

Rozet Ranchettes Improvement & Service District
Regular Meeting Minutes
Tuesday, March 11, 2025, 4:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette, Wyoming

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

Zeke Zebroski called the meeting to order at 4:30 p.m.

- I. **Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports** – Reports were available for review.
- II. **Minutes** – Jeff Carter moved to approve the minutes for the January 14, 2025, regular meeting as written. Zeke Zebroski seconded. Motion carried by unanimous consent.
- III. **Treasurer’s Report** – The bills were reviewed and discussed. Concerns were expressed about Water Guy’s invoice 2025-89 for two meter pits that froze up because the insulating pillow was not in the meter pit straight. Property owners are not supposed to be in their meter pits and the Board wonders how the insulating pillows were not put back correctly. Zeke Zebroski moved to hold off on mailing the payment to Water Guy until the Board has had a chance to talk to Water Guy about the billing. Jeff Carter seconded. Motion carried by unanimous consent. Zeke Zebroski moved to accept the Treasurer’s report and pay the remaining bills as presented. Jeff Carter seconded. Motion carried by unanimous consent.

Ending Bank Balance from last meeting:	\$67,169.74
Water Deposits (1/1-1/14/25) \$288.00	
Adjusted Balance Forward:	\$67,457.74
Water Deposits (1/15-1/31/25) \$1,402.00	
Xpress bill pay deposit (2/05/25) \$3,285.58	
Water Deposits (2/1-2/28/25) \$1,764.00	

Bills paid in February:

Ck#	Payee	Purpose	Amount
AUTO	City of Gillette	Bill 2007675 – Regional water ½-2/3/25 Base \$352.50 (97,000 gal.) \$299.73	\$652.23
AUTO	Powder River Energy	Electricity 1/1-2/1/25	\$641.89
1868	Cathey Consulting	Inv. 7969 – Jan. Adm./Books /Comp.	\$472.50
1869	Energy Laboratories	Inv. 687569 – Testing	\$63.00
1870	Hawkins, Inc.	Inv. 6961130 – Chlorine	\$20.00
1871	VOID		
1872	Water Guy, LLC	Inv. 2025-67 – Jan. water op. meters read/billing	\$1,007.60

TOTAL BILLS: \$2,857.22

Xpress bill pay deposit (3/5/25) \$3,739.00
 QuickBooks Balance before bills: \$74,791.10*

Bills paid at Meeting:

Ck#	Payee	Purpose	Amount
AUTO	Powder River Energy	Electricity – 2/1-3/1/25	\$616.30
AUTO	City of Gillette	Inv. 2024892 – Regional water 2/3-3/3/25 Base \$352.50 (87,000 gal) \$268.83	\$621.33
1873	Cathey Consulting	Inv. 8013 – Feb. Admin./Books/Compl.	\$472.50
1874	Hawkins, Inc.	Inv. 6986023 – Chlorine	\$20.00
**1875	Water Guy	Inv. 2025-194 – Feb. Water Operator/ meters read / billing \$1,007.60	\$2,523.20
		Inv. 2025-89 – Call out / water froze in pit	

35 Gold Buckle & 55 Gold
Buckle \$921.90
Inv. 2025-215 – Replace meter / thaw out
Frozen meter pit / sensing line for
Murphy switch gauges frozen \$593.70

TOTAL BILLS: \$4,253.33
Balance End of Meeting: \$70,537.77*

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

**Check # 1875 – Will be held until a Board member has time to talk to Water Guy about the billing.

IV. **Water System Update / Water Meter Readings** – The water system information was reviewed and discussed. Zeke Zebroski will follow up on the one home that Water Guy doesn't have pictures of their service yet.

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 which is in April. The Board would still like to go ahead with the remainder of the project if crushed asphalt comes available. The Board has not been able to find crushed concrete. A letter was signed to request a six month extension on the County grant.
- b. Road blading – The consensus is that Zeke Zebroski is authorized to call out a contractor if the work can be done for a cost not to exceed \$600.
- c. Spraying for thistles – No update.

VI. **New Business**

- a. Budget for 7/1/25 – 6/30/26 – The budget was reviewed for the next fiscal year. There was discussion on opening a Reserves account for long term capital expenses – replacing the water tank, water line replacements, etc. – big expenses that will eventually arise for the District. This will be discussed at future meetings. Zeke Zebroski moved to approve the proposed budget as discussed. Jeff Carter seconded. Motion carried unanimously. The proposed budget is attached to these minutes.

Zeke Zebroski moved to adjourn. Jeff Carter seconded. The meeting was adjourned at 5:04 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, May 15, 2025, 4:30 p.m. (Regular Meeting)

Other Upcoming Meetings:

2025 Meetings:

Tues., May 13, 2025, 4:30 p.m.

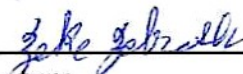
Tues., July 8, 2025, 4:30 p.m. / Tues., Sep. 9, 2025, 4:30 p.m. / Tues., Nov. 11, 2025, 4:30 p.m.

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:




Signature

Zeke Zebroski

Printed Name

5-17-25

Date



Signature

Troy Hipsag

Printed Name

5-17-25

Date

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

Budget - Rozet Ranchettes ISD - 7/1/25 - 6/30/26

Budget Hearing: Tuesday, July 8, 2025, 4:30 p.m. at the office of Cathey Consulting / PO Box 3290, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/24
CASH CARRYOVER	57,385	62,174	56,674	88,098
Revenue				
Assessments				
Assessments - Interest				
Customer regular monthly bills, NSF, Late fees, etc.	59,925	61,462	62,500	61,462
Water Overages		1,000	1,500	1,000
Grants - County	6,088	5,000	6,088	5,000
TOTAL REVENUE	66,013	67,462	70,088	67,462
TOTAL REVENUE PLUS CASH CARRYOVER	123,398	129,636	126,762	155,560
Expenditures				
Capital Expenditures				
Administrative	6,792	7,000	6,800	7,500
Operations	56,224	118,636	30,000	144,060
Indirect	3,931	4,000	3,931	4,000
TOTAL EXPENDITURES	66,947	129,636	40,731	155,560
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	5,028		5,422	
Payables Balance Start of FY	2,653		3,355	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	57,385	62,174	56,674	88,098
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	57,385	62,174	56,674	88,098
Receivables Balance End of FY	5,422			
Payables Balance End of FY	3,355			
Undeposited Funds	85			
End of Year Bank Balance	56,674		88,098	
Net per year (Revenue minus Expenses)	56,451	0	86,031	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