

**Rozet Ranchettes Improvement & Service District  
Regular Meeting  
Minutes**

**Tuesday, September 13, 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

Tom Dietz called the regular meeting to order at 4:31 p.m.

**I. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports**

1. Nick & Cindy LaTorre – 6 Gold Buckle - \$9.16 owed – was not collected when property closed (October, 2021 – This is a City bill pro-rated amount. The City billing wasn't available prior to closing). Since it's a small amount, Zeke Zebroski moved to write off the amount. Tom Dietz seconded. Motion carried unanimously.
2. Water Guy sent a memo regarding the owner of 22 Gold Buckle. The homeowner sent a check written to Water Guy in June. Water Guy called them and told them the check had to be written to the District. The homeowner corrected it. The next month, Water Guy received a check from the homeowner written out to the District, but the following month, the check was written to Water Guy again. Water Guy mailed the check back to them, and they ended up with a late fee. The homeowner said they would not pay the late fees. Water Guy will shut the water off in 3 months if the account isn't paid in full. There was discussion. Tom Dietz moved to allow Water Guy to follow their normal procedure and shut off water as per the policy if late fees aren't paid. Zeke Zebroski seconded. Motion carried unanimously.
3. Troy Massie came to the meeting with plans for a house and shop at 58 Gold Buckle. Tom Dietz reviewed the plans. Zeke Zebroski reported that he spoke to Mr. Massie and has also reviewed the plans prior to the meeting. The Board consensus is that they have no issues or concerns regarding the plans as presented as long as they remain within the guidelines of the covenants.

**II. Minutes** – Zeke Zebroski moved to approve the minutes for the July 19, 2022, budget hearing and regular meeting as written. Tom Dietz 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:		\$34,840.63
Water Deposits (7/1-7/19/22)	\$3,803.00	
Adjusted Balance Forward:		\$38,643.63
Water Deposits (7/19-7/31/22):	\$741.44	
QuickBooks Balance 5/31/22:		\$39,385.07
Xpress bill pay deposit (8/06/22):	\$1,694.50	
Water Deposits (8/1-8/31/22):	\$1,630.57	
Bills paid in August:		
Ck#	Payee	Purpose
1717	Powder River Energy	Electricity 7/1-8/1/22
1718	Cathey Consulting	Inv. 6668 – July Admin./Books /Compliance
1719	City of Gillette	Inv. 1493318 – Regional Water 7/5-8/1/22 Base \$352.50 (305,000 gal) \$942.45
1721	Hawkins	Inv. 6238567 – Chlorine
1721	Water Guy, LLC	Inv. 2022-709 – July water op./meters read/ billing
TOTAL BILLS:		\$3,078.42
QuickBooks Balance 8/31/22:		\$39,631.72

Xpress Bill Pay deposit 9/6/22: \$2,750.15  
 QuickBooks Balance before bills: \$42,381.87\*

\*Balance does not reflect Water Guy deposits since the end of the prior month except the Xpress Bill Pay Deposit.

**Bills paid at Meeting:**

Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity – 8/1/22 – 9/1/22	\$308.03
1722	Cathey Consulting	Inv. 6708 – Aug. books/postage	\$450.00
1723	City of Gillette	Inv. 1510033 – Regional Water 8/1-9/2/22 \$352.50 base / 271,000 gal \$837.39	\$1,189.89
1724	Energy Laboratories	Inv. 495142 – Testing \$52.00 Inv. 499736 – Testing \$406.00	\$458.00
1725	Hawkins, Inc.	Inv. 6264537 – Chlorine \$20.00	\$20.00
1726	Water Guy, LLC	Inv. 2022-760 – Call out for high use \$90.00 Inv. 2022-821 – Aug. water op./meters/billing \$997.10 Inv. 2022-863 – Bounced check \$18.75	\$1,105.85
<b>TOTAL BILLS:</b>			<b>\$3,531.77</b>
1720	S & S Builders	Inv. 4707 – Delivered crushed concrete	\$275.00
<b>Balance End of Meeting:</b>			<b>\$38,575.10</b>

**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 came to the last meeting. They were going to get back to the District on a few issues. We haven't heard from them yet. This will be on the next meeting agenda.

**VI. New Business**

a. Zeke Zebroski moved to approve the updated fee schedule for public records requests (Cathey Consulting fee schedule). Tom Dietz seconded. There was discussion. Fees must be paid up front for copies before they are released. Motion carried unanimously.

b. Weed Spraying- E-mail received 7/27/22:

I spoke with Tom from the HOA in our neighborhood and he explained that weed spraying for individual properties hasn't been done the past few years due to the difficulty finding a contractor. However, he did mention that if we had many thistles on our property then we can be added to a list to get that taken care of. My husband and I were out and about on the property last night and did notice that we have several areas of thistles popping up since he last mowed. Just thought I would mention this. Thanks, Jennifer Meggs (17 Gold Buckle)

Tom Dietz reported that he spoke with the landowner and explained that the District hasn't sprayed for a few years because 1) weeds haven't been a concern, 2) the cost, and 3) finding someone to come out there. This will be reassessed in the spring, and the District will act appropriately at that time.

c. The insurance policy is available for review and will be placed on file.

d. The Board will sign the Local Government Annual Report Summary for FYE 6/30/22 which will be submitted to the Department of Audit with the Proof of Cash completed by Helenanne Cathey.

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, 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 4<sup>th</sup> Street across from Arrow Printing.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

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Zeke Zebroski, President Date

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Thomas (Tom) Dietz, Vice President Date

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Troy Hipsag, Secretary/Treasurer Date