

Rozet Ranchettes Improvement & Service District

Regular Meeting

Minutes

Tuesday, May 10, 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, Darlene Ganje

President Zeke Zebroski called the meeting to order at 4:30 p.m.

I. Minutes – Troy Hipsag moved to approve the minutes for the March 9, 2022, regular meeting and April 6, 2022, special 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, except having additional discussion on one of Water Guy’s invoices before final approval. Tom Dietz seconded. There was discussion. There were concerns regarding Water Guy’s invoice for the deposit tickets and stamp – these are an endorsement stamp for Water Guy to stamp checks and deposit tickets for the District’s bank account. These are set up items and should last quite a while. The motion also includes paying Wyoming Earthmoving Corporation – the bill was received after the agenda was received. Motion carried unanimously.

Ending Bank Balance from last meeting:		\$32,822.00	
AUTO Powder River Energy Electricity 2/1-2/28/22		\$537.13	
Deposits (through 3/31/22):	\$2,981.36		
QuickBooks Balance 3/31/22:		\$35,266.23	
Bills paid in April:			
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity 2/28-4/1/22	\$627.34
1694	Cathey Consulting	Inv. 6510 – Mar. books/postage \$420.00	\$449.52
		Inv. 6477 – Certified letters \$29.52	
1695	City of Gillette	Inv. 1425284 – Regional Water 3/2-4/4/22	\$522.22
		Base \$305.50 + \$216.72 (72,000 gal)	
1696	C N A Surety	Bond 71109778 5/12/22-5/12/23 (board)	\$105.00
1697	Energy Laboratories	Inv. 462939 – Testing	\$52.00
1698	Gillette News-Record	Ad 00372099 – director election ad	\$88.00
1699	Local Gov’t Liab. Pool	Inv. 13763 – Insurance 7/1/22 – 6/30/23	\$500.00
1700	Water Guy, LLC	2022-282 – Mar. water op./meters read	\$583.00
TOTAL BILLS:			\$2,927.08
Deposits (4/1-4/30/22):	\$1,714.79		
4/04/22 Check Bounced		\$273.01	
QuickBooks Balance 4/30/22:			\$33,780.93
Xpress Bill Pay:	\$1,353.26		
QuickBooks Balance before bills:			\$35,134.19*

*Balance does not reflect any 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 – 4/1/22 – 5/1/22	\$601.81
1701	Cathey Consulting	Inv. 6549 – Apr. books/postage	\$420.00
1702	City of Gillette	Inv. 1442398 – Regional Water 4/4-5/3/22	\$587.34
		\$352.50 base / 72,000 gal \$234.84	
1703	Hawkins, Inc.	Inv. 6162438 – Chlorine \$397.75	\$402.75
		Inv. 6163652 – Chlorine \$5.00	
1704	Water Guy, LLC	Inv. 2022-386 – Apr. water op./meters \$898.00	\$1,088.05
		Inv. 2022-425 – stamp and deposit tickets \$190.05	
1705	Wyo. Earthm. Corp.	Inv. 8701 – Blade & shape roads	\$556.40

TOTAL BILLS: \$3,656.35
Balance End of Meeting: \$31,477.84

Receivables – Past due accounts were reviewed.

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

IV. Unfinished Business

a. Director Election (March 22, 2022 – Dietz, Hipsag) – Election results:

Votes for two directors to serve on the Board of Directors for four-year terms:

Troy Hipsag – 12 votes

Jessica Bowles – 4 votes

Tom Dietz – 6 votes

Troy Hipsag and Tom Dietz completed the oaths as required.

b. Budget for 7/1/22 – 6/30/23 – The date for the budget hearing and July regular meeting was moved to July 19th instead of July 12th. The City has increased the rate to \$7.50 per tap instead of \$6.50 per month plus \$3.09 per 1,000 gallons instead of \$3.01 per 1,000 gallons. The consensus is to increase the amount to match the City’s fee for those lots that pay just that tap fee. Zeke Zebroski moved to increase the monthly bill for improved lots to \$125 effective with the July billing that is due August 20th and unimproved lots to \$38. Troy Hipsag seconded. Motion carried unanimously. There was discussion on the overage rate. Zeke Zebroski moved to leave the base gallons at 15,000 gallons and to change the overage fee to match the City’s fee of \$3.09 per 1,000 gallons above the base gallons starting with the July billing due August 20th. Troy Hipsag seconded. Motion carried unanimously.

Zeke Zebroski moved to approve the budget as discussed. Troy Hipsag seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run on July 5, 2022:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
ROZET RANCHETTES IMPROVEMENT & SERVICE DISTRICT**

Rozet Ranchettes Improvement and Service District will hold a public hearing to review the 7/1/22 – 6/30/23 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on July 19, 2022, at 4:30 p.m. The budget is summarized below:

Administrative \$6,200 / Indirect \$3,305 / Operations & Misc. \$87,795
Revenue / Rollover: \$97,300

Monthly rates will increase to \$125 for improved lots and \$38 for unimproved lots due to increasing expenses. Water will be billed at \$3.09 per 1,000 gallons used over 15,000 gallons a month. The complete proposed budget is available online at www.catheyconsulting.net – Rozet Ranchettes meeting minutes for 05/10/22. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

V. New Business

- a. Tom Dietz moved to keep the same slate of officers for the year (Zeke Zebroski, President / Tom Dietz, Vice President / Troy Hipsag, Secretary/Treasurer). Troy Hipsag seconded. Motion carried unanimously.
- b. There was discussion on sending out a special mailing to people regarding the rate changes. The information is in the meeting minutes and will be published in the newspaper. No special mailing will be done.

Tom Dietz moved to adjourn. Troy Hipsag seconded. The meeting adjourned at 5:13 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 Meeting:

The July meeting will be July 19th instead of July 12th.

The meeting will be at the office of Cathey Consulting (400 S Gillette Ave, Suite 106, Gillette).

Next Regular Meeting: Tuesday, July 19, 2022, 4:30 p.m. (Budget Hearing and Regular Meeting)

Other 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,
Helenanne 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)	Budget	Actual (EST)	Budget	
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	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.