

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

**Tuesday, May 11, 2021, 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

President Zeke Zebroski called the meeting to order at 4:34 p.m.

- I. Minutes** – Troy Hipsag moved to approve the minutes for the March 9, 2021, regular meeting as presented. 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 meeting:		\$25,071.24	
Deposits (through 3/31/21):	\$1,670.00		
QuickBooks Balance 3/31/21:		\$26,741.24	
Bills paid in April:			
AUTO Powder River Energy	Electricity 2/28-3/31/21	\$585.30	
1636 Cathey Consulting	Inv. 5951 – Mar. books/postage \$424.40	\$445.40	
	Inv. 5917 – Cert. letter	\$7.00	
	Inv. 5962 – Cert. letters	\$14.00	
1637 C N A Surety	Bond – Board 5/12/21 – 5/12/22	\$105.00	
1638 Hawkins, Inc.	Inv.4898633 – Chlorine	\$345.50	
	Inv. 4906106 – Chlorine	\$5.00	
1639 Water Guy, LLC	2021-281– Mar. water op./meters	\$565.50	
TOTAL BILLS:		\$2,051.70	
Deposits (3/1-3/31/21):	\$2,820.00		
QuickBooks Balance 3/31/21:		\$27,509.54	
Deposits (4/1-4/11/21):	\$1,600.00		
QuickBooks Balance before bills:		\$29,109.54	
Bills paid at Meeting:			
Ck#	Payee	Purpose	
		Amount	
AUTO	Powder River Energy	Electricity – 3/31-5/1/21	\$ 593.17
1640	Cathey Consulting	Inv. 6000 – Apr. books/postage \$426.60	\$ 440.60
		Inv. 6009 – Certif. letters	\$14.00
1641	Energy Laboratories	Inv. 391093 – Testing	\$ 17.00
1642	Hawkins, Inc.	Inv. 4924411 – Chlorine	\$ 5.00
1643	Water Guy, LLC	Inv. 2021-386 – Apr. water op./meters	\$ 565.50
TOTAL BILLS:		\$ 1,621.27	
<b>Balance End of Meeting:</b>		<b>\$27,488.27</b>	

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

- III. Water System Update / Water Meter Readings** – The water system information was reviewed. The regional connection was discussed. A bill hasn’t been received yet from the City. Zeke Zebroski will follow up with the City and with Water Guy.
- IV. Unfinished Business**
  - a. Natural Gas – Zeke Zebroski reported that the capacity of the main line that is at the school is almost at maximum, and they aren’t able to run that line over to residents in Rozet Ranchettes. Until they get a larger supply at Rozet or put in a heavier main at T & T, there isn’t any gas available for residents in the District.

- b. Rock down around the mailboxes – There was discussion. The consensus is to wait on this.
- c. Budget for 7/1/21 – 6/30/22 – The budget was reviewed. Zeke Zebroski moved to approve the proposed budget as written. Troy Hipsag seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run on June 29, 2021:

**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 7/1/21 – 6/30/22 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 13, 2021, at 4:30 p.m. The budget is summarized below:

Administrative \$6,600 / Indirect \$3,305 / Operations & Misc. \$63,363  
Revenue and Rollover: \$73,268

Monthly rates will increase when the regional water is connected and the District starts receiving bills from the City. The complete proposed budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Rozet Ranchettes meeting minutes for 05/11/21. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**V. New Business**

- a. Annual Election of Officers – Zeke Zebroski moved to keep the same slate of officers for the year (Zeke Zebroski, President / Tom Dietz, Vice President / Troy Hipsag, Secretary/Treasurer). Troy Hipsag seconded. Motion carried unanimously.

