

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

**Tuesday, July 14, 2020, 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. Zeke Zebroski adjourned the budget hearing at 4:34 p.m.

**REGULAR MEETING**

President Zeke Zebroski called the regular meeting to order at 4:34 p.m.

- I. Budget Adoption** – Troy Hipsag moved to adopt the budget for 7/1/20 – 6/30/21 for \$107,802. Zeke Zebroski seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Tom Dietz moved to approve the minutes for the May 12, 2020, regular meeting as presented. Troy Hipsag seconded. Motion carried unanimously.
- III. 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 meeting:		\$51,500.69
Deposits (through 5/31/20):	\$794.00	
QuickBooks Balance 5/31/20:		\$52,294.69
Bills paid in June:		
AUTO Powder River Energy	Electricity 4/29-5/31 \$278.32	\$0.00
	Capital credits applied -\$330.35	
	Capital credits balance: -\$52.03	
1593 Cathey Consulting	Inv. 5497 – May books/postage \$424.95	\$438.85
	Inv. 5508 – Cert. letters \$13.90	
1594 Energy Laboratories	Inv. 317456 – Testing / CCR	\$100.00
1595 Hawkins, Inc.	Inv. 4718590 – Chlorine	\$10.00
1596 Water Guy, LLC	2019-1513– May water oper./meters	\$565.50
<b>TOTAL BILLS:</b>		<b>\$1,114.35</b>
Deposits (June, 2020):	\$2,555.00	
Check returned for insufficient funds		\$80.00
QuickBooks Balance 06/30/20:		\$53,655.34
Deposits (7/1-7/14/20):	\$2,393.00	
QuickBooks Balance Prior to Meeting:		\$56,048.34
Bills paid at Meeting:		
Ck#	Payee	Purpose
AUTO	Powder River Energy	Electricity 5/31-7/1 \$352.35
		Capital credits -\$52.03
1597	Cathey Consulting	Inv. 5540 – June books/postage \$433.20
		Inv. 5548 – Cert. letters \$13.90
1598	Energy Laboratories	Inv. 319974 – Testing
1599	Gillette News-Record	Ad 00361332 – Budget hearing ad
1600	Hawkins, Inc.	Inv. 4741025 – Chlorine
1601	Postmaster	Annual fee
1602	Water Guy, LLC	Inv. 2020-58 – June water op./meters \$565.50
		Inv. 2020-103 – Meter repair \$65.00
<b>TOTAL BILLS:</b>		<b>\$ 1,539.42</b>
<b>Balance End of Meeting:</b>		<b>\$54,508.92</b>

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

- IV. **Water System Update / Water Meter Readings** – The water system information was reviewed. Zeke Zebroski reported that they have a meeting every Thursday morning at the tank, and the contractor provides a progress report on the regional connection.
  
- V. **Unfinished Business**
  - a. Road / road work for spring – The road work (crushed concrete/asphalt - 2,573 feet on the east side of Gold Buckle from the Highway and 1,334 feet on the west side of Gold Buckle from the Highway, including around the mailbox areas at both entrances) was discussed. The County approved a grant for \$9,871 for the Earth Work Solutions bid of \$39,482.10. Troy Hipsag moved to accept the bid and have Earth Work Solutions start the work as soon as they can. Tom Dietz seconded. Motion carried unanimously. Troy Hipsag will contact Earth Work Solutions.
  
- VI. **New Business**
  - a. Official Depository – Tom Dietz moved to designate First National Bank as the official depository for 7/1/20 – 6/30/21. Troy Hipsag seconded. Motion carried unanimously.
  - b. Public Records notice – Two board members signed a form to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting at 400 S Gillette Avenue, Suite 106, Gillette.
  - c. The plans for 27 Gold Buckle Place were sent to the Board after the May meeting. Board members reviewed the plans and had no objections, so the plans were accepted as there was no objection within 30 days.

