

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

**Monday, March 20, 2023, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Troy Hipsag, Zeke Zebroski  
 BOARD MEMBERS NOT PRESENT: Tom Dietz  
 OTHERS PRESENT: Helenanne Cathey

*This meeting was originally scheduled for Tuesday, March 14<sup>th</sup> but was rescheduled to today.*

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

**I. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports**

**II. Minutes** – Troy Hipsag moved to approve the minutes for the January 10, 2023, regular meeting as written. Zeke Zebroski seconded. Motion carried unanimously.

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

Ending Bank Balance from last meeting:	\$46,640.06
Water Deposits (1/1-1/10/23)	\$275.00
Adjusted Balance Forward:	\$46,915.06

Bills paid:

Ck#	Payee	Purpose	Amount
1749	Kim Hofer	Refund tap fee for 59 Gold Buckle	\$1,500.00
1750	VOID		
1751	Rozet Ranchettes, LLC	Refund billing on accounts 2759.01 & 2767.01	\$555.00
AUTO	Powder River Energy	Electricity 12/1/22-1/1/23	\$610.60
	Water Deposits (1/10-1/31/23)		\$3,509.79
	Xpress bill pay deposit (2/6/23)		\$2,990.00

Bills paid in February:

Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 1/1-2/1/23	\$582.16
1752	Cathey Consulting	Inv. 6916 – Jan. Admin./Books /Compliance	\$450.00
1753	Energy Laboratories	Inv. 531359 – Water System Testing	\$53.00
1754	Hawkins	Inv. 6380202 – Chlorine	\$20.00
1755	Water Guy, LLC	Inv. 2023-78 – Jan. water op./meters read/ Billing/ bounced check	\$1,015.85
1756	City of Gillette	Inv. 1593950 – Regional Water 1/4/23-2/2/23 Base \$352.50 (86,000 gal) \$265.74	\$618.24

TOTAL BILLS: \$2,739.25

Water Deposits (2/1-2/28/23) \$1,743.00

QuickBooks Balance 2/28/23: \$49,753.00

Xpress bill pay deposit (3/6/23): \$2,705.50

QuickBooks Balance before bills: \$52,458.50\*

\*Balance does not reflect Water Guy deposits since the end of the prior month except the Xpress Bill Pay Deposit.

Bills paid at Meeting:

Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity – 2/1/23 – 3/1/23	\$563.95
1757	Cathey Consulting	Inv. 6958 – Feb. Admin./Books/Compliance	\$450.00
1758	City of Gillette	Inv. 1610893 – Regional water 2/2-3/2/23 Base \$352.50 (78,000 gal) \$241.02	\$593.52
1759	Hawkins, Inc.	Inv. 6402704 – Chlorine	\$20.00

1760	Rozet Ranchettes LLC	Refund credit balance per Water Guy	\$7.50
1761	Water Guy, LLC	Inv. 2023-169 – Feb. water op./meters/billing	\$997.10
1762	Wyo. Earthmoving Corp.	Inv. 9527 – 2/7/23 Blade wash boards / roads	\$481.50
TOTAL BILLS:			\$3,113.57
<b>Balance End of Meeting:</b>			<b>\$49,344.93</b>

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

**IV. Water System Update / Water Meter Readings** – The water system information was reviewed. The lead and copper service line inventory will be done by October of 2024.

**V. Unfinished Business**

- a. Two people from Powder River Energy came to the July, 2022, meeting. Zeke Zebroski reported that he has made several calls to Powder River Energy and isn't having any success getting anyone to follow up on the issues with electricity. There haven't been problems with the power lately, so the consensus is to remove the item from the agenda for now. If the problems continue to occur this year, the Board will follow up again with Powder River Energy.
- b. Roads – Roads were bladed. There was no update on the issue with the culvert that was discussed at the last meeting (culvert too small). Zeke Zebroski will talk to the homeowner.

**VI. New Business**

- a. The Wyoming Association of Special Districts is an organization that advocates for special districts and provides training for board members. The cost for the District to join the association is \$100. This will be considered in the next fiscal year.
- b. The Local Government Liability Pool renewal application was submitted online. The Board reviewed and signed the renewal.
- c. The budget for 7/1/23 – 6/30/24 was discussed and updated. Cathey Consulting will be increasing her fee by 5%. The consensus was to increase the amount for roads in the next fiscal year.

Zeke Zebroski moved to adjourn. Troy Hipsag seconded. The meeting adjourned at 5:11 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!

**Upcoming Meetings: Tuesday, May 9, 2023, 4:30 p.m.**

**Other Upcoming Meetings:**

**Tues., July 11, 2023, 4:30 p.m. / Tues., Sept. 12, 2023, 4:30 p.m. / Tues., Nov. 14, 2023, 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