

**Rozet Ranchettes Improvement & Service District  
Budget Hearing / Regular Meeting  
Minutes**

**Tuesday, July 10, 2018, 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

**BUDGET HEARING**

President Zeke Zebroski called the budget hearing to order at 4:30 p.m. The budget was reviewed. There was an opportunity for public comment. Seeing as there was no public comment, Zeke Zebroski adjourned the budget hearing at 4:31 p.m.

**REGULAR MEETING**

President Zeke Zebroski called the regular meeting to order at 4:31 p.m. There was discussion on the fluoride in the water and the regional connection. Zeke Zebroski will contact Levi Jensen with the City of Gillette to see when the District will be connected to the regional system. Tom Dietz will contact Duaine Faucett with Water Guy.

- I. Minutes** – Tom Dietz moved to approve the minutes as written for the last regular meeting on May 8, 2018. Zeke Zebroski 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 Minutes:		\$34,755.08
Deposits (through 5/31/18):	\$1,430.00	
AUTO Powder River Energy Electricity 3/31-4/29/18		\$546.83
Quickbooks / Balance 5/31/18:	\$35,638.25	Bank: \$35,638.25
Bills paid in June:		
AUTO Powder River Energy Electricity 4/29-5/29/18		\$394.74
1497 Cathey Consulting Inv. 4448 – May books/postage	\$404.21	\$416.21
		Inv. 4415 – Lien release \$12.00
1498 Energy Laboratories Inv. 158415 – CCR		\$75.00
1499 Hawkins, Inc. Inv. 4288021 – Chlorine		\$10.00
1500 Water Guy, LLC 2018-442 – May water oper.		\$563.50
<b>TOTAL BILLS:</b>		<b>\$1,459.45</b>
Deposits (May, 2018):	\$2,315.00	
Quickbooks Balance 6/30/18:	\$36,493.80	Bank: No statement yet.
Deposits (through 6/10/18):	\$1,453.00	
QuickBooks Balance Prior to Meeting:		\$37,946.80
Bills paid at Meeting:		
Ck# Payee Purpose		Amount
AUTO Powder River Energy Electricity 5/29-6/28/18		\$ 378.27
1501 Cathey Consulting Inv. 4493 – June books/postage	\$409.21	\$ 466.91
		Inv. 4459 – Postcards \$51.00
		Inv. 4501 – Cert. letter \$6.70
1502 Gillette News-Record Ad 00341502 – Budget hearing		\$ 58.56
1503 Postmaster. Annual box fee		\$ 54.00
1504 Water Guy, LLC Inv. 2017-542 – June water op./meters		\$ 563.50
<b>TOTAL BILLS:</b>		<b>\$1,521.24</b>
<b>Balance End of Meeting:</b>		<b>\$36,425.56</b>

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

**III. Water System Update / Water Meter Readings** – The water system information was available for review.

**IV. Unfinished Business**

- a. Road Issues – There was discussion on drainage in the District. There was discussion on the road and some areas where the gravel washed off and bringing in some rock. Tom Dietz moved to spend up to \$2,500 for rock and a grader if needed. Troy Hipsag seconded. Motion carried unanimously.
- b. Budget – Troy Hipsag moved to adopt the budget for 7/1/18 – 6/30/19 for \$76,147. Tom Dietz seconded. Motion carried unanimously. The budget is attached to these minutes.

**V. New Business**

- a. Public Records Notice – Zeke Zebroski completed the Public Records Notice to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting.
- b. Official Depository – Troy Hipsag moved to designate First National Bank as the official depository for 7/1/18 – 6/30/19. Tom Dietz seconded. Motion carried unanimously.
- c. **The Board expressed a big thank you to everyone for all of the mowing and cleaning things up. It looks nice in the subdivision!**

Zeke Zebroski moved to adjourn the meeting. Tom Dietz seconded. The meeting adjourned at 4:59 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, September 11, 2018, 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

