

**Rozet Ranchettes Improvement & Service District**

**Regular Meeting**

**Minutes**

**Tuesday, November 10, 2020, 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 4:32 p.m.

- I. Minutes** – Troy Hipsag moved to approve the minutes for the July 14, 2020, budget hearing and regular meeting as presented. Zeke Zebroski seconded. Motion carried unanimously. (There was no meeting in September.)
- II. Treasurer’s Report** – Zeke Zebroski reported that he talked to the County Assessor regarding the lot the District is paying tax on (Ck# 1613 below). They assessed that lot as if it were for sale. Zeke Zebroski explained that this lot isn’t for sale, and the County Assessor agreed that the District shouldn’t be assessed that rate, but they will only change it going forward. They won’t adjust this year’s assessment. 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:		\$54,508.92
Deposits (through 7/31/20):	\$1,000.00	
QuickBooks Balance 7/31/20:		\$55,508.92
Bills paid in August:		
AUTO Powder River Energy	Electricity 7/1-7/31/20	\$313.95
1603 R. & H. Isenberger	Refund credit balance	\$283.00
1604 Cathey Consulting	Inv. 5587 – July books/postage \$433.20	\$442.38
	Inv. 5596 – Cert. letter/postage \$9.18	
1605 Energy Laboratories	Inv. 331747 – Testing	\$12.00
1606 Hawkins, Inc.	Inv. 4760689 – Chlorine	\$10.00
1607 Water Guy, LLC	2019-168– July water op./mtrs \$565.50	\$1,027.06
	2019-184 – Meter installed \$461.56	
TOTAL BILLS:		\$2,088.39
Deposits (August, 2020):	\$2,461.00	
QuickBooks Balance 08/31/20:		\$55,881.53
Deposits (9/1-9/8/20):	\$2,235.00	
QuickBooks Balance Prior to September Meeting (No Meeting):		\$58,116.53
Bills paid in September:		
AUTO Powder River Energy	Electricity 7/31-8/31/20	\$339.66
1608 Cathey Consulting	Inv. 5636 – Aug. books/postage \$432.10	\$446.00
	Inv. 5645 – Cert. letters \$13.90	
1609 Earth Work Solutions	Inv. 36085 – Road work, Material	\$39,482.00
1610 Energy Laboratories	Inv. 332625 – Testing \$1,232.00	\$1,534.00
	Inv. 334683 – Testing \$302.00	
1611 Hawkins, Inc.	Inv. 4770956 – Chlorine \$342.50	\$347.50
	Inv. 4778428 – Chlorine \$5.00	
1612 Water Guy, LLC	2020-247 –Aug. water op./mtrs \$565.50	\$650.50
	2020-288 – Meter repair (\$85)	
TOTAL BILLS:		\$42,799.66
Deposits (9/9-9/30/20):	\$566.00	
QuickBooks Balance 09/30/20:		\$15,882.87
Deposits (10/1-10/31/20):	\$14,355.50	
Bills paid in October:		
AUTO Powder River Energy	Electricity 8/31-10/1/20	\$332.87

1613	Campbell County Treas.	Property tax parcel 10046941 (95 Gold Buckle Place)	\$363.22
1614	Cathey Consulting	Inv. 5678 – Sep. books/postage	\$433.30
1615	Hawkins, Inc.	Inv. 4801009 – Chlorine	\$5.00
1616	Liberty Mutual Ins.	Insurance policy BFO 57378619 1 yr.	\$2,218.00
1617	Water Guy, LLC	2020-384– Sept. water op./mtrs	\$565.50
TOTAL BILLS:			\$3,917.89
QuickBooks Balance 10/31/20:			\$26,320.48
Deposits (11/1-11/10/20):		\$1,145.00	
QuickBooks Balance before bills:			\$27,465.48
Bills paid at Meeting:			
Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity – 10/1-11/1/20	\$ 432.07
1618	Cathey Consulting	Inv. 5729 – Oct. books/postage \$426.60	\$ 433.55
		Inv. 5741 – Cert. letter \$6.95	
1619	Energy Laboratories	Inv. 350944 – Testing \$12.00	\$ 144.00
		Inv. 355556 – Testing \$132.00	
1620	Hawkins, Inc.	Inv. 4816167 – Chlorine	\$ 10.00
1621	Water Guy, LLC	Inv. 2020-509 – Oct. water op./meters \$565.50	\$ 1,122.71
		Inv. 2020-537 – Meter repair \$557.21	
TOTAL BILLS:			\$ 2,142.33
<b>Balance End of Meeting:</b>			<b>\$25,323.15</b>

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

**III. Water System Update / Water Meter Readings** – The water system information was reviewed. Zeke Zebroski reported that he talked to Levi Jensen with the City of Gillette. The City was delayed in completing the regional connection as they were unable to get a valve due to COVID-19. They have installed the valve, but they are now working on a couple of other issues. They expect to have Rozet Ranchettes hooked up within 30 days, but there is no guarantee. Once connected, Water Guy can notify the DEQ or EPA as needed.

**IV. Unfinished Business**

a. The road work was completed in August. The County grant paperwork was signed and submitted to the County for reimbursement, and the grant was closed out. There was discussion on blading, but the consensus is that the road is probably fine until spring.

**V. New Business**

- a. The Board reviewed and signed the Local Government Annual Report Summary for FYE 6/30/2020 which was submitted to the state along with the Proof of Cash completed by Helenanne Cathey.
- b. Board members completed the insurance renewal paperwork.

Troy Hipsag moved to adjourn the meeting. Zeke Zebroski seconded. The meeting adjourned at 4:43 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, January 12, 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

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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