Zeke Zebroski adjourned the meeting at 4:49 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 will be Tuesday, September 8, 2020, 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,

Helennane 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 - 7/1/2020 - 6/30/2021					
Budget Hearing July 14, 2020, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717					
	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21	
<b>Revenue</b>					
Grants - County	2,124	1,750		1,750	25% of Road Exp.
Grants - County (approved April, 2020)				9,871	
Monthly Rates - Improved Lots	32,560	32,640	33,240	35,292	34 lots X \$86.50 per month (was \$80)
Monthly Rates - Unimproved Lots				954	3 lots X \$26.50 per month (was \$20)
Water Overages	673	1,000	607	1,000	
RR LLC Lots (9)				780	10 lots paying \$6.50 per month
Other Fees (Late, Coll., Tap, etc.)	2,227	4,500	2,685	4,500	
Receivables Start of FY		0		0	Start of Yr Receivables
<b>TOTAL REVENUE</b>	<b>37,584</b>	<b>39,890</b>	<b>36,532</b>	<b>54,147</b>	
<b>CASH CARRYOVER</b>		<b>39,934</b>		<b>53,655</b>	
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>37,584</b>	<b>79,824</b>	<b>36,532</b>	<b>107,802</b>	
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping	5,040	5,500	5,040	5,500	420 X 12
Contract Legal	0	500	0	500	
Office / Postage	330	600	649	600	
<b>TOTAL ADMINISTRATIVE</b>	<b>5,370</b>	<b>6,600</b>	<b>5,689</b>	<b>6,600</b>	
<b>Indirect</b>					
Insurance - Liab., Bonding	105	605	105	605	
Insurance - Property	2,372	2,200	2,683	2,700	
<b>TOTAL INDIRECT COSTS</b>	<b>2,477</b>	<b>2,805</b>	<b>2,788</b>	<b>3,305</b>	
<b>Operations</b>					
Misc (Cash Carryover less project carryover)		39,934		19,160	Maintenance / Repairs
Arena / Taxes	364	364	365	364	
Roads - Rock, Blading	3,073	7,000		7,000	
Road proj. - Grant approved April, 2020				39,482	
Roads - Dust Control					
Water - Regional / Tap Fee				3,666	47 X \$6.50 X 12 mo.
Water - Regional / Usage				2,915	30% blend of 3,228,500 gallons X 3.01 per 1,000
Water Operator / Meter Reading	6,762	7,000	6,786	7,000	493.5 X 12 + 70 X 12
Water System Electricity	6,098	6,500	5,132	6,500	
Water System Operations		1,000		1,000	
Water System - Chlorine	770	800	765	1,100	
Water System - Testing	392	1,200	281	1,200	SOC/VOC \$1,232 4/27/18
Water System Repairs / Maintenance	8,679	1,795	599	3,562	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		1,347		1,469	Start of Yr Payables
<b>TOTAL OPERATIONS COSTS</b>	<b>26,138</b>	<b>70,419</b>	<b>13,928</b>	<b>97,897</b>	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)		30,485		78,737	
<b>TOTAL EXPENDITURES</b>	<b>33,985</b>	<b>79,824</b>	<b>22,405</b>	<b>107,802</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>33,985</b>	<b>79,824</b>	<b>22,405</b>	<b>107,802</b>	
Receivables Start of FY	(673)		(570)		
Payables Balance Start of FY	1,402		1,347		
	6/30/2018	6/30/2019	6/30/2019	6/30/2020	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
<b>GENERAL FUNDS</b>	<b>36,493</b>	<b>39,934</b>	<b>39,934</b>	<b>53,655</b>	<b>CASH CARRYOVER</b>
<b>RESERVES BALANCES</b>					
<b>RESTRICTED FUND BALANCES</b>					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>36,493</b>	<b>39,934</b>	<b>39,934</b>	<b>53,655</b>	
Receivables Balance End of FY	(570)		(42)		
Payables Balance End of FY	1,347		1,469		
End of Year Bank Balance	39,934		53,655		
Net per year (Revenue minus Expens.)	3,599	0	14,127	-34,495	
Net (including cash carryover)	3,599	0	14,127	0	

Budget Message: The District manages the roads and water. Rates will increase by \$6.50 per month when the regional connection is made and the District starts receiving bills from the City. 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., 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 Ave, Suite 106, Gillette.

48 lots total minus 1 District = 47 lots / only billing 37 lots since 10 are owned by Roz Ran LLU  
 \$80 per month will increase to \$86.50 per month when regional is connected and the District receives bills from the City  
 \$20 per month will increase to \$26.50 per month when regional is connected and the District receives bills from the City  
 \$6.50 per month will start on 10 Roz Ran LLC lots when the District receives bills from the City  
 District's base gallons & overage rates will not change (15,000 gal base) & overage rates (\$2.00 per 1,000 between 15,000 and 30,000 and \$3.00 per 1,000 over 30,000  
 Regional rate - \$6.50 per month plus \$3.01 per 1,000 gallons used from the City.