

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

Tuesday, November 25, 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, Sally Schell, Butch Schell

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

- I. Minutes Approval** – Mark Robin moved to approve the September 23, 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. 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:		\$16,824.11
10/10/25	Deposit – Assessments	\$1,640.00
11/10/25	Deposit – Assessments	\$6,560.00
Checking Account Balance Prior to Meeting:		\$25,024.11
BILLS PAID AT CURRENT MEETING:		
<u>Ck#</u>	<u>Vendor</u>	<u>Purpose</u> <u>Amount</u>
1602	Cathey Consulting, LLC	Inv. 8334 – Sept Adm./Books \$236.00 \$797.20
		Inv. 8348 – Director election mailing \$325.20
		Inv. 8390 – Oct. Adm./Books \$236.00
1603	Melgaard Construction Co.	Inv. 41501 – Blade roads on 10/23/25 \$3,024.50 \$3,288.50
		Inv. 41565 – Grading Rustic Hills East on 11/20/25 \$264.00
TOTAL:		\$4,085.70
Bank Balance After Bills:		\$20,938.41
Receivables Balance: \$20,500.00 (Assessments)		

III. 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 called and talked to the oil company. They sold it and then it caught on fire, so there is nothing there at the current time. This item will be removed from the agenda.
- b. Director election (November 4, 2025 – 1 director for 4-year term) – Ballots were canvassed on 11/6/25 by Robert Schell, Sally Schell, and Helenanne Cathey. Results:
Votes for one director to serve a 4-year term:
Charlene Mashak – 16 votes
The oath was completed as required.

IV. New Business

- a. Annual election of officers – David Hansen moved to keep the same slate of officers for the next year (Mark Robin, President / Char Mashak, Vice President / David Hansen, Secretary/Treasurer). Char Mashak seconded. Motion carried unanimously.
- b. Road Work / Road Project – There was discussion on the roads. Mark Robin has been working with Melgaard and recommended the following projects:
- 1) Put rock on Rustic Hills Road East. (1,735 feet)
 - 2) Raise the first 220 feet of Barefoot. There is a gas line that is really shallow and phone lines that are really shallow so they can’t blade it. If it is built up and a crown added, it will drain right, and it can be bladed.
 - 3) April Way – The last 1,800 feet of it gets real sloppy and needs rock.
 - 4) The last 1,500 feet of Rustic Hills Road – recommending pulling the rock from the sides onto the road, blading it and putting rock on top.

- 5) Rustic Hills Road West – Melgaard needs to finish what they started last year – the last 2,500 feet – it gets pretty sloppy.

Mark Robin will try to get cost estimates for the work and discuss it at the next meeting.

There was discussion on snow removal. Homeowners did most of the snow removal last year. If anyone wants reimbursed for fuel for snow removal, they need to come to a Board meeting and make their request and bring receipts for fuel. A written request can also be submitted if someone can't be at a meeting.

There was discussion on dust control.

- V. **Next meeting: Tuesday, January 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)

2026 Meetings:

Tues., Jan. 27, 2026, 3:00 p.m. / Tues., Mar. 24, 2026, 3:00 p.m. / Tues., May 26, 2026, 3:00 p.m.

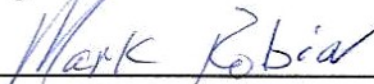
Tues., July 28, 2026, 3:00 p.m. / Tues., Sept. 22, 2026, 3:00 p.m. / Tues., Nov. 24, 2026, 3:00 p.m.

- VI. **Adjourn – Mark Robin adjourned the meeting at 3:19 p.m.**

Respectfully Submitted,
Helenanne Cathey, Assistant to the Board



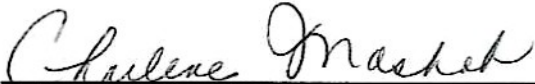
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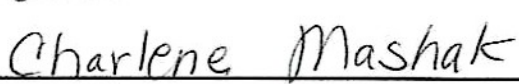
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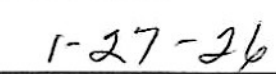
Date



Signature



Printed Name



Date

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