

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

**Tuesday, May 8, 2018, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Tom Dietz, Zeke Zebroski  
 BOARD MEMBERS APPROVED ABSENT: Troy Hipsag  
 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 as written for the last regular meeting on March 13, 2018. 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 Minutes:		\$33,733.95
Deposits (through 3/31/18):	\$1,790.00	
Quickbooks / Bank Balance 3/31/18:		\$35,523.95
Bills paid in April:		
AUTO Powder River Energy	Electricity 2/6/18-3/31/18	\$618.26
1488 Cathey Consulting	Inv. 4364 – Mar. books/postage \$404.71	\$418.11
	Inv. 4374 – Cert. letter \$13.40	
1489 C N A Surety	Bond – Board	\$105.00
1490 Hawkins, Inc.	Inv. 425608 – Chlorine	\$325.00
1491 Local Gov’t Liab. Pool	Liability Insurance	\$500.00
1492 Water Guy, LLC	2018-249 – Mar. water oper. / other	\$693.50
TOTAL BILLS:		\$2,659.87
Deposits (through 4/30/18):	\$1,915.00	
Quickbooks Balance 4/30/18:	\$34,779.08	Bank: No statement yet.
Deposits (through 5/08/18):	\$2,187.00	
QuickBooks Balance Prior to Meeting:		\$36,966.08
Bills paid at Meeting:		
Ck# Payee	Purpose	Amount
AUTO Powder River Energy	Electricity 3/31/18 – 4/30/18	NO BILL YET
1493 Cathey Consulting	Inv. 4406 – Apr. books/postage	\$ 405.50
1494 Energy Laboratories	Inv. 151135 – Testing	\$1,232.00
1495 Hawkins, Inc.	Inv. 4254128 – Chlorine \$5.00	\$ 10.00
	Inv. 4269703 – Chlorine \$5.00	
1496 Water Guy, LLC	Inv. 2017-353 – Apr. water op./meters	\$ 563.50
TOTAL BILLS:		\$2,211.00
<b>Balance End of Meeting:</b>		<b>\$34,755.08</b>

**Receivables** – Past due accounts were reviewed. Tom Dietz moved to approve and file the release of lien on 75 Gold Buckle. Zeke Zebroski seconded. Motion carried unanimously.

- III. **Water System Update / Water Meter Readings** – The water system information was available for review.
- IV. **Unfinished Business**
  - a. Road Issues
    - i. Culvert at 6 Gold Buckle – No update.
    - ii. The roads need bladed. The Board will check with the County to see if they are available to blade the roads.

- b. Election (Dietz, Hipsag) – Zeke Zebroski, Carletta Zebroski and Helenanne Cathey canvassed ballots on March 22, 2018. Election results – Votes for 2 directors to serve four year terms:

Thomas E. Dietz – 6 votes  
Troy Hipsag – 7 votes  
E J Mayer – 1 vote

Congratulations to Tom and Troy for your re-election. Oaths were completed as required.

- c. Budget – The budget was reviewed and updated. Zeke Zebroski moved to approve the preliminary budget. Tom Dietz seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record prior to the July budget hearing and meeting:

**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 7/1/18 – 6/30/19 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 10, 2018, at 4:30 p.m. The budget is summarized below:

Administrative \$6,600 / Indirect \$2,805 / Operations & Misc. \$64,952  
Revenue and Rollover: \$74,357

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 05/08/18. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**V. New Business**

- a. Officer Elections – Tom Dietz moved to keep the same slate of officers (Zeke Zebroski, President / Tom Dietz, Vice President / Troy Hipsag, Secretary/Treasurer). Zeke Zebroski seconded. Motion carried unanimously.
- b. Weed Spraying – Zeke Zebroski will call to get the weed spraying scheduled this spring.
- c. There was discussion on covenants.

