

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

Tuesday, July 13, 2021, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Tom Dietz, Zeke Zebroski
 BOARD MEMBERS NOT PRESENT: Troy Hipsag
 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. There was discussion on a resident’s question about getting a generator. Zeke Zebroski moved to adjourn the budget hearing. Tom Dietz seconded. The budget hearing adjourned at 4:41 p.m.

REGULAR MEETING

President Zeke Zebroski called the regular meeting to order at 4:41 p.m.

I. Budget Adoption – Zeke Zebroski moved to adopt the budget for 7/1/21 – 6/30/22 for \$73,081. Tom Dietz seconded. Motion carried unanimously. The budget is attached to these minutes.

Zeke Zebroski moved to pro-rate the City regional billing based on usage for the time period that most closely corresponds with each monthly bill, and mail everyone an invoice for their pro-rated share (and monthly fee of \$6.50) starting with the first bill from the City received last month. Tom Dietz seconded. Motion carried unanimously. Invoices will be sent as soon as possible for the first billing, and an explanation paragraph will be included on the invoices.

II. Minutes – Zeke Zebroski moved to approve the minutes for the May 11, 2021, regular meeting as presented. Tom Dietz seconded. Motion carried unanimously.

III. Treasurer’s Report – Zeke Zebroski moved to accept the Treasurer’s report and pay bills as presented. Tom Dietz seconded. Motion carried unanimously.

Ending Bank Balance from last meeting:		\$27,488.27
Deposits (through 5/31/21):	\$1,637.00	
QuickBooks Balance 5/31/21:		\$29,125.27
Bills paid in June:		
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>
<u>Amount</u>		
1644	Powder River Energy	Electricity 5/1-6/1/21
		\$457.31
1644	Russel & A. Cooley	Refund credit balance
		\$40.00
1645	Cathey Consulting	Inv. 6045 – May books/postage
		\$426.65
1646	City of Gillette	Inv. 1255737 – Regional Water 5/1-6/1
		\$1,831.57
		Base \$305.50 + \$1,526.07 (507,000 gal)
1647	Energy Laboratories	Inv. 396366 – Testing \$247.00
		\$504.00
		Inv. 396367 – Testing/CCR \$125.00
		Inv. 399625 – Testing \$132.00
1648	Hawkins, Inc.	Inv. 4944094 – Chlorine
		\$10.00
1649	Water Guy, LLC	2021-486– May water op./meters
		\$583.00
TOTAL BILLS:		\$3,852.53
Deposits (6/1-6/30/21):	\$1,754.00	
QuickBooks Balance 6/30/21:		\$27,026.74
Deposits (7/1-7/13/21):	\$1,789.00	
QuickBooks Balance before bills:		\$28,815.74
Bills paid at Meeting:		
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>
<u>Amount</u>		
AUTO	Powder River Energy	Electricity – 6/1/21-7/1/21
		\$ 303.29

1650	Cathey Consulting	Inv. 6089 – June books/postage \$433.75	\$ 454.75
		Inv. 6100 – Certif. letters \$21.00	
1651	City of Gillette	Inv. 1272660 – Regional Water 6/1-6/30/21	\$1,262.68
		Base \$305.50 + \$957.18 (318,000 gal.)	
1652	Energy Laboratories	Inv. 402664 – Testing	\$ 17.00
1653	Gillette News-Record	Ad 00367967 – Budget hearing	\$ 70.88
1654	Hawkins, Inc.	Inv. 4969456 – Chlorine	\$ 10.00
1655	Postmaster	Annual box fee	\$ 56.00
1656	Water Guy, LLC	Inv. 2021-593 – June water op./meters/CCR note	\$ 641.60
TOTAL BILLS:			\$ 2,816.20
Balance End of Meeting:			\$25,999.54

Receivables – Past due accounts were reviewed.

IV. Water System Update / Water Meter Readings – The water system information was reviewed. There was discussion on the amount of regional water that is being used and how to start billing for the regional water. The Board is concerned about the quantity of water being purchased from the City Board members will follow up with Water Guy to get an explanation.

V. Unfinished Business

a. The consensus is to hire someone to haul in some rock and level off the area around the mailboxes. Zeke Zebroski will contact a contractor to bring in some rock.

