

**Rozet Ranchettes Improvement & Service District
Budget Hearing and Regular Meeting
Minutes**

Tuesday, July 19, 2022, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Tom Dietz, Zeke Zebroski (by phone)
 BOARD MEMBERS NOT PRESENT: Troy Hipsag
 OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Zeke Zebroski called the budget hearing to order at 4:30 p.m. The budget was reviewed. There was an opportunity for public comment, and there were no public comments. Tom Dietz moved to adjourn the budget hearing. Zeke Zebroski seconded. The budget hearing adjourned at 4:32 p.m.

REGULAR MEETING

Tom Dietz called the regular meeting to order at 4:32 p.m.

- I. Adoption of Budget** – Tom Dietz moved to adopt the budget for 7/1/22 – 6/30/23 as presented in an amount of \$97,300. Zeke Zebroski seconded. Motion carried unanimously. (Budget includes rate increase - \$125 per month plus \$3.09 per 1,000 gallons over 15,000 gallons per month / \$38 per month unimproved lots / \$7.50 per month for 9 lots). The budget is attached to these minutes.
- II. Minutes** – Tom Dietz moved to approve the minutes for the May 10, 2022, regular meeting as written. Zeke Zebroski seconded. Motion carried unanimously.
- III. Treasurer’s Report** – Tom Dietz moved to accept the Treasurer’s report and pay bills as presented. Zeke Zebroski seconded. Motion carried unanimously.

Ending Bank Balance from last meeting:		\$31,477.84
Water Deposits (5/1-5/10/22)	\$172.14	
Adjusted Balance Forward:		\$31,649.98
Water Deposits (5/11-5/31/22):	\$2,904.45	
QuickBooks Balance 5/31/22:		\$34,554.43
Xpress bill pay deposit (6/06/22):	\$2,252.03	
Water Deposits (6/1-6/30/22):	\$1,973.69	
Water Deposit Error (corrected/deposited 7/15/22):		-\$58.50
Bills paid in June:		
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>
AUTO	Powder River Energy	Electricity 5/1-6/1/22
1706	Cathey Consulting	Inv. 6588 – May Admin./Books /Compliance
1707	City of Gillette	Inv. 1458255 – Regional Water 5/3-6/1/22
		Base \$352.50 (110,000 gal) \$339.90
1708	Energy Laboratories	Inv. 474236 – Testing \$52.00
		Inv. 477191 – Testing \$52.00
		Inv. 477831 – Annual water quality report \$125.00
1709	Hawkins	Inv. 6185691 – Chlorine
1710	Water Guy, LLC	Inv. 2022-491 – May water op./meters read/ billing
TOTAL BILLS:		\$2,867.69
QuickBooks Balance 6/30/22:		\$35,853.96
Xpress Bill Pay deposit 7/6/22:		\$1,747.73
QuickBooks Balance before bills:		\$37,601.69*
*Balance does not reflect Water Guy deposits since the end of the prior month except the Xpress Bill Pay Deposit.		
Bills paid at Meeting:		

<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – 6/1/22 – 7/1/22	\$297.15
1711	Cathey Consulting	Inv. 6628 – June books/postage	\$420.00
1712	City of Gillette	Inv. 1476050 – Regional Water 6/1-7/5/22	\$890.16
		\$352.50 base / 174,000 gal	\$537.66
1713	Gillette News-Record	Ad 00374272 – Budget hearing ad	\$79.75
1714	Hawkins, Inc.	Inv. 6211804 – Chlorine	\$20.00
1715	Postmaster	Annual box fee	\$156.00
1716	Water Guy, LLC	Inv. 2022-577 – June water op./meters/billing	\$898.00
TOTAL BILLS:			\$2,761.06
Balance End of Meeting:			\$34,840.63

Receivables – Past due accounts were reviewed.

IV. Water System Update / Water Meter Readings – The water system information was reviewed.

V. Unfinished Business

- a. Powder River Energy Rich Halloran and TC Mulloy came to the meeting to talk to the group about the power outages that continue to happen for the Rozet Ranchettes area. Board members report that approximately half of the subdivision continues to drop power. There are also a lot of spikes where the power drops and come back on. That happened to one homeowner about 10 times within the last 28 days according to an ap they have to monitor their power. Powder Riever Energy reported that at the beginning of summer they had two lines that were slapping together occasionally and that could have caused that. Board members said that there are also a lot of complaints about the power for the water system being off. Powder River Energy explained that it's a three phase and when one phase is lost, the three-phase goes down. The meters they have now are AMI meters, and they can tell from voltage history what is happening. They can also look at individual homes on that. Duaine Faucett with Water Guy has reported a number of issues with the power tripping and Water Guy having to go reset it.

