

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

Tuesday, July 15, 2025, 3:00 p.m.

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

Board Members Present: David Hansen (by phone), Char Mashak
Board Members Not Present: Mark Robin
Others Present: Helenanne Cathey

BUDGET HEARING

Char Mashak called the budget hearing to order at 3:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Char Mashak adjourned the budget hearing at 3:01 p.m.

REGULAR MEETING

Char Mashak called the meeting to order at 3:01 p.m.

- I. **Budget** – Char Mashak moved to adopt the budget for 7/1/25 – 6/30/26 for \$46,733 and adopt the resolution to assess and submit assessments to the County as approved in the budget. David Hansen seconded. Motion carried by unanimous consent.
- II. **Minutes Approval** – Char Mashak moved to approve the May 27, 2025, regular meeting minutes as presented. David Hansen seconded. Motion carried by unanimous consent.
- III. **Treasurer’s Report Acceptance / Bills** – The Treasurer’s Report was reviewed. A bill is coming from Melgaard Construction for \$15,000. When the bill is received, a check will be signed to pay them, and the County grant reimbursement request will be submitted for 25% of the cost. 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:	\$21,888.20		
06/10/25 Deposit – Assessments	\$4,920.61		
Checking Account Balance Prior to Meeting:	\$26,808.81		
BILLS PAID AT CURRENT MEETING:			
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1597	Cathey Consulting, LLC	Inv. 8151 – May Adm./Books \$225.00	\$450.00
		Inv. 8197 – June Adm./Books \$225.00	
1598	Gillette News-Record	Inv. 39767 – Budget hearing legal ad \$98.80	\$228.80
		Inv. 43392 – Director election legal ad \$130.00	
TOTAL:			\$678.80
Bank Balance After Bills:			\$26,130.01
Receivables Balance: \$2,460.00 (Assessments)			

- IV. **Unfinished Business**
 - a. 1/22/24 – Discussions on the oil company (Jade Owls) not paying anything for using the roads in the District. Mark Robin to call the oil company. No update.
 - b. Road work – Up to \$15,000 approved for blading and gravel at 4/14/25 meeting. The road work was done. The Board is happy with the work that was done.
 - c. 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 can tell how deep the gas lines are.) – This item will be removed from the agenda for now.

A reminder to people that now that the road work is done, please continue to slow down and take care of the road. It costs a lot of money to fix the road – please be considerate and drive carefully to protect the road.

- d. Director election (November 4, 2025 – Mashak – 4 year term) – Applications to be on the ballot are due between August 6 and August 26, 2025. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net.

V. New Business

- a. Public Records Notice – A notice was signed to submit to the County stating that the District’s records are stored at the office of Cathey Consulting.
b. Char Mashak moved to designate First National Bank as the official depository for 7/1/25 – 6/30/26. David Hansen seconded. Motion carried by unanimous consent.

VI. Next meeting: Tuesday, September 23, 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)

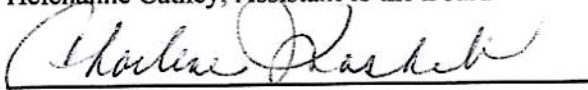
2025 Meetings:

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

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

VII. Adjourn – Char Mashak moved to adjourn the meeting. David Hansen seconded. The meeting was adjourned at 3:08 p.m.

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board



Signature

Charlene Mashak

Printed Name

Printed Name

9-23-25

Date

Date



Signature

Signature

David Hansen

Printed Name

Printed Name

9-23-25

Date

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 (35 lots X \$820)	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.

Charlene Mashak
Board Member Signature

[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