

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

Tuesday, May 14, 2019, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Tom Dietz, Zeke Zebroski,
Troy Hipsag (by phone for part of the meeting)
OTHERS PRESENT: Helenanne Cathey

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

- I. **Minutes** – Zeke Zebroski moved to approve the minutes for the March 12, 2019, regular meeting as written. Tom Dietz 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 meeting:	\$34,868.66
Deposits (through 03/31/19):	\$585.00
QuickBooks / Balance 03/31/19:	\$35,453.66
*Checks outstanding: Ck# 1535 Water Guy	\$563.50
Auto Deduction – PR Energy (5/1)	\$628.46
Adjusted Bank Balance	\$35,453.66
Bills paid in April:	
AUTO Powder River Energy	Electricity 2/28/19-3/30/19 \$768.35
1536 Cathey Consulting	Inv. 4875 – Mar. books/postage \$427.35 \$434.20
	Inv. 4886 – Cert. letter \$6.85
1537 C N A Surety	Bond – Board \$105.00
1538 Hawkins, Inc.	Inv. 4464718 – Chlorine \$330.00 \$335.00
	Inv. 4470319 – Chlorine \$5.00
1539 Local Gov’t Liab Pool	Inv. 11976 – Insur. 7/1/19-6/30/20 \$500.00
1540 Water Guy, LLC	2018-262 – Mar. water oper. \$563.50
TOTAL BILLS:	\$2,706.05
Deposits (April, 2019):	\$5,248.38
QuickBooks Balance 04/30/19:	\$37,995.99
Deposits (through 5/14/19):	\$1,460.00
QuickBooks Balance Prior to Meeting:	\$39,455.99
Bills paid at Meeting:	
Ck# Payee	Purpose Amount
AUTO Powder River Energy	Electricity 3/30/19 - 4/29/19 \$ 562.24
1541 Cathey Consulting	Inv. 4924 – Apr. books/postage \$ 425.70
1542 Energy Laboratories	Inv. 226218 – CCR \$ 75.00
1543 Hawkins, Inc.	Inv. 4486319 – Chlorine \$ 5.00
1544 Water Guy, LLC	Inv. 2019-345 – Apr. water op./meters/call out \$ 661.00
TOTAL BILLS:	\$ 1,728.94
Balance End of Meeting:	\$37,727.05

Receivables – Past due accounts were reviewed.

- III. **Water System Update / Water Meter Readings** – The water system information was reviewed. Meters were read in April. One lot had a leak over the winter months, with a total usage for the six months of 1,878,330, which would be a bill of \$5,274.99 for the landowner. Because the leak was under the snow, it wasn’t visible, and it wasn’t caught for some time. If meters were read year round, the leak would have been caught much quicker – probably the first month it started. The current cost for reading meters 6 months a year is \$70 per month (year round). The cost to read year round would likely double that to \$140 a month. Zeke Zebroski moved to have Water Guy read meters 12 months a

year. Tom Dietz seconded. Motion carried unanimously. There was discussion on whether or not to bill the customer \$5,274.99. Troy Hipsag joined the meeting by telephone to discuss the issue. After much discussion, the consensus of the Board is that since the meters were not being read year-round and due to extenuating circumstances, the District will not bill the landowner. The Board made it clear that this is a one-time only decision of waiving an overage charge due to extenuating circumstances.

IV. Unfinished Business

- a. Road work – Zeke Zebroski moved to hire someone to blade the roads for an amount not to exceed \$500. Tom Dietz seconded. Motion carried unanimously. Zeke Zebroski will contact Dave Young to see if he is available to do the blading.

There are some people that are driving way too fast on the roads. Zeke Zebroski recommended some signs – children at play and speed limit signs. Tom Dietz will contact public works to get a couple of signs and posts and brackets and work on getting them posted.

- b. Vehicles sitting on properties that are clearly inoperable and are torn apart were discussed at the last meeting. No letters were sent, but Board members spoke to some landowners. Several landowners have taken steps to remedy this problem, but there are still some issues. This will be discussed at the next meeting.
- c. Budget for 7/1/19 – 6/30/20 – The budget was reviewed. Tom Dietz moved to approve the preliminary budget. Zeke Zebroski seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on June 26, 2019.

