

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Monday, April 12, 2021, 4:00 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

BOARD MEMBERS PRESENT: Beth Norton, Doug Norton, Eric Norton
OTHERS PRESENT: Helenanne Cathey

Doug Norton called the meeting to order at 4:50 p.m.

I. Minutes Approval

Eric Norton moved to approve the minutes for the February 22, 2021, regular meeting as written. Beth Norton seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

The bills were reviewed. Beth Norton moved to accept the Treasurer's Report and pay the bills as presented. Eric Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$2,954.45
Fees for online payment 2/23/21-2/28/21	\$0.00	
Deposits 2/23/21 – 2/28/21	\$0.00	
03/17/21 City of Gillette – Bill 1205330 - Water 2/1-3/1/21 41,000 gal.	\$162.41	
Fees for online payments 3/1/21 – 3/31/21	\$8.08	
Deposits 3/1/21 – 3/31/21	\$234.00	
Fees for online payments 4/1/21 – 4/8/21	\$7.73	
Deposits 4/1/21 – 4/8/21	\$179.50	
Bank Balance Prior to Meeting:		\$3,189.73
Bills Paid At Meeting:		
Ck# 1085 Cathey Consulting	Inv. 5906 – Feb. Adm./Books/Post. \$210.00	\$420.00
	Inv. 5950 – Mar. Adm./Books/Post. \$210.00	
AUTO City of Gillette	Bill 1221615 – 3/1-4/1 Water 41,000 gal.	\$162.41
Total Bills Paid		\$582.41
Bank Balance After Regular bills:		\$2,607.32
Receivables Balance:	\$3,225.00	
Loans (Payables) Balance:	\$21,690.29	

III. Water System Update – The water system usage and billing were available for review.

IV. Unfinished Business

- a. Budget for 7/1/21 – 6/30 /22 – The budget was reviewed. Beth Norton moved to approve the preliminary budget as discussed. Doug Norton seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the Gillette News-Record at least a week prior to the budget hearing on July 12th.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
ROCK ROAD IMPROVEMENT & SERVICE DISTRICT**

The Rock Road Improvement and Service District will hold a public hearing to review the 7/1/2021 – 6/30/2022 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 Monday, July 12, 2021, at 4:00 p.m. Budget summary:

Expenses: Administrative \$2,970 / Indirect \$105 / Operations \$10,617 / Loan Payment \$4,630
Revenue / Carryover: \$18,322

No change in assessments (\$1,075 per lot) or fees (\$6.50 plus \$5.00 per 1,000 gallons). The complete proposed budget is available online at www.catheyconsulting.net – Rock Road ISD meeting minutes for 04/12/21. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

V. New Business

a. None

VI. Next meeting: Monday, July 12, 2021, 4:00 p.m. – Budget Hearing and Regular Meeting at the office of Cathey Consulting.

Adjourn – Doug Norton adjourned the meeting at 4:09 p.m.

MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K² TECHNOLOGIES BUILDING – USE ENTRANCE ON 4TH STREET).

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Doug Norton, President / Date

Eric Norton, Vice President / Date

Beth Norton, Secretary/Treasurer / Date

Budget - Rock Road ISD - 7/1/21 - 6/30/22				
Budget Hearing: Monday, July 12, 2021, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Revenue				
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450
Assessments - Interest		1		1
Grants - County				
Loan - Norton (Repairs / paid off same fiscal yr)			2,803	
Customer Electricity Billing			900	900
Water Fees - Base (3 lots X \$6.50 X 12)	468	468	468	468
Water Fees - Usage (\$5.00 per 1,000 gal)	4,190	5,000	4,400	5,000
Other Fees (Late, Coll., Tap, Donation, etc.)				
Receivables End of Prior FY		831		0
TOTAL REVENUE	11,108	12,750	15,021	12,819
CASH CARRYOVER	8,229	8,154	8,154	5,503
TOTAL REVENUE PLUS CASH CARRYOVER	19,337	20,904	23,175	18,322
Expenditures				
Administrative				
Contract Admin./Bookkeeping (\$210 X 12)	2,520	2,520	2,520	2,520
Contract Legal				
Merchant Deposit Fees	77	85	150	150
Office / Postage	263	300	200	300
TOTAL ADMINSTRATIVE	2,860	2,905	2,870	2,970
Indirect				
Insurance - Liab., Bonding	105	105	105	105
Insurance - Property				
TOTAL INDIRECT COSTS	105	105	105	105
INTEREST - TOTAL COSTS				
	0	0	0	0
DEBT - PRINCIPAL COSTS				
	4,630	4,630	7,433	4,630
Operations				
Miscellaneous (Cash Carryover)		8,154		5,503
Roads - Rock / Blading / Dust Control				
Water System Electricity			900	900
Water System Regional Fees - Base 6.50X6X12	468	468	468	468
Water System Regional Fees - Usage \$3.01/1,000	2,456	2,918	2,700	2,918
Water System Operations				
Water System Repairs	85	500	2,803	828
Payables End of Prior FY		1,224		0
TOTAL OPERATIONS COSTS	3,009	13,264	6,871	10,617
TOTAL EXPENDITURES	10,604	20,904	17,279	18,322
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	10,604	20,904	17,279	18,322
Receivables Start of FY	(160)		831	
Payables Balance Start of FY	812		1,224	
	6/30/2019	6/30/20 (EST)	6/30/2020	6/30/21 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	8,229	8,154	8,154	5,503
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	8,229	8,154	8,154	5,503
Receivables Balance End of FY	831			
Payables Balance End of FY	1,224			
End of Year Bank Balance	8,154		5,503	
Net per year (Revenue minus Expenses)	504	0	-2,258	0
Net (including cash carryover)	8,733	0	5,896	0
Budget Message: The District manages the road and water system. The District's water source is the City of Gillette's Regional system. The District has no reserves.				

\$1,075 total assessment per year per lot

6 lots \$6.50 X 12 months
1,000,000 gallons est.
1,000,000 gal. at \$5.00 = \$5,000

\$21,690.29 owed start of year

\$6.50 per tap plus
1,100,000 gallons est.

CASH CARRYOVER

Board Member Signature

Board Member Signature

Directors: Doug Norton (Pres.) term ends Nov., 2023 / Beth Norton (Sec./Treas.) & Eric Norton (Vice Pres.) terms end Nov., 2021
Regular meetings are at 400 S Gillette Ave., Suite 106, Gillette, generally every other month. The next meeting date is set at each meeting.
Records are stored at 400 S Gillette Ave, Suite 106, Gillette.