

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

Tuesday, May 14, 2024, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Jeff Carter, Troy Hipsag
 BOARD MEMBERS NOT PRESENT: Zeke Zebroski
 OTHERS PRESENT: Helenanne Cathey, Marv Ellis, Dorothy Ellis

Jeff Carter called the meeting to order at 4:30 p.m.

- I. Customer New Construction** – Marv & Dorothy Ellis are building a house and shop at 44 Gold Buckle. The house will be approximately 2,200 square feet, two stories, and will be set in the back of the property (100’ from the back property line and about 90’ from the side property line). They explained the plan for the buildings. Troy Hipsag moved to approve the plan. Jeff Carter seconded. Motion carried unanimously. A dormer will be added to comply with the covenants.
- II. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports** – Reports were available for review.
- III. Minutes** – Troy Hipsag moved to approve the minutes for the March 12, 2024, regular meeting and the March 21, 2024, special meeting as presented. Jeff Carter seconded. Motion carried unanimously.
- IV. Treasurer’s Report** – Troy Hipsag moved to accept the Treasurer’s report and pay bills as presented. Jeff Carter seconded. Motion carried unanimously.

Ending Bank Balance from last meeting:		\$69,885.97
Water Deposits (3/1-3/12/24)	\$341.00	
Adjusted Balance Forward:		\$70,226.97
Water Deposits (3/13-3/31/24)	\$1,226.00	
Xpress bill pay deposit (4/5/24)	\$3,139.00	
Water Deposits (4/1-4/30/24)	\$1,642.00	

Bills paid in April:

<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	City of Gillette	Bill 1834208 – Regional water 3/3-3/31/24 Base \$352.50 (86,000 gal.) \$265.74	\$618.24
AUTO	Powder River Energy	Electricity 3/1-4/1/24	\$609.57
1824	Cathey Consulting	Inv. 7534–Mar. Adm./Books /Comp. \$472.50 Inv. 7503 – 3/21/24 special meeting \$100.00	\$572.50
1825	VOID		
1826	C N A Surety	Bond / Board	\$105.00
1827	Energy Laboratories	Inv. 622609 – Annual water quality report	\$125.00
1828	Hawkins	Inv. 6709505 – Chlorine	\$20.00
1829	Hot Iron, Inc.	1000 tons crushed asphalt \$25,000.00	\$12,500.00
1830	Local Gov’t. Liab. Pool	Inv. 15101 – 7/1/24-6/30/25 liability insurance	\$600.00
1831	Water Guy, LLC	Inv. 2024-268 – Mar. water op. meters read/billing	\$997.10
TOTAL BILLS:			\$16,147.41
	Xpress bill pay deposit (5/5/24)	\$2,914.00	
QuickBooks Balance before bills:			\$63,000.56*

Bills paid at Meeting:

<u>Ck#</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Electricity – 4/1/24 – 5/1/24	\$592.45
AUTO	City of Gillette	Inv. 1851494 – Regional water 3/31-5/1/24 Base \$352.50 (100,000 gal.) \$309.00	\$661.50
1832	Cathey Consulting	Inv. 7577 – Apr. Admin./Books/Compl.	\$472.50

1833	Energy Laboratories	Inv. 625322 – Water testing	\$53.00
1834	Hawkins, Inc.	Inv. 6732439 – Chlorine	\$20.00
1835	Hot Iron, Inc.	Inv. 969004 – 1000 tons crushed asphalt	\$7,650.00
		\$25,000 - \$12,500 paid in April =	
		\$12,500 balance	
		Final billing = Quantity was 806 tons instead	
		Of 1,000 at \$25 per ton	
		Credit \$4,850.00	
1836	Stephens Trucking	Inv. Bol 2423 – Haul 22 loads of crushed	\$4,200.00
		Asphalt (805.86 tons) to Gold Buckle Pl.	
1837	Water Guy	Inv. 2024-379 – Apr. Water Operator/ meters	\$1,115.43
		read / billing / 4 deposit books	
	TOTAL BILLS:		\$14,764.88
	Balance End of Meeting:		\$48,235.68

