

ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Tuesday, April 18, 2017, 7:00 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

BOARD MEMBERS PRESENT: Doug Norton, Beth Norton
BOARD MEMBERS APPROVED ABSENT: Nicholas Sharkey
OTHERS PRESENT: Helenanne Cathey, Jenni Miller, Tom Miller, Stacie Ludwar, Ryan Ludwar

Doug Norton called the meeting to order at 7:04 p.m.

I. Minutes Approval

Doug Norton moved to approve the minutes for the March 7, 2017, regular meeting as written. Beth Norton seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

Doug Norton moved to accept the Treasurer's Report as presented and pay the bill as presented. Beth Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:	\$2,165.40
Bank Balance Prior to Current Meeting:	\$2,165.40
Bills Paid At Meeting:	
Ck# 1020 Cathey Consulting Inv. 3835 – March Adm./Books	\$150.00
Total Bills Paid	\$150.00
Bank Balance End of Meeting:	\$2,015.40
Receivables Due by the end of the Fiscal Year: \$3,225.00 (assessments)	

III. Unfinished Business

a. Water / Regional Connection

- 1) **County Grant** (April, 2017) – The County approved the grant application today for \$5,077 (33% of DOWL bid of \$15,385 for design of regional connection).
- 2) **DOWL Agreement for Engineering Services** – \$15,385.00 for regional connection design. The Board approved signing the agreement at the March, 2017, meeting but not starting until the County grant was approved. Doug Norton will meet with Mark Hines and explain that the District wants only what is required. The cost should be less than \$15,385. Doug Norton reported that he met with the County building officials a few weeks ago to verify what is required. Engineering is required to make the connection, but there are a lot of things the County will not require, so the cost should be less than estimated.
- 3) **County Grant Application (2/16/16)** – County grant approved on 2/16/16 for \$2,607 (33% of \$7,900) for DOWL engineering design and applications to state.
 - Pay Req. 1 – DOWL Inv. 5328.26670.01-2 (5/1-5/28/16) \$420 = \$138.60 Pay Req.
 - Amount remaining: \$2,468.40
 - **This grant was closed out because the plans have changed for the regional connection.**

b. Budget / Regional Connection / Water System Costs –

- 1) A letter from the Department of Audit regarding changes to special district budget laws was reviewed. Helenanne Cathey will take care of the additional work required.
- 2) \$10,308 is the District's cost for DOWL's work (design only) (\$15,385 bid minus \$5,077 from the County grant). There was discussion regarding the project. DOWL's bid is for the line from the regional connection to the building. As discussed earlier, this cost should be less than estimated. There was discussion on the electric bill that is being paid by Ludwar's (includes the electricity for the building). A portion of their electric bill is

for the District's cost. This needs to be addressed. There will not be another storage tank required.

3) Doug Norton moved to amend the current year budget –

Adding under revenue:

- a. \$10,308 for engineering
- b. \$5,216 added to County grant for engineering (total County Grant of \$5,077 for new grant approved by the County today and \$139 used on the previous grant)
- c. \$5,000 for construction

Adding under expenses:

- d. \$15,385 for engineering the regional connection
- e. \$5,000 for construction of the regional connection (in the building)

Beth Norton seconded. Motion carried unanimously.

- 4) Construction – Doug Norton moved to authorize Long's to do the work in the building (estimated at \$5,000). Beth Norton seconded. Motion carried unanimously. If needed, Doug Norton reported that he will loan the District the funds until the District can figure out how to get the funds in place for the work. The construction costs for the next fiscal year will be discussed at the May meeting.
- 5) A preliminary budget needs to be approved and submitted to the County and State by June 1st. The preliminary budget will be approved at the May meeting.

IV. New Business

- a. A letter was received from the County regarding a new form for any grant requesting funds for road work.

V. Next meeting date / time

The next meeting is scheduled for Tuesday, May 16, 2017, 7:00 p.m. at the office of Cathey Consulting (address listed below).

VI. Adjourn

Doug Norton moved to adjourn the meeting. Beth Norton seconded. The meeting adjourned at 7:30 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

Nicholas Sharkey, Vice President / Date

Beth Norton, Secretary/Treasurer / Date