

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

Tuesday, July 9, 2024, 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

BUDGET HEARING

Zeke Zebroski called the budget hearing to order at 4:30 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Zeke Zebroski moved to adjourn the budget hearing and call the regular meeting to order at 4:35 p.m. Jeff Carter seconded. Motion carried unanimously.

REGULAR MEETING

The regular meeting came to order at 4:35 p.m.

- I. Budget Adoption** – Zeke Zebroski moved to adopt the budget for 7/1/24 – 6/30/25 for \$129,636. Jeff Carter seconded. Motion carried unanimously. The budget is attached to these minutes.
- 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 May 14, 2024, regular 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:		\$48,235.68
Water Deposits (5/1-5/14/24)	\$525.00	
Adjusted Balance Forward:		\$48,760.68
Water Deposits (5/15-5/31/24)	\$1,147.50	
Xpress bill pay deposit (6/5/24)	\$3,214.00	
Water Deposits (6/1-6/30/24)	\$1,621.91	
Deposit County Grant (6/13/24)	\$6,087.50	

Bills paid in June:

Ck#	Payee	Purpose	Amount
AUTO	City of Gillette	Bill 1868850 – Regional water 5/1-6/2/24 Base \$352.50 (111,000 gal.) \$342.99	\$695.49
AUTO	Powder River Energy	Electricity 5/1-6/1/24	\$607.66
1832	Cathey Consulting	Inv. 7618–May Adm./Books /Comp.	\$472.50
1833	Energy Laboratories	Inv. 635159 – Water Testing	\$1,362.00
1834	Hawkins, Inc.	Inv. 675930 – Chlorine	\$20.00
1835	Water Guy, LLC	Inv. 2024498 – May water op. meters read/billing	\$999.60

1836 Stephens

TOTAL BILLS: \$4,157.25

Xpress bill pay deposit (7/5/24/24) \$3,318.11

QuickBooks Balance before bills: \$59,992.45*

*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 – 6/1/24 – 7/1/24	No bill yet.
AUTO	City of Gillette	Inv. 1886174 – Regional water 6/1-7/1/24	\$1,103.37

		Base \$352.50 (243,000 gal) \$750.87	
1837	Cathey Consulting	Inv. 7659 – June Admin./Books/Compl.	\$472.50
1838	Gillette News-Record	Inv. 24779 – Budget hearing legal ad	\$111.80
1839	Hawkins, Inc.	Inv. 6784198 – Chlorine	\$20.00
1840	Postmaster	Annual box fee	\$170.00
1841	Water Guy	Inv. 2024-635 – June Water Operator/ meters read / billing \$999.60	\$1,018.35
		Inv. 2024-570 – Bounced check through Xpress bill pay 6/10/24 \$18.75	
TOTAL BILLS:			\$2,896.02
Balance End of Meeting:			\$57,096.43

V. **Water System Update / Water Meter Readings** – The water system information was reviewed and discussed. No update on the lead 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. Zeke Zebroski reported that he has contacted various contractors about getting additional crushed asphalt. He will continue to follow up with them. The grant is good for one year from the date the grant was approved.
- b. Thank you to everyone that is mowing and keeping things cleaned up. It's supposed to be pretty hot for a couple of week so it's good if people continue to mow.

VII. **New Business**

- a. Zeke Zebroski moved to designate First National Bank as the official depository for 7/1/24 – 6/30/25. Troy Hipsag seconded. Motion carried unanimously.
- b. Two board members signed the annual Public Records Notice which will be submitted to the County stating that the District's records are stored at the offices of Cathey Consulting and Water Guy.
- c. Billing for Homeowner Water Turn On/Off Requests – The consensus of the Board is that when a customer calls Water Guy out to have their water turned on or off, Water Guy should bill the customer from the District the same amount that Water Guy bills the District. A form was completed for Water Guy.
- d. Minutes will be e-mailed to the homeowner list and posted online AFTER the Board has officially approved them and they have been signed.
- e. Water Guy memo – Due to Energy Labs price increase, Water Guy will increase the monthly bacteria sample to \$30.00 per month starting in July.
- f. Troy Hipsag suggested that the District spray for thistles. Troy Hipsag moved to authorize up to \$3,000.00 for spraying weeds. Jeff Carter seconded. Motion carried unanimously.
- g. Zeke Zebroski reported that there should be plans submitted for a property being developed. He thought they would be at this meeting, but no one was at the meeting.

Zeke Zebroski moved to adjourn. Troy Hipsag seconded. The meeting was adjourned at 5:03 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.

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) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24	Actual (EST) 7/1/23 - 6/30/24	Budget 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 Ave, 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