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

VI. **Unfinished Business**

- a. Roads – 800 tons of crushed asphalt approved (Hot Iron) and hauling (Stephens Trucking) / Total cost estimate of \$30,000 / county grant \$7,500. The total cost to date is \$24,350, which is \$6,087.50 on the County grant pay request. The consensus is to leave the grant open for now.
- b. Director Election – (March 19, 2024 – Zebroski and Carter – Ballots were canvassed on March 20, 2024, by Troy Hipsag, Mary Hipsag, and Helenanne Cathey. The results were as follows:

Votes for one director to serve the remaining 2 years of a 4-year term:

Zeke Zebroski – 6 votes
 Jessica Bowles – 2 votes
 Adam Lara – 1 vote

Votes for one director to serve a 4-year term:

Jeffrey L. Carter – 7 votes
 Jessica Bowles – 2 votes

Congratulations to Zeke Zebroski and Jeff Carter. Oaths were completed as required.

- c. Letter was sent to homeowner who had someone living in a trailer on their property after the March meeting. The trailer is no longer occupied so they are in compliance. This will be removed from the agenda.
- d. Budget for 7/1/24 – 6/30/25 - The budget was reviewed. Troy Hipsag moved to approve the proposed budget and run the following legal ad in the Gillette News-Record on June 25, 2024. Jeff Carter 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 7/1/24 – 6/30/25 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 4th Street across from Arrow Printing) on July 9, 2024, at 4:30 p.m. The budget is summarized below:

Administrative \$7,000 / Indirect \$4,000 / Operations & Misc. \$118,636
 Revenue / Rollover: \$129,636

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 – Rozet Ranchettes meeting minutes for 05/14/24. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VII. New Business

- a. A homeowner had e-mailed regarding dust control but withdrew the question after the crushed asphalt was put down commenting that you can't put dust control on crushed asphalt. The crushed asphalt isn't near as dusty as the limestone.
- b. A letter was received from Water Guy with a summary of their services. It is attached to these minutes.
- c. The Local Government Liability Pool renewal application was submitted online. The completed application was reviewed and signed.
- d. The Public Officer Training is due by 6/30/24.

Jeff Carter moved to adjourn. Troy Hipsag seconded. The meeting was 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:

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!

Article XI

Temporary and Guest Quarters

With the exception of a motor home or travel trailer as allowed in this Article, no structure of a temporary character, such as a mobile home, basement, tent, shack, garage or other building shall be used on any Tract at any time as a residence, either temporarily or permanently. However:

- (a) An Owner or Owner's guest may locate or live in a motor home or travel trailer on a Tract for up to three separate ten-day periods per calendar year provided that the motor home or travel trailer is removed from the Tract for at least ten days between the periods of location and occupancy.**
- (b) An Owner may locate and live in a motor home or travel trailer on his or her Tract for a period not to exceed eighteen (18) months during the term of actual construction of the permanent dwelling upon the Tract. The motor home or travel trailer shall be promptly removed or stored after completion of the permanent residence pursuant to these Covenants.**

Upcoming Meetings: Tuesday, July 9, 2024, 4:30 p.m. (Budget Hearing and Regular Meeting)

Other Upcoming Meetings:

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 4th Street across from Arrow Printing.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Zeke Zebroski, President (307-660-8733) Date