VI. New Business

- a. Public Records Notice – Two board members signed the public records notice to submit to the County stating that the District’s records are stored at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette).
- b. Official Depository – Zeke Zebroski moved to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Tom Dietz seconded. Motion carried unanimously.
- c. E-mail question from landowner – “I was wondering if they have talked about getting a generator for the water well especially if they are going to up the water rate gets old not having water.” - There was discussion on this question. It has been quite a while since the power was out. When the power does go out, Water Guy is out there immediately. The consensus of the Board is not to get a generator at this time.
- d. Director Election (March 22, 2022 – Dietz, Hipsag) – The following legal ad will be scheduled to run in the News-Record on November 23, 2021:

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

Public Notice is hereby given that on Tuesday, March 22, 2022, an election shall be held for the purpose of electing two Directors to serve four (4) year terms on the Board of Directors for the Rozet Ranchettes Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the elected official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 22, 2022, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 3290, Gillette, WY 82717) or with Helenanne Cathey (685-8235 or hlcathey@collinscom.net) between December 22, 2021, and January 11, 2022. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Zeke Zebroski adjourned the meeting 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.

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!

The next regular meeting is scheduled for Tuesday, September 14, 2021, 4:30 p.m.

Tuesday, Sept. 14, 2021, 4:30 p.m. / Tuesday, Nov. 9, 2021, 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

Thomas (Tom) Dietz, Vice President Date

Troy Hipsag, Secretary/Treasurer Date

Budget - Rozet Ranchettes ISD - 7/1/2021 - 6/30/2022					
Budget Hearing July 13, 2021, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717					
	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22	
Revenue					
Grants - County		1,750		2,500	25% of Road Exp. (Grant Eligible)
Grants - County (approved April, 2020)		9,871	9,870		
Monthly Rates - Improved Lots	33,240	35,292	33,540	36,330	35 lots X \$86.50 per month (was \$80)
Monthly Rates - Unimproved Lots		954	720	954	3 lots X \$26.50 per month (was \$20)
Water Overages	607	1,000	1,198	1,000	
RR LLC Lots (9)		780		780	10 lots paying \$6.50 per month
Other Fees (Late, Coll., Tap, etc.)	2,685	4,500	910	4,500	
Receivables Start of FY		0		0	Start of Yr Receivables
TOTAL REVENUE	36,532	54,147	46,238	46,064	
CASH CARRYOVER		53,655		27,027	
TOTAL REVENUE PLUS CASH CARRYOVER	36,532	107,802	46,238	73,091	
Expenditures					
Administrative					
Contract Admin./Bookkeeping	5,040	5,500	5,040	5,500	420 X 12
Contract Legal	0	500	0	500	
Office / Postage	649	600	420	600	
TOTAL ADMINISTRATIVE	5,689	6,600	5,460	6,600	
Indirect					
Insurance - Liab., Bonding	105	605	105	605	
Insurance - Property	2,683	2,700	2,693	2,700	
TOTAL INDIRECT COSTS	2,788	3,305	2,798	3,305	
Operations					
Misc (Cash Carryover less project carryover)		19,160		20,025	Maintenance / Repairs
Arena / Taxes	365	364	363	0	
Roads - Rock, Blading		7,000			
Road proj. - Grant eligible		39,482	39,482	10,000	
Roads - Dust Control					
Water - Regional Connection			5,617		
Water - Regional / Tap Fee		3,666	611	3,666	47 X \$6.50 X 12 mo.
Water - Regional / Usage		2,915	2,483	2,915	30% blend of 3,228,500 gallons X 3.01 per 1,000
Water Operator / Meter Reading	6,786	7,000	6,803	7,000	493.5 X 12 + 70 X 12
Water System Electricity	5,132	6,500	5,779	6,500	
Water System - Chlorine	765	1,100	788	1,100	
Water System - Testing	281	1,200	2,321	1,200	SOC/VOC \$1,232 8/6/2020
Water System Repairs / Maintenance	599	4,562	1,817	4,562	1/2019 - pump repl. \$7,936
Water Tank Cleaning		1,500		1,500	
Water System - Other	0	479	0	479	
Weed & Pest	0	1,500	0	1,500	
Payables Start of FY		1,469		2,739	Start of Yr Payables
TOTAL OPERATIONS COSTS	13,928	97,897	66,064	63,186	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)		78,737		43,161	
TOTAL EXPENDITURES	22,405	107,802	74,322	73,091	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	22,405	107,802	74,322	73,091	
Receivables Start of FY	(570)		(42)		
Payables Balance Start of FY	1,347		1,469		
	6/30/2019	6/30/2020	6/30/2020	6/30/2021 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	39,934	53,655	53,655	27,027	CASH CARRYOVER
RESERVES BALANCES					
RESTRICTED FUND BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	39,934	53,655	53,655	27,027	
Receivables Balance End of FY	(42)		(228)		
Payables Balance End of FY	1,469		2,739		
End of Year Bank Balance	53,655		27,027		
Net per year (Revenue minus Expens.)	14,127	-34,495	-28,084	-7,002	
Net (including cash carryover)	14,127	0	-28,084	0	

Budget Message: The District manages the roads and water. No major capital improvements are expected other than some road work which will be completed next year if not done this year. 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., 2024
 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.