

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

Tuesday, September 10, 2024, 4:30 p.m., 400 South Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Jeff Carter, Troy Hipsag, Zeke Zebroski
OTHERS PRESENT: Helianne Cathey

Zeke Zebroski called the meeting to order at 4:31 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 July 9, 2024, budget hearing and regular meeting as presented. Jeff Carter seconded. Motion carried unanimously.
- III. **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:	\$57,096.43
Water Deposits (7/1-7/9/24)	\$0
Adjusted Balance Forward:	\$57,096.43
07/29/24 – AUTO PAY – Powder River Energy Electricity 6/1/24-7/1/24	\$628.85
Water Deposits (7/10-7/31/24)	\$3,584.73
Xpress bill pay deposit (8/05/24)	\$3,100.17
Water Deposits (8/1-8/31/24)	\$1,921.16

Bills paid in August:

Ck#	Payee	Purpose	Amount
AUTO	City of Gillette	Bill 1903549 – Regional water 7/1-8/1/24 Base \$352.50 (306,000 gal.) \$945.54	\$1,298.04
AUTO	Powder River Energy	Electricity 7/1-8/1/24	\$349.36
1847	Cathey Consulting	Inv. 7699–July Adm./Books /Comp.	\$472.50
1848	Energy Laboratories	Inv. 6481414 – Water Testing \$250.00	\$303.00
		Inv. 649466 – Water Testing \$53.00	
1849	Hawkins, Inc.	Inv. 6808301 – Chlorine \$20.00	\$454.50
		Inv. 6813786 – Chlorine \$20.00	
1850	Water Guy, LLC	Inv. 2024-789 – July water op. meters read/billing	\$1,007.60

TOTAL BILLS: \$3,885.00

Xpress bill pay deposit (9/5/24) \$3,401.91

QuickBooks Balance before bills: \$64,590.55*

*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 – 8/1/24 – 9/1/24	No bill yet.
AUTO	City of Gillette	Inv. 1920968 – Regional water 8/1-9/3/24 Base \$352.50 (264,000 gal.) \$815.76	\$1,168.26
1851	Cathey Consulting	Inv. 7738 – August Admin./Books/Compl.	\$472.50
1852	Hawkins, Inc.	Inv. 6837532 – Chlorine	\$10.00
1853	Liberty Mutual Insur.	Insurance 10/11/24 – 10/11/25	\$3,556.00
1854	Water Guy	Inv. 2024-914 – Aug. Water Operator/ meters read / billing \$1,007.60	\$2,664.69
		Inv. 2024-976 – Called out for no water / Murphy switch gauge & latching Relay and base \$1,161.49	

Inv. 2024-960 – New meter installed at
49 Gold Buckle \$495.60

TOTAL BILLS: \$7,871.45
Balance End of Meeting: \$56,719.10*

- IV. Water System Update / Water Meter Readings** – The water system information was reviewed and discussed. No update on the lead service line inventory.
- V. 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 grant is good for one year from the date the grant was approved. The consensus is to go ahead with the remainder of the project if crushed asphalt comes available.
 - b. Spraying for thistles – Zeke Zebroski reported that he has talked to someone that will come and spray, but residents need to give an approval prior to spraying properties. The consensus is to have him go ahead and spray the ditches, and the Board can work on getting approvals from landowners for their properties.
- VI. New Business**
- a. Construction request
 - i. 35 Gold Buckle Place – Don & Gina Schrank provided a plot plan for construction on their property. Zeke Zebroski will follow up with the landowner to review the specifications and colors on the house before the Board can approve anything.
 - ii. There was discussion on another new construction that is in process and ensuring it complies with the covenants.
 - b. Water Guy notice regarding concerns when a tenant / renter is billed instead of the landowner – The consensus of the Board is that Water Guy should only bill the owner of a property, but there shouldn't be any renters in Rozet Ranchettes anyway.
 - c. The insurance policy was available for review and will be filed.
 - d. The Board reviewed and signed the Local Government Annual Report Summary for FYE 6/30/24 and the Training Form. The forms will be submitted to the Department of Audit as required.

Zeke Zebroski moved to adjourn. Troy Hipsag seconded. The meeting was adjourned at 4:58 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, November 12, 2024, 4:30 p.m. (Regular Meeting)

Other Upcoming Meetings:

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

Minutes Approval:

Zeke Zebroski
Signature

Printed Name

Zeke Zebroski

Date 11-12-24

Jeff Carter
Signature

Troy Hipsag
Printed Name

11-12-24
Date

Zeke Zebroski, President (307-660-8733) / Jeff Carter, Vice President (307-660-5837) /
Troy Hipsag, Secretary/Treasurer (307-299-8901)