Zeke Zebroski adjourned the meeting at 4:39 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 is scheduled for Tuesday, July 13, 2021, 4:30 p.m.** (Budget Hearing and Regular Meeting)

Tuesday, July 13, 2021, 4:30 p.m. / Tuesday, Sept. 14, 2021, 4:30 p.m. / Tuesday, Nov. 9, 2021, 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

Budget - Rozet Ranchettes ISD - 7/1/2021 - 6/30/2022					
Budget Hearing July 13, 2021, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717					
	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22	
<b>Revenue</b>					
Grants - County		1,750		2,500	25% of Road Exp. (Grant Eligible)
Grants - County (approved April, 2020)		9,871	9,871		
Monthly Rates - Improved Lots	33,240	35,292	33,540	36,330	35 lots X \$86.50 per month (was \$80)
Monthly Rates - Unimproved Lots		954	720	954	3 lots X \$26.50 per month (was \$20)
Water Overages	607	1,000	800	1,000	
RR LLC Lots (9)		780		780	10 lots paying \$6.50 per month
Other Fees (Late, Coll., Tap, etc.)	2,685	4,500	950	4,500	
Receivables Start of FY		0		0	Start of Yr Receivables
<b>TOTAL REVENUE</b>	<b>36,532</b>	<b>54,147</b>	<b>45,881</b>	<b>46,064</b>	
<b>CASH CARRYOVER</b>		<b>53,655</b>		<b>27,204</b>	
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>36,532</b>	<b>107,802</b>	<b>45,881</b>	<b>73,268</b>	
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping	5,040	5,500	5,040	5,500	420 X 12
Contract Legal	0	500	0	500	
Office / Postage	649	600	400	600	
<b>TOTAL ADMINISTRATIVE</b>	<b>5,689</b>	<b>6,600</b>	<b>5,440</b>	<b>6,600</b>	
<b>Indirect</b>					
Insurance - Liab., Bonding	105	605	105	605	
Insurance - Property	2,683	2,700	2,693	2,700	
<b>TOTAL INDIRECT COSTS</b>	<b>2,788</b>	<b>3,305</b>	<b>2,798</b>	<b>3,305</b>	
<b>Operations</b>					
Misc (Cash Carryover less project carryover)		19,160		22,941	Maintenance / Repairs
Arena / Taxes	365	364	363	0	
Roads - Rock, Blading		7,000			
Road proj. - Grant eligible		39,482	39,482	10,000	
Roads - Dust Control					
Water - Regional Connection			5,617		
Water - Regional / Tap Fee		3,666		3,666	47 X \$6.50 X 12 mo.
Water - Regional / Usage		2,915		2,915	30% blend of 3,228,500 gallons X 3.01 per 1,000
Water Operator / Meter Reading	6,786	7,000	6,762	7,000	493.5 X 12 + 70 X 12
Water System Electricity	5,132	6,500	6,018	6,500	
Water System - Chlorine	765	1,100	800	1,100	
Water System - Testing	281	1,200	1,724	1,200	SOC/VOC \$1,232 8/6/2020
Water System Repairs / Maintenance	599	4,562	1,817	4,562	1/2019 - pump repl. \$7,936
Water Tank Cleaning		1,500		1,500	
Water System - Other	0	479	0	479	
Weed & Pest	0	1,500	0	1,500	
Payables Start of FY		1,469		0	Start of Yr Payables
<b>TOTAL OPERATIONS COSTS</b>	<b>13,928</b>	<b>97,897</b>	<b>62,583</b>	<b>63,363</b>	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)		78,737		40,422	
<b>TOTAL EXPENDITURES</b>	<b>22,405</b>	<b>107,802</b>	<b>70,821</b>	<b>73,268</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>22,405</b>	<b>107,802</b>	<b>70,821</b>	<b>73,268</b>	
Receivables Start of FY	(570)		(42)		
Payables Balance Start of FY	1,347		1,469		
	6/30/2019	6/30/2020	6/30/2020	6/30/2021 (EST)	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
GENERAL FUNDS	39,934	53,655	53,655	27,204	CASH CARRYOVER
RESERVES BALANCES					
RESTRICTED FUND BALANCES					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>39,934</b>	<b>53,655</b>	<b>53,655</b>	<b>27,204</b>	

Receivables Balance End of FY (42)  
Payables Balance End of FY 1,469  
End of Year Bank Balance 53,655 27,204

Net per year (Revenue minus Expens.) 14,127 -34,495 -24,940 -4,263  
Net (including cash carryover) 14,127 0 -24,940 0

Budget Message: The District manages the roads and water. No major capital improvements are expected other than some road work which will be completed next year if not done this year. 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., 2024  
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.