

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

**Tuesday, May 9, 2023, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Troy Hipsag, Zeke Zebroski  
OTHERS PRESENT: Helenanne Cathey

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

The Board asked for a minute of silence in remembrance of Tom Dietz who passed away in March. The Board expressed their appreciation and gratitude for Tom. He will be missed!

- I. Vacant Director Position** – Due to Tom Dietz passing in March, the Board will need to appoint someone to fill the vacancy on the Board of Directors, serving until the next election. Troy Hipsag moved to appoint Jeff Carter to fill the vacancy. Zeke Zebroski seconded. Motion carried unanimously. Helenanne Cathey will contact Jeff Carter to set up a time for him to complete the oath of office as required by statute.
- II. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports** – There was discussion on some issues with billing.
- III. Minutes** – Troy Hipsag moved to approve the minutes for the March 20, 2023, regular meeting as presented. Zeke Zebroski seconded. Motion carried unanimously.
- IV. 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:		\$49,344.93
Water Deposits (3/1-3/20/23)	\$1,080.00	
Adjusted Balance Forward:		\$50,424.93
Water Deposits (3/21-3/31/23)	\$568.00	
Bills paid in April:		
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>
<u>Amount</u>		
AUTO	Powder River Energy	Electricity 3/1-4/1/23
\$617.33		
1763	Cathey Consulting	Inv. 7004 – Mar.. Admin./Books /Compliance
\$450.00		
1764	City of Gillette	Inv. 1628076 – Regional Water 3/2-4/4/23
\$593.52		
		Base \$352.50 (78,000 gal) \$241.02
1765	C N A Surety	Bond / Board 5/12/23 – 5/12/24
\$105.00		
1766	Hawkins	Inv. 6423170 – Chlorine
\$20.00		
1767	Local Gov’t. Liab. Pool	Inv. 14376 – Insurance 7/1/23-6/30/24
\$500.00		
1768	Water Guy, LLC	Inv. 2023-262 – Jan. water op./
\$997.10		
		meters read/billing
		Inv. 2023-290 Installed meter &
		radio at 58 Gold Buckle
\$504.70		
<b>TOTAL BILLS:</b>		<b>\$3,787.65</b>
Xpress bill pay deposit (4/5/23)	\$3,373.00	
Water Deposits (4/1-4/30/23)	\$1,968.00	
Xpress bill pay deposit (5/6/23):	\$2,703.00	
QuickBooks Balance before bills:		\$55,249.28*

\*Balance does not reflect Water Guy deposits since the end of the prior month except the Xpress Bill Pay Deposit.

Bills paid at Meeting:		
<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>
<u>Amount</u>		

AUTO Powder River Energy	Electricity – 4/1/23 – 5/1/23	\$602.17
1769 Cathey Consulting	Inv. 7050 – Apr. Admin./Books/Compliance	\$450.00
1770 City of Gillette	Inv. 1645211 – Regional water 4/4-5/2/23	\$642.96
	Base \$352.50 (94,000 gal) \$290.46	
1771 Energy Laboratories	Inv. 546591 – Water Testing	\$436.00
1772 Hawkins, Inc.	Inv. 6447768 – Chlorine	\$20.00
1773 Water Guy, LLC	Inv. 2023-362 – Apr. water op./meters/billing	\$997.10
<b>TOTAL BILLS:</b>		<b>\$3,148.23</b>
<b>Balance End of Meeting:</b>		<b>\$52,101.05</b>

V. **Water System Update / Water Meter Readings** – The water system information was reviewed. The lead and copper service line inventory will be done by October of 2024.

VI. **Unfinished Business**

- a. Roads –
  - i. Culvert installed in driveway that did not meet subdivision and covenants requirements – Zeke Zebroski talked to the landowner, and the landowner said that he would take care of it.
- b. Budget for 7/1/23 – 6/30/24 – The budget was discussed. The amount to be spent on roads was increased for the next fiscal year. Board members will try to get cost estimates for material for the roads. Troy Hipsag moved to approve the proposed budget and run the following legal ad on June 27, 2023. Zeke Zebroski seconded. Motion carried unanimously. The budget is attached to these minutes.

**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 7/1/23 – 6/30/24 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, 2023, at 4:30 p.m. The budget is summarized below:

Administrative \$6,470 / Indirect \$3,305 / Operations & Misc. \$117,767  
Revenue / Rollover: \$127,542

Monthly rates should remain the same - \$125 for improved lots and \$38 for unimproved lots. Water is billed at \$3.09 per 1,000 gallons used over 15,000 gallons a month. The complete proposed budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Rozet Ranchettes meeting minutes for 05/09/23. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VII. **New Business**

- a. Zeke Zebroski reported that he will drag the arena when he has time.

Zeke Zebroski moved to adjourn. Troy Hipsag seconded. The meeting adjourned at 4:46 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.

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!

