

**Rozet Ranchettes Improvement & Service District**  
**Regular Meeting Minutes**  
**Thursday, September 18, 2025, 4:30 p.m.**  
**400 South Gillette Avenue, Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Troy Hipsag, Zeke Zebroski  
 BOARD MEMBERS NOT PRESENT: Jeff Carter  
 OTHERS PRESENT: Helenanne Cathey, Gina Schrank, Darlene Ganje

*This meeting was originally scheduled for September 9<sup>th</sup> but was rescheduled to today.*

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

- I. Customer Concerns / Billing / Delinquent Accounts & Shut Offs Reports –**
  - a. Reports were available for review.
  - b. Revised construction plans for Warren and Caitlin Shinabarger for 41 Gold Buckle (original plans approved at the May 13, 2025 meeting) were reviewed by the Board. Troy Hipsag moved to approve the revised plans. Zeke Zebroski seconded. Motion carried unanimously.
- II. Minutes Approval –** Zeke Zebroski moved to approve the minutes for the budget hearing and regular meeting on July 8, 2025. Troy Hipsag seconded. Motion carried unanimously.
- III. Treasurer’s Report –** Troy Hipsag moved to accept the Treasurer’s Report and pay bills as presented. Zeke Zebroski seconded. Motion carried unanimously. The financial information and bills paid are listed below.

Ending Bank Balance from last meeting:	\$76,296.38
Water Deposits (7/1-7/8/25)                      \$0	
Adjusted Balance Forward:	\$76,296.38
Water Deposits (7/9-7/31/25)                      \$1,727.92	
07/28/25 – AUTO Pay – Powder River Energy Electricity 6/1-7/1/25	\$643.52
Xpress bill pay deposit (8/05/25)                      \$3,077.58	
Water Deposits (8/1-8/31/25)                      \$1,582.50	
Bills paid in August:	
<u>Ck#</u> <u>Payee</u>	<u>Purpose</u>
AUTO City of Gillette	Bill 2111728 – Regional water 6/30-8/3/25
	Base \$352.50 (403,000 gal.) \$1,245.27
AUTO Powder River Energy	Electricity 7/1-8/1/25
1896 Cathey Consulting	Inv. 8244 – July Adm./Books /Comp.
1897 Energy Laboratories	Inv. 721965 – Testing \$285.00
	Inv. 724936 – Testing \$63.00
1898 Hawkins, Inc.	Inv. 7132202 – Chlorine
1899 Water Guy, LLC	Inv. 2025-837 – July water op.
	meters read/billing
	\$4,018.18
TOTAL BILLS:	
Xpress bill pay deposit (9/8/25) \$3,938.70	\$81,961.38*
QuickBooks Balance before bills:	
Bills paid at Meeting:	
<u>Ck#</u> <u>Payee</u>	<u>Purpose</u>
AUTO Powder River Energy	Electricity – 8/1-9/1/25
AUTO City of Gillette	Inv. 2129223 – Regional water 8/3-9/2/25
	Base \$352.50 (395,000 gal) \$1,220.55
1900 Cathey Consulting	Inv. 8290 – August Admin./Books/Compl.
1901 Hawkins, Inc.	Inv. 77163854 – Chlorine \$434.50
	Inv. 7168492 – Chlorine \$10.00
1902 Water Guy	Inv. 2025-980 – August Water Operator/ meters \$1,467.60

read / billing \$1,007.60  
Inv. 2025-923 – Complaints of water quality /  
flushed & shocked well \$422.50  
Inv. 2025-1015 – Bounced check 8/26/25 \$18.75  
through Xpress bill pay  
Inv. 2025-1017 – Bounced check 8/27/25 \$18.75  
through Xpress bill pay

TOTAL BILLS: \$4,592.06  
**Balance End of Meeting: \$77,369.32\***

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

**IV. Water System Update / Water Meter Readings** – The water system information was reviewed and discussed. There was discussion on Water Guy’s invoice to shock the well. The cost was less than anticipated.

**V. Unfinished Business**

- a. Roads – crushed asphalt – The Board reviewed and signed the completion report to close out the grant because it expires October 2, 2025, and no work is scheduled. Zeke Zebroski reported that he has checked with a contractor a couple of times, and they haven’t had any crushed asphalt available. Zeke Zebroski will talk to the contractor again and see if he can get the District on the list to get some next year.
- b. Road blading – Blading was approved at the May meeting. The consensus is that the roads are in decent shape so they should be good until spring. The Board would like to get more crushed asphalt next year.
- c. Spraying for thistles – Zeke Zebroski reported that the contractor didn’t want to spray this fall. The consensus is to wait until next year. This will be removed from the agenda.
- d. Director Election March 17, 2026 – Hipsag, Zebroski – The first legal ad will run in the Gillette News-Record on November 25, 2025. Applications to be on the ballot are due between December 17<sup>th</sup> and January 6<sup>th</sup>.

**VI. New Business**

- a. Troy Hipsag moved to hire Tom Zebroski to clean up the arena and sign area (if he is interested in doing the work) – mowing, weed whacking, and working the ground and the sign area. Zeke Zebroski seconded. Motion carried unanimously. There was discussion on looking into some options for signs for the entrances of the District.
- b. There was discussion on mowing the sides of the roads. The Board is okay with homeowners mowing the sides of the roads if they have the equipment and want to do that.
- c. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/25 to submit to the Department of Audit along with the Proof of Cash completed by Helenanne Cathey.
- d. An e-mail was received from a homeowner asking that the Board move the meeting start time to 5:00 p.m. Helenanne Cathey can’t move the time to 5:00 p.m. on the second Tuesday of the month, and the Board would like to stick with that date. If people want something on the agenda, they can e-mail or mail in their concerns or issues they would like to bring to the meeting and their suggestions for resolving them. The next meeting will be November 11<sup>th</sup> at 4:30 p.m.

**Adjournment** – Zeke Zebroski adjourned the meeting 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!

**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 11, 2025, 4:30 p.m. (Regular Meeting)**

**Other Upcoming Meetings:**

2025 Meetings:

Tues., Nov. 11, 2025, 4:30 p.m.

2026 Meetings:

Tues., Jan. 13, 2026, 4:30 p.m. / Tues., Mar. 10, 2026, 4:30 p.m. / Tues., May 12, 2026, 4:30 p.m.

Tues., July 14, 2026, 4:30 p.m. / Tues., Sept. 8, 2026, 4:30 p.m. / Tues., Nov. 10, 2026, 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 4<sup>th</sup> Street across from Arrow Printing.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

Minutes Approval:

Zeke Zebroski  
Signature

Jeff Carter  
Signature

Printed Name

Printed Name

11-11-25  
Date

11-11-25  
Date

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