

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

**Tuesday, July 9, 2019, 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. There was no public comment. Zeke Zebroski adjourned the budget hearing at 4:33 p.m.

**REGULAR MEETING**

President Zeke Zebroski called the meeting to order at 4:33 p.m.

- I. Budget** – Zeke Zebroski moved to adopt the budget of \$79,824.00 for the 7/1/19 – 6/30/20 fiscal year. Troy Hipsag seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Troy Hipsag moved to approve the minutes for the May 14, 2019, regular meeting as written. Zeke Zebroski 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:	\$37,727.05
Deposits (through 05/31/19):	\$1,890.00
QuickBooks / Balance 05/31/19:	\$39,617.05
	Bank: \$39,617.05
Bills paid in June:	
AUTO Powder River Energy Electricity 4/29-5/31/19	\$266.19
1545 Cathey Consulting Inv. 4972 – May books/postage	\$425.50
	\$439.20
	Inv. 4982 – Cert. letters \$13.70
1546 Hawkins, Inc. Inv. 4504634 – Chlorine	\$10.00
1547 Water Guy, LLC 2018-433 – May water oper./CCR	\$651.96
1548 Young Contracting Inv. 0135 – 5/28 & 6/4 grading	\$500.00
<b>TOTAL BILLS:</b>	<b>\$1,867.35</b>
Deposits (June, 2019):	\$2,185.00
QuickBooks Balance 06/30/19:	\$39,934.70
	Bank: \$40,586.66*
*Checks outstanding: Ck# 1547 Water Guy	\$651.96
Adjusted Bank Balance	\$39,934.70
Deposits (through 7/09/19):	\$1,280.00
QuickBooks Balance Prior to Meeting:	\$41,214.70
Bills paid at Meeting:	
Ck# Payee Purpose	Amount
AUTO Powder River Energy Electricity 5/31/19-6/30/19	\$ 288.61
1549 Cathey Consulting Inv. 5019 – June books/postage	\$ 430.70
	Inv. 5027 – Cert. letter \$6.85
1550 Gillette News-Record Ad 00352399 – Budget hearing ad	\$ 61.70
1551 Hawkins, Inc. Inv. 4526698 – Chlorine	\$ 10.00
1552 Postmaster Annual box fee	\$ 56.00
1553 Water Guy, LLC Inv. 2019-530 – June water op./meters	\$ 563.50
<b>TOTAL BILLS:</b>	<b>\$ 1,410.51</b>
<b>Balance End of Meeting:</b>	<b>\$39,804.19</b>

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

**IV. Water System Update / Water Meter Readings** – The water system information was reviewed.

**V. Unfinished Business**

- a. Road work – The consensus is that the road is in pretty good shape now. There was discussion on some road work and the mailbox area that could use some work this fall.
- b. Tom Dietz will order some speed limit signs from the County.

**VI. New Business**

- a. Tom Dietz moved to designate First National Bank as the Official Depository for 7/1/19 – 6/30/20. Troy Hipsag seconded. Motion carried unanimously.
- b. A construction plan was received from Ian Lyman at 10 Gold Buckle Place for a pole barn/shop. The steel exterior & roof will have colors that match existing structures. Troy Hipsag moved to approve Ian Lyman’s pole barn construction plan as presented in the schematic. Tom Dietz seconded. Motion carried unanimously.

Zeke Zebroski moved to adjourn the meeting. Troy Hipsag seconded. The meeting adjourned at 4:50 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 10, 2019, 4:30 p.m. (Regular Meeting)**

**2019 meetings:**

November 12, 2019, 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 - 7/1/2019 - 6/30/2020 - FINAL**

**Budget Hearing July 9, 2019, 4:30 p.m. at office of Cathy Consulting / PO Box 3290, Gillette, WY 82717**

	Actual	Budget	Actual	Budget	
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20	
<b>Revenue</b>					
Grants - County	0	1,750	2,124	1,750	25% of Road Exp.
Monthly Rates	32,400	32,400	32,560	32,640	80 X 33 + 4 X 20=2720X12
Water Overages	1,172	1,000	673	1,000	
Other Fees (Late, Coll., Tap, etc.)	1,093	4,500	2,227	4,500	
Receivables Start of FY				0	Start of Yr Receivables
<b>TOTAL REVENUE</b>	<b>34,665</b>	<b>39,650</b>	<b>37,584</b>	<b>39,890</b>	
<b>CASH CARRYOVER</b>	<b>26,896</b>	<b>36,497</b>	<b>36,493</b>	<b>39,934</b>	
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>61,562</b>	<b>76,147</b>	<b>74,077</b>	<b>79,824</b>	
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping	5,300	5,500	5,040	5,500	420 X 12
Contract Legal	0	500	0	500	
Office / Postage	506	600	330	600	
<b>TOTAL ADMINSTRATIVE</b>	<b>5,806</b>	<b>6,600</b>	<b>5,370</b>	<b>6,600</b>	
<b>Indirect</b>					
Insurance - Liab., Bonding	105	605	105	605	
Insurance - Property	2,151	2,200	2,372	2,200	
<b>TOTAL INDIRECT COSTS</b>	<b>2,256</b>	<b>2,805</b>	<b>2,477</b>	<b>2,805</b>	
<b>Operations</b>					
Misc (Cash Carryover less reserves)		36,497		39,934	Maintenance / Repairs
Arena / Taxes	363	364	364	364	
Roads - Rock, Blading	480	7,000	3,073	7,000	
Roads - Dust Control					
Water Operator / Meter Reading	6,764	7,000	6,762	7,000	493.5 X 12 + 70 X 12
Water System Electricity	5,558	5,800	6,098	6,500	
Water System Operations		2,000		1,000	
Water System - Chlorine	750		770	800	
Water System - Testing	1,918	1,200	392	1,200	SOC/VOC \$1,232 4/27/18
Water System Repairs / Maintenance	581	2,000	8,679	1,795	1/2019 - pump repl. \$7,936
Water Tank Cleaning		1,500		1,500	
Water System - Other	196	479	0	479	
Weed & Pest	1,424	1,500	0	1,500	
Payables Start of FY		1,402		1,347	Start of Yr Payables
<b>TOTAL OPERATIONS COSTS</b>	<b>18,034</b>	<b>66,742</b>	<b>26,138</b>	<b>70,419</b>	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)		30,245		30,485	
<b>TOTAL EXPENDITURES</b>	<b>26,096</b>	<b>76,147</b>	<b>33,985</b>	<b>79,824</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>26,096</b>	<b>76,147</b>	<b>33,985</b>	<b>79,824</b>	
Receivables Start of FY	(419)		(673)		
Payables Balance Start of FY	627		1,402		
	<b>6/30/2017</b>	<b>6/30/2018</b>	<b>6/30/2018</b>	<b>6/30/2019</b>	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
<b>GENERAL FUNDS</b>	26,896	36,497	36,493	39,934	<b>CASH CARRYOVER</b>
<b>RESERVES BALANCES</b>					
<b>RESTRICTED FUND BALANCES</b>					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	26,896	36,497	36,493	39,934	
Receivables Balance End of FY	(673)		(570)		
Payables Balance End of FY	1,402		1,347		
End of Year Bank Balance	36,494		39,934		
Net per year (Revenue minus Expens.)	8,071	0	3,599	0	
Net (including cash carryover)	34,967	0	40,092	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.