

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

Tuesday, September 12, 2023, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Jeff Carter, Zeke Zebroski
 BOARD MEMBERS APPROVED ABSENT: Troy Hipsag
 OTHERS PRESENT: Helenanne Cathey

Zeke Zebroski called the meeting to order at 4:41 p.m.

- I. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports** – Reports were available for review.
- II. Minutes** – Zeke Zebroski moved to approve the minutes for the July 11, 2023, budget hearing and regular meeting as presented. Jeff Carter seconded. Motion carried unanimously.
- III. Treasurer’s Report** – Zeke Zebroski moved to accept the Treasurer’s report and pay bills as presented. Jeff Carter seconded. Motion carried unanimously.

Ending Bank Balance from last meeting:	\$57,700.97
Water Deposits (7/1-7/11/23)	\$125.00
Adjusted Balance Forward:	\$57,825.97
Water Deposits (7/12-7/31/23)	\$1,703.10
Xpress bill pay deposit (8/7/23)	\$2,331.85
Water Deposits (8/1-8/31/23)	\$1,786.74

Bills paid in August:

Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity 7/1-8/1/23	\$301.10
1786	Cathey Consulting	Inv. 7183 – July. Admin./Books /Compliance	\$472.50
1787	City of Gillette	Inv. 1696937 – Regional Water 7/5-8/1/23 Base \$352.50 (229,000 gal) \$707.61	\$1,060.11
1788	Energy Laboratories	Inv. 566432– Testing	\$250.00
1789	Hawkins	Inv. 6525543 – Chlorine	\$10.00
1790	Water Guy, LLC	Inv. 2023-715 – July water op./ meters read/billing \$997.10 Inv. 2023-652 – Bounced checks \$37.50	\$1,034.60

TOTAL BILLS: \$3,128.31

Xpress bill pay deposit (9/7/23) \$4,191.46

QuickBooks Balance before bills: \$64,710.81*

*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 – 6/1/23 – 7/1/23	\$271.12
1791	Cathey Consulting	Inv. 7225 – July Admin./Books/Compliance	\$472.50
1792	City of Gillette	Inv. 1713925 – Regional water 8/2-9/1/23 Base \$352.50 (254,000 gal) \$784.86	\$1,137.36
1793	Energy Laboratories	Inv. 578909 – Water testing \$333.00 Inv. 579349 – Water testing \$53.00	\$386.00
1794	Hawkins, Inc.	Inv. 6552041 – Chlorine	\$20.00
1795	Water Guy	Inv. 2023-850 – Aug. Water Operator	\$997.10
1796	Wyo. Earthmoving Cor.	Inv. 10124 – 8/14/23 Blade and shape roads	\$571.65

TOTAL BILLS: \$3,873.12

Balance End of Meeting: \$60,837.69

IV. 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.

V. Unfinished Business

- a. Roads – Zeke Zebroski reported that there isn't any crushed asphalt available this time of year. He recommended getting estimates for costs and identifying specific areas that need more material. There was discussion on areas that need material. A homeowner has replaced a smaller culvert with a larger culvert which will help with the drainage. The District will develop the scope and get bids for road work starting in January. The County Grant can help with the cost for road work.

VI. New Business

- a. The insurance policy renewal packet was available for review and will be filed.
- b. The year end reports were reviewed. The Board completed the Local Government Annual Report Summary for fiscal year ending 6/30/23 which will be submitted to the Department of Audit along with the Proof of Cash and F32 completed by Helenanne Cathey.
- c. 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 following legal ad will run in the News-Record on November 28, 2023. Applications to be on the ballot must be received between December 20, 2023 and January 9, 2024.

NOTICE OF DIRECTOR ELECTION
ROZET RANCHETTES IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 19 2024, an election shall be held for the purpose of electing one Director to serve a four (4) year term and one Director to serve the remaining two years of a four (4) year term on the Board of Directors for the Rozet Ranchettes Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the elected official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 19, 2024, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 3290, Gillette, WY 82717) or with Helenanne Cathey (685-8235 or hcathey@collinscom.net) between December 20, 2023, and January 9, 2024. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Troy Hipsag, Secretary/Treasurer / Filing Officer
Rozet Ranchettes Improvement & Service District

Zeke Zebroski moved to adjourn. Jeff Carter seconded. The meeting was adjourned at 4:54 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, November 14, 2023, 4:30 p.m. (Regular Meeting)

Other Upcoming Meetings:

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 4th 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