

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

Tuesday, March 25, 2025, 3:00 p.m.

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

Board Members Present: David Hansen, Char Mashak
 Board Members Not Present: Mark Robin
 Others Present: Helenanne Cathey, Ron Schabot, Doug Kissack, Joe Kissack, Julie Baysinger,
 Butch Schell, John Melgaard, Jr.

Char Mashak called the meeting to order at 3:00 p.m.

- I. Minutes Approval** – Char Mashak moved to approve the January 28, 2025, regular meeting minutes as presented. David Hansen seconded. Motion carried by unanimous consent.
- 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. David Hansen seconded. Motion carried by unanimous consent.

Checking Account Balance at the end of the last meeting:	\$22,916.17		
02/10/25 Deposit – Assessments \$820.00			
Checking Account Balance Prior to Meeting:	\$23,736.17		
BILLS PAID AT CURRENT MEETING:			
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1590	Quality Agg & Construction	Inv. 53277 – Sand from Moorcroft Yard (quantity 3.48) \$64.38	\$153.98
		Inv. 53329 – Chips from Moorcroft Yard (quantity 3.20) \$89.60	
1591	Cathey Consulting, LLC	Inv. 7970 – Jan. Adm./Books \$225.00	\$450.00
		Inv. 8014 – Feb. Adm./Books \$225.00	
TOTAL:			\$603.98
Bank Balance After Bills:			\$23,132.19
Receivables Balance: \$9,840.00 (Assessments)			

III. Unfinished Business

- a. County / Road Maintenance / Ron Schabot / Doug Kissack / Easement / Request to the County that they take over the road from the mailboxes to the cattleguard –

Ron Schabot reported that over 20 years ago (2002 or 2001) he split his property, and the County required a 60’ easement to be used, eventually, for a County road through there. If we can get the landowner from the mailboxes in to grant an easement, then maybe we can get the County to build the road from the cattleguard to the mailboxes. Doug Kissack is the landowner who would have to grant an easement. Doug Kissack and Joe Kissack came to the meeting, and the issue was discussed. There was discussion on what the County requires for a County specification road. Ron Schabot reported that the Commissioners at that time said they would take it over and build it. From the mailboxes to the cattleguard is 1.5 miles.

Joe and Doug Kissack explained that they would need exactly what would be required by the County in order for them to decide if they would grant an easement or not. Svalina owns some of the land there so they may be affected by this as well.

The consensus is to talk to Clark Melinkovich in the County Public Works office regarding this idea and see if the County Commissioners would still support this and what exactly the requirements would be for them to take over the road.

- b. 1/22/24 – Discussions on the oil company not paying anything for using the roads in the District. Char Mashak reported that Jade Owls is the oil company, and Mark Robins is going to call them.
- c. 11/26/24 – Another load of rock was authorized for the end of Rustic Hills Road West. This should be done this spring.
- d. Road work and dust control project – County grant approved October 1, 2024, for \$7,876.83.
Provide, deliver and spread approximately 230 tons of W-base limestone in the sections that need it most – roads to be evaluated in the spring. The District has about 5.5 miles of roads. The District plans to blade all of the roads, add rock where it's needed most, and then apply dust control to approximately 2.84 miles of roads (main sections of road that are travelled by the most people) - approximately 14,070 gallons of dustgard to be applied to the following:
 - 1) Rustic Hills Road – from Svalina to Rustic Hills Road West (1.9 miles).
 - 2) Rustic Hills Road East – from Rustic Hills Road to the end of Rustic Hills Road East (0.33 miles).
 - 3) Rustic Hills Road West – from the intersection of Rustic Hills Road to April Way (0.53 miles).
 Cost Estimate: \$31,507.32 / County grant: \$7,876.83

Char Mashak talked to a new company about dust control. They are going to provide a quote. The work will be authorized at either the next meeting or at a special meeting called for that purpose.

John Melgaard suggested some drainage work. The road should be raised in spots. The culverts are mostly okay – maybe one new culvert. If the surface is built up it would keep the moisture off of the road.

