West Rustic Hills).
- c. County Grant to finish the road work from the curve at the top of the hill to the cattle guard (beginning of development) – This was discussed at the last meeting. Ron Schabot reported that he met with the County after the last meeting and is working on getting bids. Helenanne Cathey will write the grant when the bids are received.

IV. New Business

- a. Liability Insurance – The District's insurance was renewed to keep coverage on the District, but the cost increased by about 50%. Jenny Hartung moved to change the liability insurance from what it is currently (cost is \$1,515.00) to the Local Government Liability Pool which costs only \$500 per year. Ron Schabot seconded. Motion carried unanimously. Helenanne Cathey will prepare the application for the Local Government Liability Pool and call Board members to sign it when it is ready. A Board member will need to cancel the other policy after the Local Government Liability Policy is in place.
- b. Jenny Hartung moved to adopt the following Statement of Investment Policy as written below. Ron Schabot seconded. Motion carried unanimously.

All available cash will be kept on deposit at a bank authorized to do business in Wyoming, preferably located in Gillette, Wyoming. Funds will typically be kept in a checking account that is FDIC insured. Funds may also be deposited in certificates of deposit that are FDIC insured.

No investments will be made except as allowed under Wyoming Statutes 9-4-831.

- c. Stephanie Dickinson moved to designate First National Bank as the official depository for 7/1/17 – 6/30/18. Jenny Hartung seconded. Motion carried unanimously.
- d. Election – The Rustic Hills ISD directors' terms are up in November 2017 and November 2019. Stephanie's term is up November, 2017, and Ron and Jenny's terms are up in November, 2019. Since the deadline has passed to run the first advertisement for this November, the County recommends appointing Stephanie to continue in the director position until the District can hold an election in compliance with the statutes (March is the next date) – the director position that will be open will be for a regular term that will expire in November, 2021. Ron Schabot moved to appoint Stephanie Dickinson until the March election. Jenny Hartung seconded. Motion carried with Ron Schabot and Jenny Hartung voting aye. Stephanie Dickinson abstained.

The following legal ad will run on November 22nd.

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

Public Notice is hereby given that on Tuesday, March 20, 2018, an election shall be held for the purpose of electing one director for a term to expire in November, 2021, 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. There will be no polling place.

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 December 20, 2017, and January 9, 2018. 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.

Jenny Nell Hartung, Secretary/Treasurer / Filing Officer
Rustic Hills Improvement & Service District

- e. Fees for records requests – Stephanie Dickinson moved to adopt the Cathey Consulting Fees for Records Request. Jenny Hartung seconded. Motion carried unanimously. The fee schedule is posted online at www.catheyconsulting.net.
 - f. The Local Government Annual Report Summary for Fiscal Year Ending 6/30/17 was reviewed and signed and will be submitted to the Department of Audit as required.
 - g. It is requested that everyone provide their e-mail address so we can e-mail you meeting minutes. If Cathey Consulting mails minutes, the copy is \$2 per set of minutes plus postage. Jenny Hartung volunteered to mail minutes for now to those who are not on the e-mail list.
 - h. There was discussion on renting a blade for road work and having a homeowner work on the roads. There are some liability issues to using a volunteer. A contractor will have liability insurance. A homeowner has a blade that could be used.
- V. **Schedule next meeting date / time – The next meeting is scheduled for Monday, December 11, 2017, 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 4th Street across from Arrow Printing).**
- VI. **Adjourn** – Jenny Hartung moved to adjourn. Stephanie Dickinson seconded. The meeting adjourned at 6:30 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board

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

Stephanie Dickenson, Vice President / 605-580-5748 / Date

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