**Budget - Rozet Ranchettes ISD - 7/1/18 - 6/30/19**

**Budget Hearing July 10, 2018, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717**

	Actual	Budget	Actual	Budget	
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19	
<b>Revenue</b>					
Grants - County	6,670	3,750	0	1,750	25% of Road Exp.
Monthly Rates	32,400	32,400	32,400	32,400	80 X 33 + 3 X 20
Water Overages	1,183	1,000	1,172	1,000	
Other Fees (Late, Coll., Tap, etc.)	1,337	4,500	1,094	4,500	
Receivables Start of FY					Start of Yr Receivables
<b>TOTAL REVENUE</b>	<b>41,590</b>	<b>41,650</b>	<b>34,666</b>	<b>39,650</b>	
<b>CASH CARRYOVER</b>	<b>44,129</b>	<b>26,896</b>	<b>26,896</b>	<b>36,497</b>	
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>85,719</b>	<b>68,546</b>	<b>61,562</b>	<b>76,147</b>	
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping	4,800	4,800	5,300	5,500	420 X 12 (5% increase)
Contract Legal	39	500	0	500	
Office / Postage	386	540	506	600	
<b>TOTAL ADMINSTRATIVE</b>	<b>5,225</b>	<b>5,840</b>	<b>5,806</b>	<b>6,600</b>	
<b>Indirect</b>					
Insurance - Liab., Bonding	605	605	605	605	
Insurance - Property	1,598	2,200	2,151	2,200	
<b>TOTAL INDIRECT COSTS</b>	<b>2,203</b>	<b>2,805</b>	<b>2,756</b>	<b>2,805</b>	
<b>Operations</b>					
Misc (Cash Carryover less reserves)		26,896		36,497	Maintenance / Repairs
Arena / Taxes	364	364	363	364	
Roads - Rock, Blading	34,618	7,800	480	7,000	
Roads - Dust Control					
Water Operator / Meter Reading	7,326	6,762	6,764	7,000	493.5 X 12 + 70 X 12
Water System Electricity	4,834	5,300	5,558	5,800	
Water System Operations		2,000		2,000	
Water System - Chlorine	422		750		
Water System - Testing	1,145	9,279	1,918	1,200	SOC/VOC \$1,232 4/27/18
Water System Repairs / Maintenance	1,243		581	2,000	
Water Tank Cleaning				1,500	
Water System - Other	124		195	479	
Weed & Pest	1,820	1,500	1,424	1,500	
Payables Start of FY				1,402	Start of Yr Payables
<b>TOTAL OPERATIONS COSTS</b>	<b>51,896</b>	<b>59,901</b>	<b>18,033</b>	<b>66,742</b>	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)				30,245	
<b>TOTAL EXPENDITURES</b>	<b>59,324</b>	<b>68,546</b>	<b>26,595</b>	<b>76,147</b>	
<b>Capital Improvements / Reserves</b>					
Deposits into Reserves					
Payments from Reserves					
<b>TOTAL DEPOSITS TO RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>59,324</b>	<b>68,546</b>	<b>26,595</b>	<b>76,147</b>	
Receivables Start of FY	(104)		(104)		
Payables Balance Start of FY	441		441		
	<b>6/30/2016</b>	<b>6/30/2017</b>	<b>6/30/2017</b>	<b>6/30/2018</b>	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
<b>GENERAL FUNDS</b>	<b>44,129</b>	<b>26,896</b>	<b>26,896</b>	<b>36,497</b>	<b>CASH CARRYOVER</b>
<b>RESERVES BALANCES</b>					
<b>RESTRICTED FUND BALANCES</b>					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>44,129</b>	<b>26,896</b>	<b>26,896</b>	<b>36,497</b>	
Receivables Balance End of FY	(419)		(673)		
Payables Balance End of FY	627		1,402		
End of Year Bank Balance	26,896		36,497		
Net per year (Revenue minus Expens.)	-17,734	0	8,071	0	
Net (including cash carryover)	26,395	0	34,967	0	

Budget Message: The District manages the roads and water. Rates are anticipated to stay the same. No major capital improvements expected. The District does not maintain a Reserves balance at this time.

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Tom Dietz (Vice Pres.) & Troy Hipsag (Sec./Treas.) terms end March, 2022 / Zeke Zebroski, Pres. term ends Mar., 2020)  
 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.