

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

**Thursday, September 21, 2023, 4:00 p.m.**

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

Board Members Present: Char Mashak, Koral Graham  
 Board Members Not Present: Ron Schabot  
 Others Present: Helenanne Cathey, Butch Schell, Sally Schell, John Graham, Lilly Graham

Char Mashak called the meeting to order at 4:02 p.m.

- I. Minutes Approval** – Char Mashak moved to approve the July 19, 2023, budget hearing and regular meeting minutes as presented. Koral Graham seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Char Mashak 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: \$12,346.15  
 08/21/23 Deposit – County Grant \$8,248.29

Checking Account Balance Prior to Meeting: \$20,594.44

**BILLS PAID AT CURRENT MEETING:**

<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1568	Cathey Consulting, LLC	Inv. 7184 – July Adm./Books \$225.00	\$450.00
		Inv. 7226 – August Adm./Books \$225.00	
1569	C N A Surety	Bond / Board 9/17/23 – 9/17/24	\$126.00
<b>TOTAL:</b>			<b>\$576.00</b>
<b>Bank Balance After Bills:</b>			<b>\$20,018.44</b>

Receivables Balance: \$28,700 (Assessments)

**III. Unfinished Business**

- a.** County / Road Maintenance / Ron Schabot to contact landowner regarding easement and the County regarding the county possibly taking over road maintenance on the road up to the District. (7/19/23 meeting) – No update.
- b.** Director Election (November 7, 2023 – Schabot, Graham) – The ballot was reviewed. Ballots will be mailed between October 13<sup>th</sup> and October 23<sup>rd</sup>. The following legal ad will run in the News-Record on October 24, 2023:

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

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Rustic Hills Improvement & Service District for the purpose of electing two (2) directors to the Board of Directors to serve four (4)-year terms. Candidates include David Hansen and Mark Robin. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Rustic Hills Improvement & Service District by mail at Rustic Hills ISD, c/o Cathey Consulting, PO Box 471, Gillette, WY 82717, by 5:00 p.m. on Tuesday, November 7, 2023, or at the office of Cathey Consulting by 5:00 p.m. on Tuesday, November 7, 2023, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 7, 2023, between 9:00 a.m. and 2:00 p.m.

Koral Graham, Secretary / Filing Officer  
 Rustic Hills Improvement & Service District

Ballots will be canvassed at the next meeting on November 8<sup>th</sup>.

**IV. New Business**

- a.** The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/23 to be submitted to the Department of Audit along with the Proof of Cash completed by Helenanne Cathey. The annual census (F32) report was submitted online by Helenanne Cathey.
- b.** Sally Schell reported that she talked to Weed and Pest. They don't do spraying programs anymore, but they do offer the chemicals, and sprayers can be rented for a very inexpensive rental amount. There are a number of people who have sprayed their properties for years, but not everyone is controlling their thistle population, and this concerns people. Weed and Pest advised that fall is a good time to spray, and Weed and Pest will develop a flyer that can be distributed. Sally Schell and Char Mashak will deliver flyers to people.
- c.** There were concerns expressed about the garbage can by the mailboxes. It's there to try to keep that area cleaned up. If you see that it's full, please don't add more garbage to it. Please don't use it to throw away your household garbage. Feel free to take the full garbage and dispose of it if you can. If you see it's overflowing, please stop and pick up the garbage on the ground. Maybe everyone can help maintain the area. Also, if you see garbage along the roads, please pick that up as well. If everyone does a little bit it makes a big difference.
- d.** A request for rock was requested at the end of West Rustic Hills Road. Char Mashak will talk to Ron Schabot to see if he could have a couple loads of rock delivered there.

**V. Next meeting: Wednesday, November 8, 2023, 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 4<sup>th</sup> Street across from Arrow Printing).**

**VI. Adjourn** – Char Mashak moved to adjourn the meeting. Koral Graham seconded. The meeting was adjourned at 4:23 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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Char Mashak, Vice President / 307-660-8302 / Date

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Koral Graham, Secretary/Treasurer / Date