

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

Tuesday, March 14, 2017, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Zeke Zebroski, Troy Hipsag
 BOARD MEMBERS NOT PRESENT: Tom Dietz
 OTHERS PRESENT: Helenanne Cathey, Duaine Faucett (Water Guy)

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

- I. Minutes** – Troy Hipsag moved to approve the minutes as written for the last regular meeting on January 10, 2017. Zeke Zebroski seconded. Motion carried unanimously.
- II. Treasurer’s Report** – Troy Hipsag moved to accept the Treasurer’s report and pay bills as presented. Zeke Zebroski seconded. Motion carried unanimously.

Ending Bank Balance from Last Minutes:	\$20,112.53		
Deposits (through 1/31/17):	\$2,549.00		
Quickbooks / Balance 01/31/17:	\$22,661.53	Bank: \$22,661.53	
Bills paid in February:			
AUTO Powder River Energy	Electricity 12/31/16-2/1/17	\$641.88	
1430 Cathey Consulting	Inv.3755 – Jan. books/postage	\$406.86	
1431 Griswold Spraying	Inv. 1586 – 2016 Weed Spraying	\$1,820.28	
1432 Hawkins, Inc.	Inv. 4003616 – Chlorine	\$10.00	
1433 ProElectric, Inc.	Inv. 20170010 – Heater repair	\$621.60	
1434 Water Guy, LLC	2017-21 – Repair \$258.00	\$821.50	
	2017-84 – Jan. water operator \$563.50		
TOTAL BILLS:		\$4,322.12	
Deposits (through 02/28/17):	\$5,205.00		
Quickbooks Balance 02/28/17:	\$23,544.41	Bank: \$23,544.41	
Deposits (through 03/14/17):	\$2,395.00		
QuickBooks Balance Prior to Meeting:		\$25,939.41	
Bills paid at Meeting:			
Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 2/1/17-2/26/17	\$ 494.82
1435	Cathey Consulting	Inv. 3796 – Feb. books/postage	\$ 412.47
		Inv. 3766 – Certified letter	\$ 6.59
1436	Hawkins	Inv. 4017601 – Chlorine	\$ 20.00
		Inv. 4031893 – Chlorine	\$ 10.00
1437	Water Guy, LLC	Inv. 2017-195 – Feb. water op./meters	\$ 563.50
TOTAL BILLS:			\$1,490.79
Balance End of Meeting:			\$24,448.62

Receivables – Past due accounts were reviewed. There was discussion on an account that is always paid but ended up with a late fee because a check was lost in the mail. The Board didn’t have any concerns about Helenanne Cathey writing off late fees in exceptional circumstances.

- III. Water System Update / Water Meter Readings** – The water system information was reviewed and discussed. Duaine Faucett from Water Guy came to the meeting. They read the meters once and then read them again in 30 days. There is very little water loss. They are pulling some samples for testing. They had one water quality complaint last month. One landowner also called recently with a problem with a leach field, and they were concerned they had a leak. Water Guy read the meter and could look back 40 days to see the history, and there was no leak. There was discussion on the fluoride. The system is just barely below the maximum contaminant level (MCL), but it is below the MCL. Zeke Zebroski will talk to Levi Jensen at the City regarding the issues to see if the District’s regional

connection can be done fairly soon. There was discussion on the water meters and additional discussion regarding the regional connection.

IV. Unfinished Business

- a. Zeke Zebroski reported that he talked to a landowner regarding concerns about repairs to a barn that had the roof blown off. The landowner reported he is planning on fixing it this summer.

V. New Business

- a. The Local Government Liability Pool Renewal Application was signed and will be submitted to renew the insurance for the next fiscal year.
- b. An information sheet from the Local Government Liability Pool was reviewed regarding potential liability issues.
- c. The County District Support Grant program now requires a 3rd party inspection of any project funded in part by the County District Support Grant, and a board member is required to complete the Affidavit Concerning Verification and Acceptance of Project.
- d. Budget
 - i. Current year budget: Troy Hipsag moved to make the following transfers in the current year budget. Zeke Zebroski seconded. Motion carried unanimously.
 - 1. Increase Grants Revenue by \$2,920 (\$3,750 to \$6,670)
 - 2. Transfer \$22,000 from Miscellaneous to Roads
 - 3. Transfer \$700 from Miscellaneous to Weed & Pest
 - ii. 2017-2018 budget – review/discuss/update – A preliminary budget needs to be submitted to the County and State by June 1st. The budget was reviewed.

Zeke Zebroski moved to adjourn the meeting. Troy Hipsag seconded. The meeting adjourned at 5:19 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 9, 2017, 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