

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

**Tuesday, May 10, 2016, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Zeke Zebroski, Troy Hipsag, Tom Dietz

OTHERS PRESENT: Helenanne Cathey, Abby Crowley

Zeke Zebroski called the meeting to order at 4:35 p.m.

- I. **Minutes** – Troy Hipsag moved to approve the minutes as written for the last regular meeting on March 8, 2016. 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:		\$40,438.51	
Deposits (through 3/31/16):	\$1,675.00		
Quickbooks / Balance 3/31/16:	\$42,113.51	Bank: \$42,113.51	
Bills paid in April:			
AUTO Powder River Energy	Electricity 1/31/16-2/28/16	\$503.24	
1389 Cathey Consulting	Inv. 3322 – Mar. books/postage	\$424.63	
	Inv. 3293 – Certified letter	\$6.74	
	Inv. 3333 – Certified letters	\$13.48	
1390 C N A Surety	Bond – Board	\$105.00	
1391 Energy Laboratories	Inv. 360300262 – Testing	\$25.00	
1392 Gillette News-Record	Ad 00310603 – Election ad	\$68.06	
1393 Hawkins, Inc.	Inv. 3861966 – Chlorine	\$10.00	
1394 Local Gov’t Liab. Pool	Insurance	\$500.00	
1395 Water Guy, LLC	2016-321 March water operator	\$563.50	
TOTAL BILLS:		\$2,199.43	
Deposits (through 4/30/16)	\$2,230.00		
Quickbooks Balance 4/30/16:	\$42,144.08	Bank: \$42,144.08	
Deposits (through 5/09/16):	\$1,240.00		
QuickBooks Balance Prior to Meeting		\$43,384.08	
Bills paid at Meeting:			
Ck#	Payee	Purpose	
		Amount	
AUTO	Powder River Energy	Electricity 2/28/16-3/31/16	\$ 581.38
1396	Cathey Consulting	Inv. 3366 – April books/postage	\$ 405.39
1397	Water Guy, LLC	Inv. 2016-445 – April water op./meters	\$ 563.50
TOTAL BILLS:		\$1,550.27	
<b>Balance End of Meeting:</b>		<b>\$41,833.81</b>	

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

- III. **Water / Well Update / Water Meter Readings** – The water system information was reviewed and discussed.
- IV. **Unfinished Business**
  - a. **Spraying** – Zeke Zebroski reported that he talked to Merv, the person that will be spraying. He is not sure when he will get there to spray. Including the chemical, the cost will be \$550. He will follow that up again in the fall for \$275. There are 4 who opted out and 3 who did not respond to the mailing the District sent asking people to sign a form allowing the District to spray their lots. Tom Dietz reported that one of those 3 at 32 Gold Buckle Place wants their lot sprayed. The cost could change a little if any of those 7 decide to go in on the spraying. Merv said that if he can do

- this program 3 consecutive years, it will get the weeds under control. Troy Hipsag moved to do the spraying, spending up to \$1,200. Zeke Zebroksi seconded. Motion carried unanimously.
- b. The budget for 7/1/16 – 6/30/17 was reviewed. There was discussion on getting more rock for the roads this next fiscal year. The board will work on getting a couple of estimates to review at the next meeting and hopefully submit a County grant application. Tom Dietz moved to approve the preliminary budget as discussed for a total of \$82,650. Troy Hipsag seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal advertisement will run at least one week prior to the budget hearing.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
ROZET RANCHETTES IMPROVEMENT & SERVICE DISTRICT**

Rozet Ranchettes Improvement and Service District will hold a public hearing to review the 7/1/16 – 6/30/17 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on July 12, 2016, at 4:30 p.m. The budget is summarized below:

Administrative \$5,840 / Indirect \$2,405 / Operations \$32,405 / Other \$42,000  
Revenue and Rollover: \$82,650

No change in rates is anticipated at this time. The complete proposed budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Rozet Ranchettes meeting minutes for 05/10/16. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**V. New Business**

- a. Election Results  
Votes for one director to serve on the Board of Directors for a four (4) year term:  
Zeke Zebroksi – 8 votes  
Congratulations to Zeke Zebroksi.
- b. Officer Elections – Tom Dietz moved to keep the same slate of officers – Zeke Zebroksi, President / Tom Dietz, Vice President / Troy Hipsag, Secretary/Treasurer. Troy Hipsag seconded. Motion carried unanimously.
- c. Roads – Troy Hipsag reported that he talked to the County. They will be blading the roads soon.
- d. There was discussion on the covenants and compliance.
- e. A letter was received from Tegeler & Associates. They provide insurance for water districts. No action was needed.
- f. An informational letter was received from DEQ regarding the lead and copper rule. No action was needed.

Tom Dietz moved to adjourn. Troy Hipsag seconded. The meeting adjourned at 5:23 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.

**The next regular meeting will be Tuesday, July 12, 2016, 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

**Rozet Ranchettes Improvement & Service District - BUDGET 7/1/2016-6/30/2017**

**Budget Hearing: July 12, 2016, 4:30 p.m. at the office of Cathey Consulting, 400 South Gillette Ave, Suite 106, Gillette**

PO Box 3290, Gillette, WY 82717

	7/1/14 - 6/30/15 ACTUAL	7/1/15 - 6/30/16 BUDGET	7/1/15 - 6/30/16 ACTUAL	7/1/16 - 6/30/17 BUDGET	Calculation
<b>Cash Carryover</b>	\$37,926.80	\$32,862.44	\$32,862.44	\$42,000.00	
<b>Revenue</b>	\$39,374.00	\$39,930.00	\$34,584.96	\$40,650.00	
<b>TOTAL</b>	<b>\$77,300.80</b>	<b>\$72,792.44</b>	<b>\$67,447.40</b>	<b>\$82,650.00</b>	
<b>Expenses</b>					
<b>Administrative</b>	\$5,040.67	\$5,715.00	\$5,529.50	\$5,840.00	
<b>Indirect</b>	\$2,175.00	\$2,305.00	\$2,254.00	\$2,405.00	
<b>Operations</b>	\$34,407.09	\$33,977.00	\$13,297.74	\$32,405.00	
<b>Major Repairs / Cap. / Res. / Rollover</b>	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Miscellaneous</b>	\$0.00	\$30,795.44	\$0.00	\$42,000.00	
<b>TOTAL</b>	<b>\$41,622.76</b>	<b>\$72,792.44</b>	<b>\$21,081.24</b>	<b>\$82,650.00</b>	
<b>BUDGET MESSAGE:</b>					
The Rozet Ranchettes Improvement and Service District manages the roads and water. The rates are anticipated to stay the same, and no major capital improvements or repairs are anticipated for the next fiscal year.					
<b>Approval:</b>					
Zeke Zebroski, President / Date					
Troy Hipsag, Secretary/Treasurer / Date					