Powder River Energy explained that the reason some people will lose power but not everyone lose power is due to the three-phase line. If one phase of the three phases goes down, one third of the residents would go down.

The Board asked Powder River Energy to look into the issue and see what can be done. They will pull one of the Board members' services and look at the history and see what is going on. They will also look at the well's history and talk to Duaine Faucett. If they can find something obvious, they will address it. They can also do some monitoring. They will send a report via e-mail to Helenanne Cathey who will forward it to the Board. It will be reviewed at the next meeting.

NOTE TO HOMEOWNERS: IF ANYONE LOSES POWER, HOMEOWNERS NEED TO CALL POWDER RIVER ENERGY IMMEDIATELY (888-391-6220). POWDER RIVER ENERGY CAN THEN CHECK TO SEE WHAT IS HAPPENING. IT IS IMPORTANT THAT EVERYONE CALLS THAT NUMBER TO LET POWDER RIVER ENERGY KNOW WHAT IS HAPPENING. THEY NEED TO SEE WHICH PEOPLE ARE LOSING POWER AND IF IT'S ONE PHASE OR ON ALL OF THE PHASES.

VI. New Business

- a. Public Records Notice – A notice was signed to send to the County stating that the District's records are stored at the offices of Cathey Consulting and Water Guy.
- b. Official Depository – Tom Dietz moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Zeke Zebroski seconded. Motion carried unanimously.
- c. Jennifer Meggs at 17 Gold Buckle sent an e-mail asking about weed spraying. Board members will check the property and will drive throughout the District to see if there are areas that need spraying. Board members felt that most places didn't really need spraying at this time, but they

- will drive through and look to see if there are areas that need spraying. If there is only one lot that needs sprayed, they may need to handle it themselves, but the Board will take a look.
- d. Memo from Water Guy regarding shut offs for nonpayment – Water Guy will be requiring payment in full if water is shut off or if someone is at a shut off point. They were requiring only the past due balance, but they will now require payment in full. This is the policy the District had to begin with so it is not a change for the District.
 - e. Records Retention Schedule – Zeke Zebroski moved to approve the Records Retention Schedule which is compliant with state statute and has been reviewed by other Districts and an attorney for another District. Tom Dietz seconded. Motion carried unanimously.

Zeke Zebroski moved to adjourn. Tom Dietz seconded. The meeting adjourned at 5:02 p.m.

NOTES / REMINDERS:

Animal Control can be contacted by calling 686-5249 or call the Sheriff’s Office at 682-7271. A reminder that the covenants state the following:

Livestock and pets (dogs and cats) will be permitted, provided they are kept under control in an area that is adequately fenced and the premises are kept in a clean and sanitary condition.

Tom Dietz is the board member contact for road maintenance. He will handle contacting the County for blading and plowing the roads. Tom’s phone number is 687-7563.

Please be sure to spray or mow the weeds on your property. You can call Campbell County Weed and Pest at 682-4369 to find out more about sprays for specific weeds.

Please remember that any new construction needs to be approved by the Board.

Building: If you are planning on building, plans MUST be submitted to the Board prior to any building per the District’s covenants. To protect homeowners and the District, a copy of the plans should be submitted for the District’s files. Please remember that covenants are enforced!

Upcoming Meetings: Tuesday, September 13, 2022, 4:30 p.m. / Tuesday, November 8, 2022, 4:30 p.m.

Meetings are held 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.

