

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

**Tuesday, July 11, 2017, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Zeke Zebroski, Troy Hipsag  
BOARD MEMBERS NOT PRESENT: Tom Dietz  
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. Zeke Zebroski adjourned the budget hearing at 4:36 p.m.

**REGULAR MEETING**

President Zeke Zebroski called the regular meeting to order at 4:36 p.m. The water usage / meter readings were reviewed.

- I. **Minutes** – Troy Hipsag moved to approve the minutes as written for the last regular meeting on May 9, 2017. Zeke Zebroski seconded. Motion carried unanimously.
- II. **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 Minutes: |  | \$24,382.36                             |
| Deposits (through 5/31/17):            | \$520.00                               |   |
| Quickbooks / Balance 05/31/17:         | \$24,902.36                            | Bank: \$24,902.36                       |
| Bills paid in June:                    |  |   |
| AUTO Powder River Energy               | Electricity 5/1-5/28/17                | \$259.31                                |
| 1448 Cathey Consulting                 | Inv. 3920 – May books/postage \$403.43 | \$468.76                                |
|  | Inv. 3929 – Postcards/CCR \$45.56      |   |
|  | Inv. 3935 – Cert. letters \$19.77      |   |
| 1449 Energy Laboratories               | Inv. 79966 – CCR                       | \$75.00                                 |
| 1450 Hawkins, Inc.                     | Inv. 4065720 – Chlorine                | \$10.00                                 |
| 1451 Water Guy, LLC                    | 2017-576 – May water operator          | \$563.50                                |
| TOTAL BILLS:                           |  | \$1,376.57                              |
| Deposits (through 06/30/17):           | \$3,360                                |   |
| Quickbooks Balance 06/30/17:           | \$26,885.79                            | Bank: \$26,885.79                       |
| Deposits (through 07/07/17):           | \$1,375.00                             |   |
| QuickBooks Balance Prior to Meeting:   |  | \$28,260.79                             |
| Bills paid at Meeting:                 |  |   |
| Ck#                                    | Payee                                  | Purpose                                 |
| AUTO                                   | Powder River Energy                    | Electricity                             |
| 1452                                   | Cathey Consulting                      | Inv. 3969 – June books/postage \$413.12 |
|  |  | Inv. 3976 – Certified letter \$6.59     |
| 1453                                   | Gillette News-Record                   | Ad 00329277 – Budget hearing            |
| 1454                                   | Hawkins                                | Inv. 4082899 – Chlorine                 |
| 1455                                   | Postmaster                             | Annual box fee                          |
| 1456                                   | Water Guy, LLC                         | Inv. 2017-684 – June water op./meters   |
| TOTAL BILLS:                           |  | \$1,098.84                              |
| <b>Balance End of Meeting:</b>         |  | <b>\$27,161.95</b>                      |

**Receivables** – Past due accounts were reviewed. There is one past due account that will be shut off if not paid.

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

#### **IV. Unfinished Business**

- a. Troy Hipsag moved to adopt the budget for 7/1/17 – 6/30/18 for \$68,535. Zeke Zebroski seconded. Motion carried unanimously. The budget is attached to these minutes.
- b. Weed Spraying – Zeke Zebroski reported that weed spraying was done. No bill has been received yet.
- c. Ditch in front of 25 Gold Buckle Place – From the May meeting: Zeke Zebroski to talk to the County Public Works office and see what they recommend to fix the situation, and Zeke Zebroski to talk to the landowner to see what they suggest as well. Zeke Zebroski reported that he talked to the landowner. The landowner doesn't have a problem with the water on his side of the road – it's when it runs across from the neighbor's over. He didn't have a problem with having the County look at it, but he thinks the ditches need to be a little deeper. He doesn't want dirt added in on the east side. Zeke Zebroski will continue to work on this.
- d. Roads
  - i. Blading – Troy Hipsag talked to the County, but they haven't been out yet. They have had a lot of budget cuts, so that's probably why they haven't been out there. The consensus was to call a few contractors and see what they would charge to run a blade through on the roads. Troy Hipsag moved to blade the roads after there is some moisture, spending up to \$500. Zeke Zebroski seconded. Motion carried unanimously.
  - ii. At the May meeting, a motion was made to put a load or two of crushed concrete/asphalt mix around the mailboxes, spending not more than \$1,200. Zeke Zebroski volunteered to spread the rock. Tom Dietz to contact a contractor. At this meeting, Zeke Zebroski moved to table the project for now. Troy Hipsag seconded. Motion carried unanimously.

#### **V. New Business**

- a. Troy Hipsag moved to designate First National Bank as the official depository for 7/1/17 – 6/30/18. Zeke Zebroski seconded. Motion carried unanimously.
- b. Zeke Zebroski filled out the Public Records Notice to submit to the County .
- c. Zeke Zebroski moved to authorize Helenanne Cathey to order checks for the District. Troy Hipsag seconded. Motion carried unanimously.
- d. A letter was reviewed regarding the possible formation of a special district association in Wyoming. No action was required.
- e. There was discussion on a homeowner that has a barn with no roof. Zeke Zebroski has been trying to contact the homeowner. The consensus is to send a letter stating that the District needs to be notified of the homeowner's plan, in writing, as to when the barn will be fixed or torn down and also to find out when the property will be mowed, especially the front of the property.