**Upcoming Meetings: Tuesday, July 11, 2023, 4:30 p.m. (Budget Hearing and Regular Meeting)**

**Other Upcoming Meetings:**

**Tues., Sept. 12, 2023, 4:30 p.m. / Tues., Nov. 14, 2023, 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

\_\_\_\_\_  
Jeff Carter, Vice President Date

\_\_\_\_\_  
Troy Hipsag, Secretary/Treasurer Date

Budget - Rozet Ranchettes ISD - 7/1/2023 - 6/30/2024					
Budget Hearing July 11, 2023, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717					
	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	
<b>Revenue</b>					
Grants - County		2,500		5,000	25% of Road Exp. (Grant Eligible)
Grants - County (approved April, 2020)					
Monthly Rates - Improved Lots	50,082	52,500	56,142	52,500	35 lots X \$125.00 per month (\$4,375)
Monthly Rates - Unimproved Lots		1,368		3,192	7 lots X \$38 per month (\$266)
RR LLC Lots (9)		810		270	3 lots X \$7.50 per month (\$37.50)
Water Overages	839	1,000	1,500	1,000	\$3.09 per 1,000 gal. over 15,000 gal./mo.
Other Fees (Late, Coll., Tap, etc.)		4,500	3,542	4,500	
Receivables Start of FY				0	Start of Yr Receivables
<b>TOTAL REVENUE</b>	<b>50,921</b>	<b>62,678</b>	<b>61,184</b>	<b>66,462</b>	
<b>CASH CARRYOVER</b>		<b>34,622</b>		<b>61,080</b>	
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>50,921</b>	<b>97,300</b>	<b>61,184</b>	<b>127,542</b>	
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping	7,238	5,400	5,400	5,670	\$472.50 X 12
Contract Legal					
Office / Postage	1,084	800	400	800	
<b>TOTAL ADMINSTRATIVE</b>	<b>8,322</b>	<b>6,200</b>	<b>5,800</b>	<b>6,470</b>	
<b>Indirect</b>					
Insurance - Liab., Bonding	605	605	605	605	
Insurance - Property	2,637	2,700	2,637	2,700	
<b>TOTAL INDIRECT COSTS</b>	<b>3,242</b>	<b>3,305</b>	<b>3,242</b>	<b>3,305</b>	
<b>Operations</b>					
Misc (Cash Carryover less project carryover)		34,622		53,310	Maintenance / Repairs
Arena / Taxes	0	0	0	0	
Roads - Rock, Blading	1,206		650		ROADS & WEED & PEST 21,500
Road proj. - Grant eligible		10,000		20,000	
Roads - Dust Control					
Weed & Pest		1,500		1,500	
Water - Regional / Tap Fee (Base)	3,807	4,230	4,230	4,230	47 X \$7.50 X 12 mo.
Water - Regional / Usage	4,821	4,635	5,545	4,635	50% blend of 3 mill. gallons (1.5 mill. gal. X 3.09/1,000)
Water Operator / Meter Reading / Billing	6,888	11,965	11,965	11,965	\$997.10 X 12
Water System Electricity	5,522	6,500	3,802	6,500	
Water System - Chlorine	513	1,100	500	1,100	
Water System - Testing	852	1,200	1,062	1,200	SOC/VOC \$1,232 8/6/2020
Water System Repairs / Maintenance	340	10,064	0	11,327	1/2019 - pump repl. \$7,936
Water Tank Cleaning		1,500		1,500	
Water System - Other	1,028	479		500	
Payables Start of FY				0	Start of Yr Payables
<b>TOTAL OPERATIONS COSTS</b>	<b>24,977</b>	<b>87,795</b>	<b>27,754</b>	<b>117,767</b>	
(TOTAL OPERATIONS - NO MISC./CARRYOVER)		53,173		64,457	WATER 42,957
<b>TOTAL EXPENDITURES</b>	<b>36,541</b>	<b>97,300</b>	<b>36,796</b>	<b>127,542</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>36,541</b>	<b>97,300</b>	<b>36,796</b>	<b>127,542</b>	
Receivables Start of FY	(228)		3,363		
Payables Balance Start of FY	2,739		2,525		
	<b>6/30/2021</b>	<b>6/30/2022 (EST)</b>	<b>6/30/2022</b>	<b>6/30/2023 (EST)</b>	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
GENERAL FUNDS	27,027	34,622	35,854	61,080	CASH CARRYOVER
RESERVES BALANCES					
RESTRICTED FUND BALANCES					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>27,027</b>	<b>34,622</b>	<b>35,854</b>	<b>61,080</b>	
Receivables Balance End of FY	3,363				
Payables Balance End of FY	2,525				
Undeposited funds end of FY	1,748				
End of Year Bank Balance	35,854		61,080	0	
Net per year (Revenue minus Expens.)	14,380	0	24,388	-7,770	
Net (including cash carryover)	14,380	0	24,388	0	
Budget Message: The District manages the roads and water. The District is connected to the regional water system. No major capital improvements are expected. The District hopes to add material to the roads ad utilize the County grant this fiscal year. The District does not maintain a Reserves balance at this time.					

Board Member Signature \_\_\_\_\_ Board Member Signature \_\_\_\_\_

Directors: Zeke Zebroski, (Pres.) term ends Mar., 2024 / Tom Dietz (Vice Pres.) & Troy Hipsag (Sec./Treas.) terms end March, 2026  
 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.

Regional rate -  
 2021: \$6.50 per month plus \$3.01 per 1,000 gallons used from the City.  
 2022: \$7.50 per month plus \$3.09 per 1,000 gallons used from the City.

**District Rate History:**

2007 \$80 per mo. improved / \$20 unimproved (since District started)  
 2021 \$86.50 per mo. improved / \$26.50 unimproved / \$6.50 Roz Ran LLC vacant lots  
 7/1/2022 \$125 per mo. improved / \$38 unimproved / \$7.50 Roz Ran LLC vacant lots

Overage \$2.00 per 1,000 over 15,000 + \$3.00 per 1,000 over 30,000/mo

7/1/22: Overage \$3.09 per 1,000 over 15,000 gal./mo.

5,280 feet in a mile

Rozet Ranchettes Roads	Feet	Miles
Casey Tibbs Ct	800	0.15
Gold Buckle Pl	7930	1.50
Turtle Back Rd	320	0.06
<b>Total</b>	<b>9050</b>	<b>1.71</b>