Respectfully submitted,
 Helennane Cathey, Assistant to the Board

Zeke Zebroski, President Date

Thomas (Tom) Dietz, Vice President Date

Troy Hipsag, Secretary/Treasurer Date

Budget - Rozet Ranchettes ISD - 7/1/2022 - 6/30/2023
Budget Hearing July 19, 2022, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717

	Actual (F32) 7/1/20 - 6/30/21	Budget 7/1/21 - 6/30/22	Actual (EST) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23	
Revenue					
Grants - County		2,500		2,500	25% of Road Exp. (Grant Eligible)
Grants - County (approved April, 2020)	9,871				
Monthly Rates - Improved Lots	33,540	36,330	44,000	52,500	35 lots X \$125.00 per month
Monthly Rates - Unimproved Lots	720	954		1,368	3 lots X \$38 per month
RR LLC Lots (9)		780		810	9 lots X \$7.50 per month
Water Overages	1,198	1,000	1,100	1,000	\$3.09 per 1,000 gal. over 15,000 gal./mo.
Other Fees (Late, Coll., Tap, etc.)	910	4,500	600	4,500	
Receivables Start of FY		0		0	Start of Yr Receivables
TOTAL REVENUE	46,239	46,064	45,700	62,678	
CASH CARRYOVER		27,027		34,622	
TOTAL REVENUE PLUS CASH CARRYOVER	46,239	73,091	45,700	97,300	
Expenditures					
Administrative					
Contract Admin./Bookkeeping	5,040	5,500	7,238	5,400	\$450 X 12
Contract Legal	0	500			
Office / Postage	420	600	800	800	
TOTAL ADMINISTRATIVE	5,460	6,600	8,038	6,200	
Indirect					
Insurance - Liab., Bonding	105	605	605	605	
Insurance - Property	2,693	2,700	2,637	2,700	
TOTAL INDIRECT COSTS	2,798	3,305	3,242	3,305	
Operations					
Misc (Cash Carryover less project carryover)		20,025		34,622	Maintenance / Repairs
Arena / Taxes	363	0	0	0	
Roads - Rock, Blading			650		ROADS & WEED & PEST
Road proj. - Grant eligible	39,482	10,000		10,000	11,500
Roads - Dust Control					
Weed & Pest	0	1,500		1,500	
Water - Regional Connection	5,617				
Water - Regional / Tap Fee	611	3,666	3,666	4,230	47 X \$7.50 X 12 mo.
Water - Regional / Usage	2,483	2,915	5,238	4,635	50% blend of 3 mill. gallons (1.5 mill. gal. X 3.09/1,000)
Water Operator / Meter Reading	6,803	7,000	8,184	11,965	\$997.10 X 12
Water System Electricity	5,779	6,500	5,000	6,500	
Water System - Chlorine	788	1,100	80	1,100	
Water System - Testing	2,321	1,200	700	1,200	SOC/VOC \$1,232 8/6/2020
Water System Repairs / Maintenance	1,818	4,562	340	10,064	1/2019 - pump repl. \$7,936
Water Tank Cleaning		1,500		1,500	
Water System - Other	0	479		479	
Payables Start of FY		2,739		0	Start of Yr Payables
TOTAL OPERATIONS COSTS	66,065	63,186	23,858	87,795	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)		43,161		53,173	WATER
TOTAL EXPENDITURES	74,323	73,091	35,138	97,300	41,673
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	74,323	73,091	35,138	97,300	
Receivables Start of FY	(42)		(228)		
Payables Balance Start of FY	1,469		2,739		
	6/30/2020	6/30/2021 (EST)	6/30/2021	6/30/2022 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	53,655	27,027	27,027	34,622	CASH CARRYOVER
RESERVES BALANCES					
RESTRICTED FUND BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	53,655	27,027	27,027	34,622	
Receivables Balance End of FY	(228)				
Payables Balance End of FY	2,739				
End of Year Bank Balance	27,027		34,622		
Net per year (Revenue minus Expens.)	-28,084	-7,002	10,562	0	
Net (including cash carryover)	-28,084	0	10,562	0	

Budget Message: The District manages the roads and water. The District connected to the regional water system this past fiscal year and have been working through water quality issues. The regional water is much harder than the District's well water, and many customers have had issues as a result. Rates will increase this next fiscal year due to increased costs. Water Guy has taken over the billing process. No major capital improvements are expected. The District does not maintain a Reserves balance at this time.

Board Member Signature _____

Board Member Signature _____

Directors: Zeke Zebroski, (Pres.) term ends Mar., 2024 / Tom Dietz (Vice Pres.) & Troy Hipsag (Sec./Treas.) terms end March, 2026
 Meetings are the second Tuesday of every other odd month at 4:30 p.m. at 400 S Gillette Ave., Suite 106, Gillette.
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.