

**Rozet Ranchettes Improvement & Service District**

**Regular Meeting**

**Minutes**

**Tuesday, January 10, 2017, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

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

OTHERS PRESENT: Helenanne Cathey, Dusty Linder

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

**I. Minutes** – Troy Hipsag moved to approve the minutes as written for the last regular meeting on September 13, 2016. Zeke Zebroski seconded. Motion carried unanimously.

**II. Treasurer's Report** – Zeke Zebroski moved to accept the Treasurer's report and pay bills as presented. Troy Hipsag seconded. Motion carried unanimously.

Ending Bank Balance from Last Minutes:		\$31,650.45
Deposits (through 9/30/16):	\$1,344.00	
Quickbooks / Balance 9/30/16:	\$32,994.45	Bank: \$32,994.45
Bills paid in October:		
AUTO Powder River Energy	Electricity 7/30/16-8/29/16	\$394.74
1416 Campbell County Treas.	Taxes	\$363.52
1417 Cathey Consulting	Inv. 3555 – lien release \$12.00	\$440.29
	Inv. 3586 – Sept. books/postage	\$408.88
1418 Water Guy, LLC	2016-1019 – Sept. water operator	\$563.50
TOTAL BILLS:		\$1,762.05
Deposits (through 10/31/16)	\$5,897.00	
Quickbooks Balance 10/31/16:	\$37,129.40	Bank: \$37,129.40
Deposits (through 11/08/16):	\$1,700.00	
QuickBooks Balance Prior to November Meeting		\$38,829.40
<b>NO MEETING IN NOVEMBER – NO QUORUM</b>		
Pay bills / sign checks:		
Bills paid in November:		
AUTO Powder River Energy	Electricity 8/29/16-10/30/16	\$571.05
1419 Cathey Consulting	Inv. 3639 – Oct. books/postage	\$405.64
1420 Hawkins, Inc.	Inv. 3960373 – Chlorine \$10.00	\$332.50
	Inv. 3970805 – Chlorine	\$317.50
	Inv. 3973893 – Chlorine	\$5.00
1421 Water Guy, LLC	2016-1132 – Oct. water operator	\$563.50
TOTAL BILLS:		\$1,872.69
Balance After Bills:		\$36,956.71
Deposits (through 11/30/16)	\$1,041.00	
Quickbooks Balance 11/30/16:	\$37,997.71	Bank: \$39,299.35**
**Checks not cleared 11/30/16:		
	Ck# 1419 – Cathey Consulting	\$405.64
	Ck# 1420 – Hawkins, Inc.	\$332.50
	Ck# 1421 – Water Guy	\$563.50
Adjusted Bank Balance:	\$37,997.71	
Deposits (December, 2016):	\$3,207.47	
Bills paid in December:		
AUTO Powder River Energy	Electricity 10/30/16-11/30/16	\$256.95
1422 Kuhbacher Trucking	Rock	\$19,266.00
1423 Cathey Consulting	Inv. 3678 – Nov. books/postage	\$400.00
	Inv. 3687 – Cert. letters	\$25.88
1424 Hawkins, Inc.	Inv. 3986995 – Chlorine	\$5.00
1425 Water Guy, LLC	2016-1245 – Nov. water operator	\$563.50

TOTAL BILLS:		\$20,517.33	
Quickbooks Balance 12/31/16:	\$20,687.85	Bank: \$20,687.85	
Deposits (through 1/10/17):	1,939.00		
Balance Prior to Meeting:		\$22,626.85	
Bills paid at Meeting:			
Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 11/30/16-12/31/16	\$ 461.00
1426	Cathey Consulting	Inv. 3717 – Dec. books/postage \$423.71	\$ 436.65
		Inv. 3725 – Certified letters \$12.94	
1427	Energy Laboratories	Inv. 47333 – Testing \$280.00	\$ 690.00
		Inv. 48833 – Testing \$280.00	
		Inv. 51233 – Testing \$130.00	
1428	ProElectric, Inc.	Inv. 20161069 – Heater repair	\$ 363.17
1429	Water Guy, LLC	Inv. 2016-1343 – Dec. water op./meters	\$ 563.50
TOTAL BILLS:			\$2,514.32
<b>Balance End of Meeting:</b>			<b>\$20,112.53</b>

**Receivables** – Past due accounts were reviewed.

**III. Water / Well Update / Water Meter Readings** – The water system information was reviewed and discussed.

**IV. Unfinished Business**

- a. Roads – A grant application was approved by the County on October 18, 2016 for \$3,335. The road project was completed. The pay request, completion report and close out letter were signed and will be submitted to the County. This closes out the project. The Board was happy with the rock. The feedback has been good from landowners.
- b. Spraying – Up to \$1,200 authorized for spraying (May meeting) – Spraying was done one time. An informal paper was received with a dollar amount on it, but no billing invoice has been provided. The total bill is going to be \$1,820.28. There was discussion on the spraying. Zeke Zebroski explained that the next bill (next year) should be less than that. Troy Hipsag moved to approve the bill for \$1,820.28, once the proper paperwork has been received. Zeke Zebroski seconded. Motion carried unanimously.

**V. New Business**

- a. Dusty Linder explained his proposed plans to build a 36 X 88 shop on the north side of his property (20 Casey Tibbs Court) off of the easements, running east and west. The colors will match the other buildings. Troy Hipsag moved to approve the building as discussed pursuant to the landowner following all of the District’s covenants and rules. Zeke Zebroski seconded. Motion carried unanimously.

Troy Hipsag moved to adjourn the meeting. Tom Dietz seconded. The meeting adjourned at 5:07 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.

**The next regular meeting will be Tuesday, March 14, 2017, 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

---

Zeke Zebroski, President Date

---

Thomas (Tom) Dietz, Vice President Date

---

Troy Hipsag, Secretary/Treasurer Date