

**Rozet Ranchettes Improvement & Service District**

**Regular Meeting**

**Minutes**

**Tuesday, November 14, 2023, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Jeff Carter, Troy Hipsag, Zeke Zebroski

OTHERS PRESENT: Helenanne Cathey

Zeke Zebroski called the meeting to order at 4:00 p.m.

- I. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports** – Reports were available for review.
- II. Minutes** – Troy Hipsag moved to approve the minutes for the September 12, 2023, regular meeting as presented. Zeke Zebroski seconded. Motion carried unanimously.
- III. Treasurer’s Report** – Zeke Zebroski moved to accept the Treasurer’s report and pay bills as presented. Troy Hipsag seconded. Motion carried unanimously.

Ending Bank Balance from last meeting:		\$60,837.69
Water Deposits (9/1-9/12/23)	\$125.00	
Adjusted Balance Forward:		\$60,962.69
Water Deposits (9/13-9/30/23)	\$2,087.23	
Xpress bill pay deposit (10/7/23)	\$2,755.65	
Water Deposits (10/1-10/31/23)	\$1,884.63	

Bills paid in October:

Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 9/1-10/1/23	\$272.32
1797	Cathey Consulting	Inv. 7265 – Sept.. Admin./Books /Compliance	\$472.50
1798	City of Gillette	Inv. 1732054 – Regional Water 9/1-10/1/23 Base \$352.50 (79,000 gal) \$244.11	\$596.61
1799	Hawkins	Inv.6579313 – Chlorine	\$20.00
1800	Liberty Mutual Insur.	10/11/23 – 10/11/24 Insurance	\$3,226.00
1801	Water Guy, LLC	Inv. 2023-968 – Sept. water op./ meters read/billing \$997.10	\$1,015.85
		Inv. 2023-1013 – Bounced check \$18.75	

TOTAL BILLS: \$5,603.28

Xpress bill pay deposit (11/7/23) \$2,745.12

QuickBooks Balance before bills: \$64,832.04\*

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

Bills paid at Meeting:

Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity – 10/1/23 – 11/1/23	\$275.10
1802	Cathey Consulting	Inv. 7316 – Oct. Admin./Books/Compliance	\$472.50
1803	City of Gillette	Inv. 1748457 – Regional water 10/1-11/123 Base \$352.50 (110,000 gal) \$339.90	\$692.40
1804	Energy Laboratories	Inv. 594048 – Water testing	\$53.00
1805	Hawkins, Inc.	Inv. 6603105 – Chlorine	\$20.00
1806	Water Guy	Inv. 2023-1077 – Oct. Water Operator \$997.10	\$1,015.85
		Inv. 2023-1120 – Bounced check \$18.75	

TOTAL BILLS: \$2,528.85

**Balance End of Meeting: \$62,303.19**

- IV. Water System Update / Water Meter Readings** – The water system information was reviewed. No update on the lead and copper service line inventory.

**V. Unfinished Business**

- a. Roads – The consensus is to get the roads bladed one more time before winter. Zeke Zebroski reported that he and Tom Zebroski mowed along the sides of the roads except for the area where it is really steep and can't be mowed. Tom Zebroski will be submitting a bill for the mowing. Zeke Zebroski reported that a couple of school bus drivers contacted him and asked if the weeds couldn't be dealt with because it caused some problems with the snow drifting last year when it wasn't mowed.

The Board asked that everyone mow the roads along their property next year. A lot of people did mow along the roads around their property this year, but there were a few that didn't.

The Board will work on developing a scope of work after the first of the year and get bids for road work to be done next spring or summer after applying for the County grant.

- b. Director Election – (March 19, 2024 – Zebroski and Carter – one 4 year term and one for the remaining 2 years of a 4-year term). The first legal ad will run on November 28, 2023. Applications to be on the ballot are due between December 20, 2023 and January 9, 2024.

**VI. New Business**

- a. County Road and District Support Incentive Program (RoADS Program) – the County is offering an economic incentive for special districts to merge or enlarge. The Board didn't see any opportunities under the program for Rozet Ranchettes Improvement & Service District.
- b. Troy Hipsag moved to sign up for the auto pay option for the City of Gillette monthly bill. Jeff Carter seconded. Motion carried unanimously.

Zeke Zebroski moved to adjourn. Jeff Carter seconded. The meeting was adjourned at 4:47 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, January 9, 2024, 4:30 p.m.**

**Other Upcoming Meetings:**

**Tues., Jan. 9, 2024, 4:30 p.m. / Tues., Mar. 12, 2024, 4:30 p.m. / Tues., May 14, 2023, 4:30 p.m. / Tues., July 9, 2024, 4:30 p.m. / Tues., Sept. 10, 2024, 4:30 p.m. / Tues., Nov. 12, 2024, 4:30 p.m.**

Meeting Schedule: Every other odd month (January, March, May, July, September, November) on the second Tuesday at 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,  
Helianne Cathey, Assistant to the Board

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Zeke Zebroski, President Date

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Jeff Carter, Vice President Date

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Troy Hipsag, Secretary/Treasurer Date