Zeke Zebroski moved to adjourn the meeting. Tom Dietz Zeke Zebroski seconded. The meeting adjourned at 5:02 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 and budget hearing will be Tuesday, July 10, 2018, 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

**Budget - Rozet Ranchettes ISD - 7/1/18 - 6/30/19**

**Budget Hearing July 10, 2018, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717**

	Actual	Budget	Actual (EST)	Budget	
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19	
<b>Revenue</b>					
Grants - County	6,670	3,750	0	1,950	25% of Road Exp.
Monthly Rates	32,400	32,400	32,400	32,400	80 X 33 + 3 X 20
Water Overages	1,183	1,000	1,015	1,000	
Other Fees (Late, Coll., Tap, etc.)	1,337	4,500	1,200	4,500	
Receivables Start of FY				0	Start of Yr Receivables
<b>TOTAL REVENUE</b>	<b>41,590</b>	<b>41,650</b>	<b>34,615</b>	<b>39,850</b>	
<b>CASH CARRYOVER</b>	<b>44,129</b>	<b>26,896</b>	<b>26,896</b>	<b>34,507</b>	
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>85,719</b>	<b>68,546</b>	<b>61,511</b>	<b>74,357</b>	
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping	4,800	4,800	5,300	5,500	420 X 12 (5% increase)
Contract Legal	39	500	0	500	
Office / Postage	386	540	600	600	
<b>TOTAL ADMINSTRATIVE</b>	<b>5,225</b>	<b>5,840</b>	<b>5,900</b>	<b>6,600</b>	
<b>Indirect</b>					
Insurance - Liab., Bonding	605	605	605	605	
Insurance - Property	1,598	2,200	1,651	2,200	
<b>TOTAL INDIRECT COSTS</b>	<b>2,203</b>	<b>2,805</b>	<b>2,256</b>	<b>2,805</b>	
<b>Operations</b>					
Misc (Cash Carryover less reserves)		26,896		34,507	Maintenance / Repairs
Arena / Taxes	364	364	363	364	
Roads - Rock, Blading	34,618	7,800	480	7,800	
Roads - Dust Control					
Water Operator / Meter Reading	7,326	6,762	6,764	7,000	493.5 X 12 + 70 X 12
Water System Electricity	4,834	5,300	5,620	5,800	
Water System Operations		2,000		2,000	
Water System - Chlorine	422		422		
Water System - Testing	1,145	9,279	1,792	1,200	SOC/VOC \$1,232 4/27/18
Water System Repairs / Maintenance	1,243		1,243	2,781	
Water Tank Cleaning				1,500	
Water System - Other	124		195	500	
Weed & Pest	1,820	1,500	1,424	1,500	
Payables Start of FY				0	Start of Yr Payables
<b>TOTAL OPERATIONS COSTS</b>	<b>51,896</b>	<b>59,901</b>	<b>18,303</b>	<b>64,952</b>	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)				30,445	
<b>TOTAL EXPENDITURES</b>	<b>59,324</b>	<b>68,546</b>	<b>26,459</b>	<b>74,357</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>59,324</b>	<b>68,546</b>	<b>26,459</b>	<b>74,357</b>	
Receivables Start of FY	(104)		(104)		
Payables Balance Start of FY	441		441		
	<b>7/1/2016</b>	<b>7/1/2017</b>	<b>7/1/2016</b>	<b>7/1/2018</b>	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
<b>GENERAL FUNDS</b>	<b>44,129</b>	<b>26,896</b>	<b>26,896</b>	<b>34,507</b>	<b>CASH CARRYOVER</b>
<b>RESERVES BALANCES</b>					
<b>RESTRICTED FUND BALANCES</b>					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>44,129</b>	<b>26,896</b>	<b>26,896</b>	<b>34,507</b>	
Receivables Balance End of FY	(419)				
Payables Balance End of FY	627				
End of Year Bank Balance	26,896		34,507		
Net per year (Revenue minus Expens.)	-17,734	0	8,156	0	
Net (including cash carryover)	26,395	0	35,052	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.