

Rozet Ranchettes Improvement & Service District

Regular Meeting

Minutes

Wednesday, March 9, 2022, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Tom Dietz, Troy Hipsag, Zeke Zebroski

OTHERS PRESENT: Helenanne Cathey, Stefanie Brown, Duaine Faucett

President Zeke Zebroski called the meeting to order at 2:01 p.m.

I. Minutes – Troy Hipsag moved to approve the minutes for the January 11, 2022, regular meeting as written. Tom Dietz seconded. Motion carried unanimously.

II. Treasurer’s Report – Troy Hipsag moved to accept the Treasurer’s report and pay bills as presented. Tom Dietz seconded. Motion carried unanimously.

Ending Bank Balance from last meeting:		\$29,521.57	
Deposits (through 1/31/22):	\$901.07		
QuickBooks Balance 1/31/22:		\$30,422.64	
Bills paid in February:			
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity 12/1-1/1/22	\$561.09
1686	Cathey Consulting	Inv. 6411 – Jan. books/postage \$444.36	\$466.50
		Inv. 6424 – Certified letters \$22.14	
1687	City of Gillette	Inv. 1391666 – Regional Water 12/2-1/2/22	\$594.46
		Base \$305.50 + \$288.96 (96,000 gal)	
1688	Hawkins, Inc.	Inv. 6107622 – Chlorine	\$10.00
1689	Water Guy, LLC	2022-83 – Jan. water op./meters	\$583.00
TOTAL BILLS:			\$2,215.05
Deposits (2/1-2/28/22):	\$4,595.96		
QuickBooks Balance 2/28/22:			\$32,803.55
Deposits (3/1-3/7/22):	\$2,230.75		
QuickBooks Balance before bills:			\$35,034.30
Bills paid at Meeting:			
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – 2/1/22 – 3/1/22	No bill yet.
1690	Cathey Consulting	Inv. 6466 – Feb. books/postage \$443.20	\$1,091.06
		Inv. 6427 – Regional billing Jan. \$234.00	
		Inv. 6433 – Director election mailing \$179.86	
		Inv. 6475 – Regional billing Feb. \$234.00	
1691	City of Gillette	Inv. 1408432 – Regional Water 2/3-3/2/22	\$ 528.24
		\$305.50 base / 74,000 gal \$222.74	
1692	Hawkins, Inc.	Inv. 6125881 – Chlorine	\$ 10.00
1693	Water Guy, LLC	Inv. 2022-187 – Feb. water op./meters	\$ 583.00
TOTAL BILLS:			\$ 2,212.30
Balance End of Meeting:			\$32,822.00

Receivables – Past due accounts were reviewed.

III. Water System Update / Water Meter Readings – The water system information was reviewed. Duaine Faucett and Stefanie Brown from Water Guy came to the meeting. A written agreement was provided for the Board’s review and approval. It’s a list of items that Water Guy does as part of the monthly fee that the District pays them. Water Guy has seen large increases in prices including for labor (Walmart is starting people at \$18.50 an hour). There have to be two licensed operators to take care of the District’s water system. It takes a period of time to get someone licensed, and Water Guy is increasing rates July 1st to cover rising costs. The radio read system that Water Guy uses required

them to upgrade as their old system was no longer going to be serviced, and that cost was about \$20,000. In addition, the annual service fee went from \$2,000 to \$7,000 a year. Helenanne Cathey recommends that the District switch to Water Guy for billing and collections because the current system puts her in the middle of the process between customers and Water Guy. Water Guy currently reads the meters but doesn't check for accuracy since they aren't doing the billing. Helenanne receives a report from Water Guy with meter readings which are manually entered in a spreadsheet which is then manually input into QuickBooks and billed. Water Guy has a system that electronically captures the meter readings and then electronically sends the information to the billing program. If they are doing the billing, they will take accountability for accuracy of meter readings. Right now they drive through the subdivision and download the data which is then forwarded in a report. Helenanne will continue to receive monthly reports and will begin receiving billing and accounts receivable information so that she can continue to reconcile bank statements and do the District's reporting and reconcile Accounts Receivable each month. She will basically be auditing the work that is done by Water Guy and will continue to present information to the Board for transparency and analysis. Stefanie Brown explained how Water Guy's billing system works. They offer automatic bill pay options, online payments, payments over the phone, and they also have a drop box.

There was discussion on the high fluoride levels that were the reason for blending with City water. The District could go to 100% regional water if everyone wanted that, but it doesn't sound like that's what people want. People like the Fort Union well water. There was discussion on if the fluorides could eventually go back down. It is unknown but unlikely. At the current time the District is blending the District's water with about 60% regional. Originally, the hope was that the District could blend with about 25% regional water. Because the Madison water in the regional system has higher fluorides, it resulted in having to blend with higher levels of the Madison water.

Troy Hipsag moved to approve the Water Guy price increase and have Water Guy do the billing and receivables. Tom Dietz seconded. Motion carried unanimously. Water Guy will start billing at the end of April. There was discussion on rates. The consensus is to eliminate the system whereby the City's bill is pro-rated out to each individual upon receipt each month. Water Guy won't bill this way. The City charges \$3.01 per 1,000 gallons for water that it sells to the system, so the District's fees of \$2 per 1,000 and \$3.00 per 1,000 are under what it costs to buy water. That needs to be addressed. There was discuss on raising the monthly fee to \$100 to cover the higher costs. The consensus is to hold a special meeting in April to come up with a rate structure.

There will be a special meeting on Wednesday, April 6, 2022, at 6:00 p.m. for the purpose of budgeting and rate setting. The meeting will be at the office of Cathey Consulting (400 S Gillette Ave, Suite 106, Gillette).

IV. Unfinished Business

- a. Haul in rock and level off area around mailboxes – This will be removed from the agenda.
- b. Director Election (March 22, 2022 – Dietz, Hipsag) – Helenanne Cathey, Zeke Zebroski, and Carletta Zebroski will canvass ballots within 7 days of the election date.

V. New Business

- a. Local Government Liability Pool renewal application – The renewal application is now done online, so Helenanne Cathey completed it based on last year's answers. Zeke Zebroski moved to approve the Local Government Liability Pool renewal application as submitted. Troy Hipsag seconded. Motion carried unanimously.

Zeke Zebroski moved to adjourn. Tom Dietz seconded. The meeting adjourned at 3:16 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.