The consensus is to do the road project this year as it was already approved under the County grant. The rock quantity may need to be decreased to get the cost down a bit.

Char Mashak moved to get a couple of loads of rock on the east side near Butch's house. David Hansen seconded. Motion carried by unanimous consent.

IV. New Business

- a. Budget for 7/1/25 – 6/30/26 – The July meeting will be moved to July 15th at 3:00 pm. instead of July 22nd in order to do the budget hearing in the timing required by Wyoming statutes. Char Mashak moved to approve the proposed budget. David Hansen seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the Gillette News-Record at least a week 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 7/1/25 – 6/30/26 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 15, 2025, at 3:00 p.m. Budget Summary:

Expenses: Administrative \$3,735 / Indirect \$726 / Operations \$42,272
Revenue and Rollover: \$46,333

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 03/25/25. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

- b. David Hansen asked if the subdivision planning rules had been finalized. Helenanne Cathey reported that she didn't know.

V. Next meeting: Tuesday, May 27, 2025, 3:00 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).

Meetings are generally held the fourth Tuesday of every other month (odd months – January, March, May, July, September, November)

2025 Meetings:

Tues., May 27, 2025, 3:00 p.m.

Tues. July 15, 2025, 3:00 p.m.* (Budget Hearing and Regular Meeting)

Tues., Sept. 23, 2025, 3:00 p.m. Tues., Nov. 25, 2025, 3:00 p.m.

*July 15th meeting was moved from July 22nd to comply with the timing of the budget hearing per Wyoming State Statutes.

VI. Adjourn – Char Mashak adjourned the meeting at 3:42 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board



Signature

Charlene MASHAK

Printed Name

5-27-25

Date



Signature

Mark Robin

Printed Name

5-27-25

Date

Mark Robin, President / 307-689-3478 / Char Mashak, Vice President / 307-660-8302 /
David Hansen, Secretary/Treasurer / 307-689-4071

Budget - Rustic Hills ISD - 7/1/25 - 6/30/26

Budget Hearing: Tuesday, July 15, 2025, 3:00 p.m. at the office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25	Actual (EST) 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26
CASH CARRYOVER	47,776	37,682	27,996	7,933
Revenue				
Assessments	28,700	28,700	28,700	28,700
Assessments - Interest	103	100	20	100
Grants - County		10,000	7,877	10,000
TOTAL REVENUE	28,803	38,800	36,597	38,800
TOTAL REVENUE PLUS CASH CARRYOVER	76,579	76,482	64,593	46,733
Expenditures				
Capital Expenditures				
Administrative	3,255	3,600	2,389	3,735
Operations	33,822	72,156	37,388	42,272
Indirect	726	726	726	726
TOTAL EXPENDITURES	37,803	76,482	40,503	46,733
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	8,248		0	
Payables Balance Start of FY	35,185		16,157	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	47,776	37,682	27,996	7,933
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	47,776	37,682	27,996	7,933
Receivables Balance End of FY	0			
Payables Balance End of FY	16,157			
End of Year Bank Balance	27,996		7,933	
Net per year (Revenue minus Expenses)	38,776	0	24,090	0

Budget Message: The District manages and maintains the roads. Rates are anticipated to stay the same. The District has no reserves at this time.

Board Member Signature _____

Board Member Signature _____

Directors: Mark Robin (Pres.) and David Hansen (Sec./Treas.) terms end Nov., 2027 / Char Mashak (Vice Pres.) term ends Nov., 2025

Regular meetings - next meeting date set at each meeting.

Records are stored at 400 S Gillette Ave, Suite 106, Gillette.

Rate History: 2015 = \$820 35 assessed of 38 total parcels
 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.

Rustic Hills	Feet	Miles
April Way	3790	0.72
Barefoot Dr	1940	0.37
E Rustic Hills Rd	4110	0.78
Rustic Hills Rd	8080	1.53
Steffen St	1210	0.23
W Rustic Hills Rd	10050	1.90
Total	29180	5.53

5,280 feet in a mile