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 7/1/19 – 6/30/20 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 4th Street across from Arrow Printing) on July 9, 2019, at 4:30 p.m. The budget is summarized below:

Administrative \$6,600 / Indirect \$2,805 / Operations & Misc. \$67,378
Revenue and Rollover: \$76,783

No change in rates is anticipated at this time. The complete proposed budget is available online at www.catheyconsulting.net – Rozet Ranchettes meeting minutes for 05/14/19. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

V. New Business

- a. EPA Administrative Order – Due to the fluoride level, the District is now under an EPA Administrative Order. Duaine Faucett contacted the City, and the City has advised that this will move the District up on the priority list to be connected to the regional water system. The District will need to submit a plan to get into compliance which will include connecting to the regional system. Duaine Faucett will assist the District with this. Notices will need to be published and mailed. The consensus is to have Zeke Zebroski work with Duaine Faucett with Water Guy to provide notices and submit documentation to the EPA as needed.
- b. Election of Officers (Currently Zeke Zebroski, President / Tom Dietz, Vice President and Troy Hipsag, Secretary/Treasurer) – Tom Dietz moved to keep the same slate of officers. Zeke Zebroski seconded. Motion carried unanimously.
- c. A newsletter was reviewed from the Wyoming Association of Special Districts.
- d. Zeke Zebroski moved to designate Helenanne Cathey as the public records person for the District. Tom Dietz seconded. Motion carried unanimously.

- e. Road work / Rock around mailboxes – Zeke Zebroski moved to approve putting rock down around the mailboxes for a cost not to exceed \$1,000. Tom Dietz seconded. Motion carried unanimously.
- f. The Annual Water Quality Report / Consumer Confidence Report is available. Helenanne Cathey will contact Water to ask them to send out a notice to Rozet Ranchettes landowners as required, perhaps including this notice on the notice of the EPA Administrative order.

Zeke Zebroski moved to adjourn the meeting. Tom Dietz seconded. The meeting adjourned at 5:25 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 will be Tuesday, July 9, 2019, 4:30 p.m. (Budget Hearing / Regular Meeting) 2019 meetings:

- September 10, 2019, 4:30 p.m.
- November 12, 2019, 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

Budget - Rozet Ranchettes ISD - 7/1/2019 - 6/30/2020

Budget Hearing July 9, 2019, 4:30 p.m. at office of Cathy Consulting / PO Box 3290, Gillette, WY 82717

	Actual	Budget	Actual (EST)	Budget	
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20	
Revenue					
Grants - County	0	1,750	2,124	1,750	25% of Road Exp.
Monthly Rates	32,400	32,400	32,560	32,640	80 X 33 + 4 X 20=2720X12
Water Overages	1,172	1,000	673	1,000	
Other Fees (Late, Coll., Tap, etc.)	1,093	4,500	3,000	4,500	
Receivables Start of FY				0	Start of Yr Receivables
TOTAL REVENUE	34,665	39,650	38,357	39,890	
CASH CARRYOVER	26,896	36,497	36,493	36,893	
TOTAL REVENUE PLUS CASH CARRYOVER	61,562	76,147	74,850	76,783	
Expenditures					
Administrative					
Contract Admin./Bookkeeping	5,300	5,500	5,500	5,500	420 X 12
Contract Legal	0	500	0	500	
Office / Postage	506	600	500	600	
TOTAL ADMINSTRATIVE	5,806	6,600	6,000	6,600	
Indirect					
Insurance - Liab., Bonding	105	605	105	605	
Insurance - Property	2,151	2,200	2,372	2,200	
TOTAL INDIRECT COSTS	2,256	2,805	2,477	2,805	
Operations					
Misc (Cash Carryover less reserves)		36,497		36,893	Maintenance / Repairs
Arena / Taxes	363	364	364	364	
Roads - Rock, Blading	480	7,000	2,573	7,000	
Roads - Dust Control					
Water Operator / Meter Reading	6,764	7,000	6,762	7,000	493.5 X 12 + 70 X 12
Water System Electricity	5,558	5,800	6,212	6,500	
Water System Operations		2,000		2,000	
Water System - Chlorine	750		800	800	
Water System - Testing	1,918	1,200	500	1,200	SOC/VOC \$1,232 4/27/18
Water System Repairs / Maintenance	581	2,000	8,494	2,142	1/2019 - pump repl. \$7,936
Water Tank Cleaning		1,500		1,500	
Water System - Other	196	479	500	479	
Weed & Pest	1,424	1,500	1,200	1,500	
Payables Start of FY		1,402		0	Start of Yr Payables
TOTAL OPERATIONS COSTS	18,034	66,742	27,405	67,378	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)		30,245		30,485	
TOTAL EXPENDITURES	26,096	76,147	35,882	76,783	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	26,096	76,147	35,882	76,783	
Receivables Start of FY	(419)		(673)		
Payables Balance Start of FY	627		1,402		
	6/30/2017	6/30/2018	6/30/2018	6/30/2019	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	26,896	36,497	36,493	36,893	CASH CARRYOVER
RESERVES BALANCES					
RESTRICTED FUND BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	26,896	36,497	36,493	36,893	
Receivables Balance End of FY	(673)				
Payables Balance End of FY	1,402				
End of Year Bank Balance	36,494		36,893		
Net per year (Revenue minus Expens.)	8,071	0	2,475	0	
Net (including cash carryover)	34,967	0	38,968	0	

Budget Message: The District manages the roads and water. Rates are anticipated to stay the same. No major capital improvements expected. 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., 2020
 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.