

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

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

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

Board Members Present: David Hansen, Char Mashak, Mark Robin
Others Present: Helenanne Cathey, Butch Schell, John and Koral Graham

Mark Robin called the meeting to order at 3:00 p.m.

- I. **Minutes Approval** – Mark Robin moved to approve the March 25, 2025, regular meeting minutes and April 14, 2025, special meeting minutes as presented. Char Mashak seconded. Motion carried by unanimous consent.
- II. **Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. Mark Robin moved to accept the Treasurer’s Report and pay bills as presented. Char Mashak seconded. Motion carried by unanimous consent.

Checking Account Balance at the end of the last meeting:	\$23,132.19
04/10/25 Deposit – Assessments	\$1,685.70
05/10/25 Deposit – Assessments	\$820.00
05/14/25 Ck# 1592 Stampede Trucking – Inv. 502 2 loads J-Base from Quality Agg	\$437.50
Ck# 1593 Terrance Masteller – Inv. 264717 – Blade roads & lay gravel 4/7 & 4/8/25	\$1,200.00
Checking Account Balance Prior to Meeting:	\$24,000.39

BILLS PAID AT CURRENT MEETING:

Ck#	Vendor	Purpose	Amount
1594	Cathey Consulting, LLC	Inv. 8057 – Mar. Adm./Books	\$225.00
		Inv. 8070 – 4/14/25 Special meeting	\$100.00
		Inv. 8104 – Apr. Adm./Books	\$225.00
		Inv. 8115 – Check processing between meetings Stampede Trucking & Masteller	\$50.00
		1595	Local Government Liab. Pool
1596	Quality Agg & Construction	Inv. 53617 – Moorcroft J-Base (48.01 tons)	\$912.19
TOTAL:			\$2,112.19
Bank Balance After Bills:			\$21,888.20
Receivables Balance: \$7,380.00 (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 – 11/8/23 meeting minutes). 3/25/25 – Doug and Joe Kissack would like to know exactly what the County would require. Ron Schabot talked to Clark Melinkovich at the County. The County will not take over any other road maintenance. This item will be removed from the agenda.
- b. 1/22/24 – Discussions on the oil company (Jade Owls) not paying anything for using the roads in the District. Mark Robin will contact someone from this company.
- c. 11/26/24 – Another load of rock authorized for the end of Rustic Hills Road West – to be done in the spring of 2025. This will be part of the road work this spring (item e. below).
- d. 3/25/25 – A couple of loads of rock were put down on Rustic Hills Road East (near Butch’s house).
- e. Road work – Up to \$15,000 approved for blading and gravel at 4/14/25 meeting. Mark Robin reported that the road work has been delayed due to all of the rain. The work will hopefully be done in the next week or two.
- f. Change the grade on the big hill (4/14/25 meeting discussions – Board members to research to see if the County has any maps or anyone who can tell how deep the gas lines are.) David Hanson will check with the County.
- g. Budget for 7/1/25 – 6/30/26 – proposed budget approved 3/25/25. Final budget to be reviewed and

adopted at the July 15, 2025, budget hearing and regular meeting.

IV. New Business

- a. The Local Government Liability Pool renewal application was submitted online by Helenanne Cathey as required. The Board reviewed and signed the renewal application
- b. Director election November 4, 2025 (Mashak) – The following legal ad will run in the Gillette News-Record on July 8, 2025.

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

Public Notice is hereby given that on Tuesday, November 4, 2025, 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 4, 2025, 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 6, 2025, and August 26, 2025. 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.

David Hansen, Secretary/Treasurer / Filing Officer
 Rustic Hills Improvement & Service District

V. Next meeting: Tuesday, July 15, 2025, 3:00 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).

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

2025 Meetings:

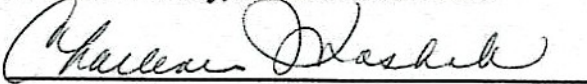
Tues. July 15, 2025, 3:00 p.m.* (Budget Hearing and Regular Meeting)

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 – Mark Robin adjourned the meeting at 3:13 p.m.

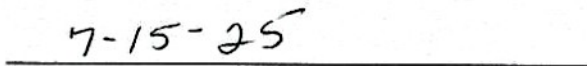
Respectfully Submitted,
 Helenanne Cathey, Assistant to the Board



Signature



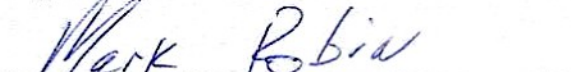
Printed Name




Date



Signature



Printed Name



Date

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