

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

**Tuesday, May 9, 2017, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

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

President Zeke Zebroski called the meeting to order at 4:33 p.m.

- I. Minutes** – Tom Dietz moved to approve the minutes as written for the last regular meeting on March 14, 2017. Zeke Zebroski seconded. Motion carried unanimously.
- II. Treasurer’s Report** – Tom Dietz moved to accept the Treasurer’s report and pay bills as presented. Zeke Zebroski seconded. Motion carried unanimously.

Ending Bank Balance from Last Minutes:		\$24,448.62	
Deposits (through 3/31/17):	\$1,255.00		
Quickbooks / Balance 03/31/17:	\$25,703.62	Bank: \$25,703.62	
Bills paid in April:			
AUTO Powder River Energy	Electricity 2/26-3/28/17	\$581.28	
1438 Meyer (Relocate co.)	Refund of balance at closing	\$80.00	
1439 Boss Enterprises, Inc.	Hydrovac 2.5 hours	\$562.50	
1440 Cathey Consulting	Inv. 3836 – Mar. books/postage	\$405.60	
1441 C N A Surety	Bond – Board	\$105.00	
1442 Energy Laboratories	Inv. 66699 – Testing	\$380.00	
1443 Local Gov’t Liab. Pool	Insurance	\$500.00	
1444 Water Guy, LLC	2017-338 – Mar. water operator	\$563.50	
<b>TOTAL BILLS:</b>		<b>\$3,177.88</b>	
Deposits (through 04/30/17):	\$1,970.00		
Quickbooks Balance 04/30/17:	\$24,495.74	Bank: \$24,495.74	
Deposits (through 05/09/17):	\$1,380.00		
QuickBooks Balance Prior to Meeting:		\$25,875.74	
Bills paid at Meeting:			
Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 3/28/17-5/1/17	\$ 501.80
1445	Cathey Consulting	Inv. 3881 – April books/postage	\$ 418.08
		Inv. 3849 – Certified letter	\$13.18
1446	Hawkins	Inv. 4050624 – Chlorine	\$ 10.00
1447	Water Guy, LLC	Inv. 2017-442 – April water op./meters	\$ 563.50
<b>TOTAL BILLS:</b>			<b>\$1,493.38</b>
<b>Balance End of Meeting:</b>			<b>\$24,382.36</b>

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

- III. Water System Update / Water Meter Readings** – The water system information was available for review.
- IV. Unfinished Business**
  - a. Budget
    - i. 2017-2018 budget – Zeke Zebroski moved to approve the preliminary budget of \$68,650 as discussed. Tom Dietz seconded. Motion carried unanimously. The budget is attached to these minutes.

- ii. A letter from the Department of Audit regarding changes to special district budget laws was reviewed.
- iii. The following legal ad will run at least one week prior to the budget hearing in July.

**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 7/1/17 – 6/30/18 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 11, 2017, at 4:30 p.m. The budget is summarized below:

Administrative \$5,840 / Indirect \$2,805 / Operations & Misc. \$60,005  
Revenue and Rollover: \$68,650

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 05/09/17. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**V. New Business**

- a. A letter was reviewed from the County Public Works Department regarding change to the County Grant program. Any application for a road project needs to use the new form created by the County.
- b. By-laws – Zeke Zebroski moved to revise the by-laws to reflect the change in the statute (budget hearing is to be held annually no later than the third Thursday of July instead of no later than five days after the third Thursday in July) and revise wording for annual election of officers to simplify. Tom Dietz seconded. Motion carried unanimously.
- c. 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.
- d. Weed Spraying – Zeke Zebroski reported that the District is on the list to have weeds sprayed with an amount not to exceed last year's cost.
- e. There was discussion on the ditch in front of 25 Gold Buckle Place. Instead of the water going down the ditch and into the culvert, it goes directly into the homeowner's backyard. Zeke Zebroski will talk to an engineer in the County Public Works office and see what they would recommend to fix the situation. Zeke Zebroski will also try to talk to the landowner to see what they might suggest.
- f. There was discussion on the concerns about the coyotes that are in and around the District. There have been coyotes in people's yards.
- g. There was discussion on getting the roads bladed. The County should be coming through sometime this spring. A board member will check with County Road and Bridge. After the work done last year, the roads should be good this year after they are bladed. It might be good to get some rock around the mailboxes. Zeke Zebroski moved to authorize getting a load or two of crushed concrete/asphalt mix around the mailboxes for an amount not to exceed \$1,200. Tom Dietz seconded. Zeke Zebroski volunteered to spread the rock. Tom Dietz will call a contractor. Motion carried unanimously.

