

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

Tuesday, July 11, 2023, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Troy Hipsag, Zeke Zebroski
BOARD MEMBERS APPROVED ABSENT: Jeff Carter
OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Zeke Zebroski called the budget hearing to order at 4:30 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Zeke Zebroski adjourned the budget hearing at 4:32 p.m.

REGULAR MEETING

Zeke Zebroski called the regular meeting to order at 4:32 p.m.

- I. Budget** – Zeke Zebroski moved to adopt the budget for 7/1/23 – 6/30/24 for \$127,542.00. Troy Hipsag seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports** – There was discussion on some issues with billing.
- III. Minutes** – Troy Hipsag moved to approve the minutes for the May 9, 2023, regular meeting as presented. Zeke Zebroski seconded. Motion carried unanimously.
- IV. 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 meeting:	\$52,101.05
Water Deposits (5/1-5/9/23) \$125.00	
Adjusted Balance Forward:	\$52,226.05
Water Deposits (5/10-5/31/23) \$2,035.50	
Xpress bill pay deposit (6/7/23) \$3,075.00	
Water Deposits (6/1-6/30/23) \$3,181.00	

Bills paid in June:			
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity 5/1-6/1/23	\$350.59
1774	Cathey Consulting	Inv. 7093 – May. Admin./Books /Compliance	\$450.00
1775	City of Gillette	Inv. 1662490 – Regional Water 5/2-6/2/23	\$714.03
		Base \$352.50 (117,000 gal) \$361.53	
1776	Energy Laboratories	Inv. 551933 – Testing / CCR \$125.00	\$178.00
		Inv. 555559 – Testing \$53.00	
1777	Hawkins	Inv. 6471548 – Chlorine \$20.00	\$442.76
		Inv. 6473621 – Chlorine \$422.76	
1778	Water Guy, LLC	Inv. 2023-454 – May water op./	\$997.10
		meters read/billing	
TOTAL BILLS:			\$3,132.48
Xpress bill pay deposit (7/6/23)	\$3,235.00		
QuickBooks Balance before bills:			\$60,620.07*

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

Bills paid at Meeting:			
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – 6/1/23 – 7/1/23	\$271.12
1779	Cathey Consulting	Inv. 7138 – June Admin./Books/Compliance	\$450.00

1780	City of Gillette	Inv. 1679720 – Regional water 6/2-7/5/23	\$822.18
		Base \$352.50 (152,000 gal) \$361.53	
1781	Gillette News-Record	Inv. 2170 – Budget hearing ad	\$102.70
1782	Hawkins, Inc.	Inv. 6499341 – Chlorine	\$10.00
1783	Postmaster	Annual post office box fee	\$166.00
1784	Water Guy, LLC	Inv. 2023-569 – June water op./meters/billing	\$997.10
1785	Wyo. Assoc. of Special Districts	– Membership fee	\$100.00
TOTAL BILLS:			\$2,919.10
Balance End of Meeting:			\$57,700.97

V. **Water System Update / Water Meter Readings** – The water system information was reviewed. The lead and copper service line inventory will be done by October of 2024.

VI. **Unfinished Business**

- a. Roads –
 - i. Culvert installed in driveway that did not meet subdivision and covenants requirements – The landowner has committed to installing a culvert. This will be removed from the agenda.
 - ii. Cost estimates for materials for roads – No update.

VII. **New Business**

- a. Troy Hipsag moved to add Jeff Carter to the bank signature card. Zeke Zebroski seconded. Motion carried unanimously.
- b. Public Records Notice – 2 board members signed the notice to submit to the County stating that the District’s records are stored at the office of Cathey Consulting, which is open most Mondays through Thursdays, 9 a.m. – 5 p.m.
- c. Official Depository – Zeke Zebroski moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Troy Hipsag seconded. Motion carried unanimously.
- d. Annual election of officers – Troy Hipsag moved to keep the same slate of officers for the year – Zeke Zebroski, President / Jeff Carter, Vice President / Troy Hipsag, Secretary/Treasurer. Zeke Zebroski seconded. Motion carried unanimously.
- e. There was discussion on the District’s late fees.

Zeke Zebroski moved to adjourn. Troy Hipsag seconded. The meeting adjourned at 4:43 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.