Troy Hipsag moved to adjourn the meeting. Zeke Zebroski seconded. The meeting adjourned at 5:12 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 12, 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

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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 - 7/1/17 - 6/30/18**

**Budget Hearing July 11, 2017, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717**

|  | Actual           | Budget           | Actual           | Budget           |                       |
|--|------------------|------------------|------------------|------------------|-----------------------|
|  | 7/1/15 - 6/30/16 | 7/1/16 - 6/30/17 | 7/1/16 - 6/30/17 | 7/1/17 - 6/30/18 |                       |
| <b>Revenue</b>                           |                  |                  |                  |                  |                       |
| Grants - County                          | 966              | 3,750            | 6,670            | 3,750            |                       |
| Monthly Rates                            | 32,280           | 32,400           | 32,400           | 32,400           | 80 X 33 + 3 X 20      |
| Water Overages                           | 1,042            |                  | 1,183            | 1,000            |                       |
| Other Fees (Late, Coll., Tap, etc.)      | 718              | 4,500            | 1,327            | 4,500            |                       |
| <b>TOTAL REVENUE</b>                     | <b>35,006</b>    | <b>40,650</b>    | <b>41,580</b>    | <b>41,650</b>    |                       |
| <b>CASH CARRYOVER</b>                    | <b>32,862</b>    | <b>44,129</b>    | <b>44,129</b>    | <b>26,885</b>    |                       |
| <b>TOTAL REVENUE PLUS CASH CARRYOVER</b> | <b>67,868</b>    | <b>84,779</b>    | <b>85,709</b>    | <b>68,535</b>    |                       |
| <b>Expenditures</b>                      |                  |                  |                  |                  |                       |
| <b>Administrative</b>                    |                  |                  |                  |                  |                       |
| Contract Admin./Bookkeeping              | 4,850            | 4,800            | 4,800            | 4,800            | 400 X 12              |
| Contract Legal                           |                  | 500              | 39               | 500              |                       |
| Office / Postage                         | 658              | 540              | 386              | 540              |                       |
| <b>TOTAL ADMINISTRATIVE</b>              | <b>5,508</b>     | <b>5,840</b>     | <b>5,225</b>     | <b>5,840</b>     |                       |
| <b>Indirect</b>                          |                  |                  |                  |                  |                       |
| Insurance - Liab., Bonding               | 605              | 605              | 605              | 605              |                       |
| Insurance - Property                     | 1,649            | 1,800            | 1,598            | 2,200            |                       |
| <b>TOTAL INDIRECT COSTS</b>              | <b>2,254</b>     | <b>2,405</b>     | <b>2,203</b>     | <b>2,805</b>     |                       |
| <b>INTEREST - TOTAL COSTS</b>            | <b>0</b>         |                  |                  | <b>0</b>         |                       |
| <b>DEBT - PRINCIPAL COSTS</b>            | <b>0</b>         |                  |                  | <b>0</b>         |                       |
| <b>Operations</b>                        |                  |                  |                  |                  |                       |
| Misc (Cash Carryover less reserves)      |                  | 44,129           |                  | 26,885           |                       |
| Arena / Taxes                            | 364              | 364              | 364              | 364              |                       |
| Roads - Rock, Blading                    | 200              | 15,000           | 34,618           | 7,800            |                       |
| Roads - Dust Control                     |                  |                  |                  |                  |                       |
| Water Operator / Meter Reading           | 6,708            | 6,762            | 7,326            | 6,762            | 493.5 X 12 + 70 X 12  |
| Water System Electricity                 | 4,901            | 5,300            | 4,834            | 5,300            |                       |
| Water System Operations                  | 5,237            | 2,000            |                  | 2,000            |                       |
| Water System - Chlorine                  |                  |                  | 422              |                  |                       |
| Water System - Testing                   |                  |                  | 1,145            | 9,279            |                       |
| Water System Repairs                     |                  | 1,779            | 1,243            |                  | \$15,000 per yr.      |
| Water System - Other                     |                  |                  | 124              |                  |                       |
| Weed & Pest                              | 0                | 1,200            | 1,820            | 1,500            |                       |
| <b>TOTAL OPERATIONS COSTS</b>            | <b>17,410</b>    | <b>76,534</b>    | <b>51,896</b>    | <b>59,890</b>    |                       |
| <b>TOTAL EXPENDITURES</b>                | <b>25,172</b>    | <b>84,779</b>    | <b>59,324</b>    | <b>68,535</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>25,172</b>    | <b>84,779</b>    | <b>59,324</b>    | <b>68,535</b>    |                       |
| Receivables Start of FY                  | 1,998            |                  | (104)            |                  |                       |
| Payables Balance Start of FY             | 1,110            |                  | 441              |                  |                       |
|  | <b>7/1/2015</b>  | <b>7/1/2016</b>  | <b>7/1/2016</b>  | <b>7/1/2017</b>  |                       |
| <b>BEGINNING OF FISCAL YEAR BALANCES</b> |                  |                  |                  |                  |                       |
| <b>GENERAL FUNDS</b>                     | 32,862           | 44,129           | 44,129           | 26,885           | <b>CASH CARRYOVER</b> |
| <b>RESERVES BALANCES</b>                 |                  |                  |                  |                  |                       |
| <b>RESTRICTED FUND BALANCES</b>          |                  |                  |                  |                  |                       |
| <b>TOTAL FUNDS BEGINNING OF YEAR</b>     | 32,862           | 44,129           | 44,129           | 26,885           |                       |
|  |                  |                  |                  |                  |                       |
|  | 6/30/2016        | 6/30/2017        | 6/30/2017        | 6/30/2018        |                       |
| Receivables Balance End of FY            | (104)            |                  | (419)            |                  |                       |
| Payables Balance End of FY               | 441              |                  | 627              |                  |                       |
| End of Year Bank Balance                 | 44,129           |                  | 26,886           |                  |                       |
| Net per year (Revenue minus Expens.)     | 9,834            | 0                | -17,744          | 0                |                       |
| Net (including cash carryover)           | 42,696           | 0                | 26,385           | 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, 2018 / 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.