Tom Dietz moved to adjourn the meeting. Zeke Zebroski seconded. The meeting adjourned at 4:57 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:



**Budget - Rozet Ranchettes ISD - 7/1/17 - 6/30/18 - DRAFT**

**Budget Hearing July 11, 2017, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717**

	Actual	Budget	Actual (Estim.)	Budget
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
<b>Revenue</b>				
Grants - County	966	3,750	6,670	3,750
Monthly Rates	32,280	32,400	32,400	32,400
Water Overages	1,042		1,015	1,000
Other Fees (Late, Coll., Tap, etc.)	718	4,500	1,170	4,500
<b>TOTAL REVENUE</b>	<b>35,006</b>	<b>40,650</b>	<b>41,255</b>	<b>41,650</b>
<b>CASH CARRYOVER</b>	<b>32,862</b>	<b>44,129</b>	<b>44,129</b>	<b>27,000</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>67,868</b>	<b>84,779</b>	<b>85,384</b>	<b>68,650</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping	4,850	4,800	4,800	4,800
Contract Legal		500		500
Office / Postage	658	540	400	540
<b>TOTAL ADMINSTRATIVE</b>	<b>5,508</b>	<b>5,840</b>	<b>5,200</b>	<b>5,840</b>
<b>Indirect</b>				
Insurance - Liab., Bonding	605	605	605	605
Insurance - Property	1,649	1,800	2,098	2,200
<b>TOTAL INDIRECT COSTS</b>	<b>2,254</b>	<b>2,405</b>	<b>2,703</b>	<b>2,805</b>
<b>INTEREST - TOTAL COSTS</b>	<b>0</b>			<b>0</b>
<b>DEBT - PRINCIPAL COSTS</b>	<b>0</b>			<b>0</b>
<b>Operations</b>				
Misc (Cash Carryover less reserves)		44,129		21,279
Arena / Taxes	364	364	364	364
Roads - Rock, Blading	200	15,000	34,056	7,800
Roads - Dust Control				
Water Operator / Meter Reading	6,708	6,762	6,762	6,762
Water System Electricity	4,901	5,300	5,000	5,300
Water System Operations	5,237	2,000	2,000	2,000
Water System Repairs		1,779	1,243	15,000
Weed & Pest	0	1,200	1,820	1,500
<b>TOTAL OPERATIONS COSTS</b>	<b>17,410</b>	<b>76,534</b>	<b>51,245</b>	<b>60,005</b>
<b>TOTAL EXPENDITURES</b>	<b>25,172</b>	<b>84,779</b>	<b>59,148</b>	<b>68,650</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>25,172</b>	<b>84,779</b>	<b>59,148</b>	<b>68,650</b>
Receivables Start of FY	1,998		(104)	
Payables Balance Start of FY	1,110		441	
	<b>7/1/2015</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>7/1/2017 (Est.)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	<b>32,862</b>	<b>44,129</b>	<b>44,129</b>	<b>27,000</b>
<b>RESERVES BALANCES</b>				
<b>RESTRICTED FUND BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>32,862</b>	<b>44,129</b>	<b>44,129</b>	<b>27,000</b>
	<b>6/30/2016</b>	<b>6/30/2017</b>	<b>6/30/2017</b>	<b>6/30/2018</b>
Receivables Balance End of FY	(104)			
Payables Balance End of FY	441			
End of Year Bank Balance	44,129		25,691	
Net per year (Revenue minus Expens.)	9,834	0	-17,893	-5,721
Net (including cash carryover)	42,696	0	26,236	0

80 X 33 + 3 X 20

400 X 12

493.5 X 12 + 70 X 12

\$15,000 per yr.

CASH CARRYOVER

**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, 2018 / 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.