Jeff Carter, Vice President (307-660-5837) Date

Troy Hipsag, Secretary/Treasurer (307-299-8901) Date

Budget - Rozet Ranchettes ISD - 7/1/24 - 6/30/25				
Budget Hearing: Tuesday, July 9, 2024, 4:30 p.m. at office of Cathey Consulting / PO Box 3290, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	35,854	61,080	57,386	62,174
Revenue				
Assessments				
Assessments - Interest				
Customer regular monthly bills, NSF, Late fees, etc.	64,124	61,462	57,600	61,462
Water Overages			541	1,000
Grants - County		5,000	6,088	5,000
TOTAL REVENUE	64,124	66,462	64,229	67,462
TOTAL REVENUE PLUS CASH CARRYOVER	99,978	127,542	185,844	129,636
Expenditures				
Capital Expenditures				
Administrative	5,738	6,470	6,885	7,000
Operations	30,313	117,767	51,000	118,636
Indirect	3,517	3,305	3,931	4,000
TOTAL EXPENDITURES	39,568	127,542	61,816	129,636
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	3,364		5,028	
Payables Balance Start of FY	2,525		2,653	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	35,854	61,080	57,386	62,174
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	35,854	61,080	57,386	62,174
Receivables Balance End of FY	5,028			
Payables Balance End of FY	2,653			
Undeposited Funds	1,488			
End of Year Bank Balance	57,386		62,174	
Net per year (Revenue minus Expenses)	60,410	0	124,028	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, but the District budgets enough for system repairs like pump replacements each year. The District hopes to add material to the roads and 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.) & Troy Hipsag (Sec./Treas.) term ends Mar., 2026 / Jeff Carter (Vice Pres.) term ends Mar., 2028
 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)/Overage \$2.00 per 1,000 over 15,000+\$3.00 per 1,000 over 30,000/mo.

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

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

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

5,280 feet in a mile



March 14, 2024

Dear Board Members,

We wanted to take this opportunity to re-introduce Water Guy and what we do for your water system. We know that occasionally, there are new board members and we wanted to explain what Water Guy does.

Water Guy has been hired to maintain your water system. The EPA requires that all public water systems have a certified Water Operator and back up Operator to oversee the water quality and functions of your water system. Currently at Water Guy, we have 4 Certified Water Operators whose tasks include, taking and collecting monthly water bacteria samples and any other required mandated water testing set forth by the EPA and submit these samples to the lab and EPA, check chlorine levels weekly as well as maintain the chlorination system, if applicable, maintain files of water analyses, provide 24 hour on call service for your water system, perform static tests, if applicable, flush the water systems twice a year for water quality, supervise EPA inspections, manage One Call of Wyoming membership, if applicable and order chemicals and other parts or materials needed for the water system.

The board has also hired Water Guy to meter read monthly. This service includes, taking radio reads of all water meters in your water system, generate meter reading reports and send to the designated contact and analyze and assess issues with meters/pits found by Water Guy personnel.

We've also been hired to do your monthly water utility billing. This service includes, creating and sending out monthly bills to your homeowners, collecting payments and making deposits to the system's bank account. We provide an online billing system for homeowners to make online payments or set up auto pay. We also calculate late fees and shut off fees and turn off/on water for delinquent accounts (separate charge from monthly cost) and create/generate accounting reports. Lastly, we provide excellent customer service and are available to all homeowners for water emergencies, water billing issues and questions regarding their water. With that being said, all homeowners costs associated with water utility billing i.e, late fees or shut off fees, have been chosen by board members. We collect the money from homeowners and directly deposit it into the system's account. Therefore, no funds go directly to Water Guy. We bill the system each month for our services.

We deal with a number of upset homeowners generally regarding their late fees or shut offs. Since these funds are not Water Guy's and decided by the Board, we are unable to waive fees or postpone shut offs without board approval. We will direct the homeowner to attend a board meeting to discuss any concerns or issues regarding these topics.

We thank you for your continued business and look forward to another year of working with you and your water system.

If you have any questions or concerns you may contact Cheyenne via email at Cheyenne@WaterGuyWyoming.com or Duaine at 307-299-9911.

Thank you
Sincerely,
Water Guy Staff

PO Box 2917 Gillette WY 82717

Office: 307-299-3544 Office Hours: Monday-Friday 9:00am-5:00pm

Owner / Chief Operator	Duaine Faucett	307-299-9911	Duaine@WaterGuyWyoming.com
Office Manager	Cheyenne Melick	307-299-3544	Cheyenne@WaterGuyWyoming.com