

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

**Tuesday, January 9, 2024, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Jeff Carter, Troy Hipsag, Zeke Zebroski  
OTHERS PRESENT: Helenanne Cathey, Cassie Erickson, Scott, Crowley,  
Abby Crowley, Robert Schanck

Zeke Zebroski called the meeting to order at 4:24 p.m.

- I. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports** – Reports were available for review.
- II. Minutes** – Troy Hipsag moved to approve the minutes for the November 14, 2023, regular meeting as presented. Jeff Carter seconded. Motion carried unanimously.
- III. Treasurer’s Report** – Troy Hipsag moved to accept the Treasurer’s report and pay bills as presented. Zeke Zebroski seconded. Motion carried unanimously.

Ending Bank Balance from last meeting:		\$62,303.19	
Water Deposits (11/1-11/14/23)	\$330.00		
Adjusted Balance Forward:		\$62,633.19	
Water Deposits (11/14-11/30/23)	\$1,169.41		
Xpress bill pay deposit (12/6/23)	\$3,911.51		
Water Deposits (12/1-12/31/23)	\$2,019.16		
Bills paid in December:			
Ck#	Payee	Purpose	Amount
AUTO	City of Gillette	Bill 1765714 – Regional water 11/1-12/3/23 Base \$352.50 (86,000 gal.) \$265.74	\$618.24
AUTO	Powder River Energy	Electricity 11/1-12/1/23	\$600.96
1807	Cathey Consulting	Inv. 7357 – Nov.. Admin./Books /Compliance	\$472.50
1808	Gillette News-Record	Invoice 12772 – Director election legal ad	\$131.30
1809	Hawkins	Inv.6625687 – Chlorine	\$20.00
1810	Water Guy, LLC	Inv. 2023-1193 – Nov. water op./ meters read/billing	\$997.10
TOTAL BILLS:			\$2,840.10
Xpress bill pay deposit (1/5/24)	\$3,036.43		
QuickBooks Balance before bills:			\$69,929.60*
Bills paid at Meeting:			
Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity – 12/1/23 – 1/1/24	No bill yet.
AUTO	City of Gillette	Inv. 1783082 – Regional water 12/3-1/2/24 Base \$352.50 (91,000 gal) \$281.19	\$633.69
1811	Cathey Consulting	Inv. 7397 – Dec. Admin./Books/Compliance	\$472.50
1812	Energy Laboratories	Inv. 604925 – Water testing	\$53.00
1813	Hawkins, Inc.	Inv. 6646995 – Chlorine	\$20.00
1814	Water Guy	Inv. 2023-1297 – Dec. Water Operator \$997.10 Inv. 2023-1235 – Bounced check \$18.75	\$1,015.85
TOTAL BILLS:			\$2,195.04
<b>Balance End of Meeting:</b>			<b>\$67,734.56</b>

- IV. Water System Update / Water Meter Readings** – The water system information was reviewed and discussed. No update on the lead and copper service line inventory.

**V. Unfinished Business**

- a. Roads – The roads were not bladed after the last meeting and won't be bladed until spring. Glen Weiss with Wyoming Earthmoving Corporation is who has been blading the roads. A suggestion was made to cut the roads a little deeper to try to get the washboard out of the road. The Board plans to put more gravel down on the roads this spring. Estimates will be requested from several contractors in order to apply for the County Grant to help with the cost. A bill was received for mowing that will be paid next month. A concern was raised regarding the mowing of the ditches and clarification was requested. Is the District responsible or are landowners? Everyone at the meeting agreed that homeowners need to take care of their own ditches – from the road to an undetermined distance onto each property. Each homeowner needs to be responsible for mowing and/or weed-eating their own ditches. This past fall, the District hired someone to mow a bit mainly because of the clover. Last winter the school bus got stuck because of the snow drifting due to weeds along the sides of the roads. This summer/fall, the clover was even worse, and the consensus of the Board was to hire someone to mow to try to prevent the drifting problems this winter. The clover just got out of hand and was too much for some people. The Board agrees, however, that a policy should be adopted to explain that landowners are responsible for maintaining their own ditches. Landowners need to mow an unspecified area from the road onto their property. This distance should be determined and put into writing. This will be discussed at the next meeting and anyone with any input on this subject is asked to please attend the next meeting to assist in developing a policy on this issue.
  
- b. Director Election – (March 19, 2024 – Zebroski and Carter – one 4 year term and one for the remaining 2 years of a 4-year term). Applications to be on the ballot are due between December 20, 2023 and January 9, 2024. The sample ballot was reviewed to mail between February 23<sup>rd</sup> and March 4<sup>th</sup>. The following legal ad will run in the News-Record on March 5<sup>th</sup> after ballots have been mailed.

NOTICE OF DIRECTOR ELECTION  
ROZET RANCHETTES IMPROVEMENT & SERVICE DISTRICT  
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Rozet Ranchettes Improvement & Service District for the purpose of electing one director for a two (2)-year term and one director for a four (4)-year term on the Board of Directors. Candidates include Zeke Zebroski for the two-year term and Jeffrey L. Carter for the four-year term. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (City Hall Mall / K2 Technologies Building - office entrance is on 4<sup>th</sup> Street across from Arrow Printing), or by calling Helennane Cathey at 307-685-8235. An "Elector Affidavit" form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Rozet Ranchettes Improvement & Service District by mail at P.O. Box 3290, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, March 19, 2024, or at Cathey Consulting by 5:00 p.m. on Tuesday, March 19, 2024, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 19, 2024, between 9:00 a.m. and 2:00 p.m.

Troy Hipsag, Secretary / Filing Officer  
Rozet Ranchettes Improvement & Service District

**VI. New Business**

- a. None

Zeke Zebroski moved to adjourn. Jeff Carter seconded. The meeting was adjourned at 4:47 p.m.

Zeke Zebroski called the meeting back to order at 4:56 p.m. There was discussion on a property where someone is living in a trailer. The District's covenants do not allow this. Troy Hipsag moved to send a letter to the homeowner that has someone living in a trailer on one of the lots in the District. Zeke Zebroski seconded. Motion carried unanimously. The main section in the covenants that pertains to this is as follows:

**Article XI**

