

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

**Tuesday, March 13, 2018, 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, Duaine Faucett

President Zeke Zebroski called the meeting to order at 4:30 p.m.

**I. Minutes** – Tom Dietz moved to approve the minutes as written for the last regular meeting on January 9, 2018. Zeke Zebroski seconded. Motion carried unanimously.

**II. 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 Minutes:	\$29,307.34
Deposits (through 1/31/18):	\$4,009.00
Check returned for insufficient funds:	-\$160.00
Quickbooks / Balance 1/31/18:	\$33,156.34      Bank: \$33,156.34
Bills paid in February:	
AUTO Powder River Energy    Electricity 12/29-2/2/18	\$660.88
1478    Cathey Consulting      Inv. 4279 – Jan. books/postage \$406.37	\$413.07
	Inv. 4288 – Cert. letter \$6.70
1479    Hawkins, Inc.                  Inv. 4205878 – Chlorine \$10.00	\$20.00
	Inv. 4219893 – Chlorine \$10.00
1480    Water Guy, LLC              2018-77 – Jan. water oper.	\$630.50
TOTAL BILLS:	\$1,724.45
Deposits (through 2/28/18):	\$2,965.00
Quickbooks Balance 2/28/18:	\$34,396.89      Bank: \$35,027.39*
*Checks Outstanding:    Ck# 1483 – Water Guy \$630.50	
Adjusted Bank Balance:	\$34,396.89
Deposits (through 3/13/18):	\$925.00
QuickBooks Balance Prior to Meeting:	\$35,321.89
Bills paid at Meeting:	
Ck#    Payee                          Purpose	Amount
AUTO Powder River Energy    Electricity 2/2/18-2/26/18	\$ 463.87
1484    Cathey Consulting              Inv. 4326 – Feb. books/postage \$404.50	\$ 478.50
	Inv. 4295 – Election mailing \$74.00
1485    Gillette News-Record      Ad 00337965 – Director election	\$ 72.07
1486    Hawkins, Inc.                  Inv. 4235396 – Chlorine	\$ 10.00
1487    Water Guy, LLC              Inv. 2017-164 – Feb. water op./meters	\$ 563.50
TOTAL BILLS:	\$1,587.94
<b>Balance End of Meeting:</b>	<b>\$33,733.95</b>

**Receivables** – Past due accounts were reviewed. One account was shut off this morning. The landowner came in and paid the bill and shut off/turn on fees, so water was turned back on. 75 Gold Buckle paid the account current after the January meeting, but it has fallen delinquent again. Zeke Zebroski moved to leave the lien in place on 75 Gold Buckle and follow the normal procedure to shut off and lock out water at the appropriate time. Tom Dietz seconded. Motion carried unanimously.

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

**IV. Unfinished Business**  
a. Road Issues

- i. Ditch in front of 25 Gold Buckle Place – Zeke Zebroski and Tom Dietz met with Clark Melinkovich on March 3<sup>rd</sup> and looked at the drainage issues at 25 Gold Buckle Place. The original subdivision requirements were reviewed, and those requirements have been followed. The District upsized the culverts on the west side because of drainage problems and culverts freezing. Clark Melinkovich made note of that. He didn't see anything else that the District could do. Everything is in compliance with the County specifications. This item will be removed from the agenda.
- b. Election (Dietz, Hipsag) – March 20, 2018 – 4 year terms. Ballots were mailed and are due back by March 20<sup>th</sup>. Zeke Zebroski, Carletta Zebroski, and Helenanne Cathey will count ballots within 7 days of the election date.

**V. New Business**

- a. There is a concern on the road around 6 Gold Buckle. A culvert may need to be installed at some point.
- b. Budget – A preliminary budget will need to be approved to submit to the State and County by June 1<sup>st</sup>. The budget was reviewed. Next year's budget will probably stay pretty much the same as this fiscal year.
- c. A letter was reviewed from Water Guy regarding a change in rates and additional services. The monthly fee isn't changing. The hourly rate increased, and some of the testing costs increased. Duaine Faucett explained the requirements for the lead and copper testing. They will need to designate 10 sampling houses up front.
- d. Visionary Communications has requested the District allow them to put a dish on top of the District's water tank so that they can offer internet services in the area. In return, they would put up some monitoring equipment for things like electric surges, heat sensors and water tank level, and they will send notifications to Water Guy. There is no cost to the District to have them provide the monitoring services other than a little bit of electricity. The written agreement was reviewed. It is a five year agreement. The consensus is that it's a benefit to the District and to landowners in the area having internet services available. Zeke Zebroski moved to accept and sign the lease agreement with Visionary Communications as presented. Tom Dietz seconded. Motion carried unanimously.
- e. The Board noted that the water system isn't going down when the power goes out. Duaine Faucett explained that the water system will start up now when the power goes out because they figured out what was happening and fixed it. He explained what was happening.
- f. Duaine Faucett reported that they did an EPA inspection last summer. They don't have the report yet. Duaine Faucett recommended cleaning the water tank. This will be added to the budget.
- g. There was discussion on the regional water and blending water. The plan is to blend the District's water with the regional water. The construction schedule for the District's connection isn't known.

Tom Dietz moved to adjourn the meeting. Zeke Zebroski seconded. The meeting adjourned at 5:35 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, May 8, 2018, 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

---

Zeke Zebroski, President Date

---

Thomas (Tom) Dietz, Vice President Date

---

Troy Hipsag, Secretary/Treasurer Date