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, September 12, 2023, 4:30 p.m. (Regular Meeting)

Other Upcoming Meetings:

Tues., Sept. 12, 2023, 4:30 p.m. / Tues., Nov. 14, 2023, 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 4th Street across from Arrow Printing.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Zeke Zebroski, President Date

Jeff Carter, Vice President Date

Troy Hipsag, Secretary/Treasurer Date

Budget - Rozet Ranchettes ISD - 7/1/2023 - 6/30/2024					
Budget Hearing July 11, 2023, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717					
	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	
Revenue					
Grants - County		2,500		5,000	25% of Road Exp. (Grant Eligible)
Grants - County (approved April, 2020)					
Monthly Rates - Improved Lots	50,082	52,500	56,142	52,500	35 lots X \$125.00 per month (\$4,375)
Monthly Rates - Unimproved Lots		1,368		3,192	7 lots X \$38 per month (\$266)
RR LLC Lots (9)		810		270	3 lots X \$7.50 per month (\$37.50)
Water Overages	839	1,000	1,500	1,000	\$3.09 per 1,000 gal. over 15,000 gal./mo.
Other Fees (Late, Coll., Tap, etc.)		4,500	3,542	4,500	
Receivables Start of FY				0	Start of Yr Receivables
TOTAL REVENUE	50,921	62,678	61,184	66,462	
CASH CARRYOVER		34,622		61,080	
TOTAL REVENUE PLUS CASH CARRYOVER	50,921	97,300	61,184	127,542	
Expenditures					
Administrative					
Contract Admin./Bookkeeping	7,238	5,400	5,400	5,670	\$472.50 X 12
Contract Legal					
Office / Postage	1,084	800	400	800	
TOTAL ADMINSTRATIVE	8,322	6,200	5,800	6,470	
Indirect					
Insurance - Liab., Bonding	605	605	605	605	
Insurance - Property	2,637	2,700	2,637	2,700	
TOTAL INDIRECT COSTS	3,242	3,305	3,242	3,305	
Operations					
Misc (Cash Carryover less project carryover)		34,622		53,310	Maintenance / Repairs
Arena / Taxes	0	0	0	0	
Roads - Rock, Blading	1,206		650		ROADS & WEED & PEST 21,500
Road proj. - Grant eligible		10,000		20,000	
Roads - Dust Control					
Weed & Pest		1,500		1,500	
Water - Regional / Tap Fee (Base)	3,807	4,230	4,230	4,230	47 X \$7.50 X 12 mo.
Water - Regional / Usage	4,821	4,635	5,545	4,635	50% blend of 3 mill. gallons (1.5 mill. gal. X 3.09/1,000)
Water Operator / Meter Reading / Billing	6,888	11,965	11,965	11,965	\$997.10 X 12
Water System Electricity	5,522	6,500	3,802	6,500	
Water System - Chlorine	513	1,100	500	1,100	
Water System - Testing	852	1,200	1,062	1,200	SOC/VOC \$1,232 8/6/2020
Water System Repairs / Maintenance	340	10,064	0	11,327	1/2019 - pump repl. \$7,936
Water Tank Cleaning		1,500		1,500	
Water System - Other	1,028	479		500	
Payables Start of FY				0	Start of Yr Payables
TOTAL OPERATIONS COSTS	24,977	87,795	27,754	117,767	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)		53,173		64,457	WATER 42,957
TOTAL EXPENDITURES	36,541	97,300	36,796	127,542	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	36,541	97,300	36,796	127,542	
Receivables Start of FY	(228)		3,363		
Payables Balance Start of FY	2,739		2,525		
	6/30/2021	6/30/2022 (EST)	6/30/2022	6/30/2023 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	27,027	34,622	35,854	61,080	CASH CARRYOVER
RESERVES BALANCES					
RESTRICTED FUND BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	27,027	34,622	35,854	61,080	
Receivables Balance End of FY	3,363				
Payables Balance End of FY	2,525				
Undeposited funds end of FY	1,748				
End of Year Bank Balance	35,854		61,080	0	
Net per year (Revenue minus Expens.)	14,380	0	24,388	-7,770	
Net (including cash carryover)	14,380	0	24,388	0	
Budget Message: The District manages the roads and water. The District is connected to the regional water system. No major capital improvements are expected. The District hopes to add material to the roads ad utilize the County grant this fiscal year. The District does not maintain a Reserves balance at this time.					

Board Member Signature _____ Board Member Signature _____
Directors: Zeke Zebroski, (Pres.) & Jeff Carter (Vice Pres.) terms end Mar., 2024 / Troy Hipsag (Sec./Treas.) term ends March, 2026
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.

Regional rate -
2021: \$6.50 per month plus \$3.01 per 1,000 gallons used from the City.
2022: \$7.50 per month plus \$3.09 per 1,000 gallons used from the City.
District Rate History:
2007 \$80 per mo. improved / \$20 unimproved (since District started) **Overage \$2.00 per 1,000 over 15,000 + \$3.00 per 1,000 over 30,000/mo**
2021 \$86.50 per mo. improved / \$26.50 unimproved / \$6.50 Roz Ran LLC vacant lots
7/1/2022 \$125 per mo. improved / \$38 unimproved / \$7.50 Roz Ran LLC vacant lots **7/1/22: Overage \$3.09 per 1,000 over 15,000 gal./mo.**
5,280 feet in a mile

Rozet Ranchettes Roads	Feet	Miles
Casey Tibbs Ct	800	0.15
Gold Buckle Pl	7930	1.50
Turtle Back Rd	320	0.06
Total	9050	1.71