

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Wednesday, April 20, 2022, 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, Analee Norton

Doug Norton called the meeting to order at 4:04 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the February 9, 2022, regular meeting as written. Eric 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:		\$2,792.28
Deposits 2/2-2/3/22	\$134.50	
Fees for online payments 2/2-2/3/22		\$5.61
Adjusted Balance Forward:		\$2,921.17
Deposits 2/11-2/28/22	\$89.50	
Fees for online payments 2/11-2/28/22		\$1.58
Deposits 3/1-3/31/22	\$197.50	
Fees for online payments 3/1-3/31/22		\$5.44
03/16/22 City of Gillette – Bill 1408757 - Water 2/1-3/2/22 52,000 gal.		\$195.52
Deposits 4/1-4/19/22	\$236.00	
Fees for online payments 3/1-3/19/22		\$5.08
Bank Balance Prior to Meeting:		\$3,236.55
Bills Paid At Meeting:		
Ck# 1096 Cathey Consulting	Inv. 6465 – Feb. Adm./Books/Post. \$210.00	\$420.00
	Inv. 6509 – Mar. Adm./Books/Post. \$210.00	
4/20/22 City of Gillette – Bill 1425627 – Water 3/2-4/3/22 74,000 gal.		\$261.74
Total Bills Paid		\$681.74
Bank Balance After Regular bills:		\$2,554.81

Receivables Balance: \$4,151.50 (\$3,762.50 Assessments and \$389 Water Billing) – Receivables balances were discussed. One account owes for several months, and the property owner was called during the meeting. The property owner said he would pay the bill.

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

IV. Unfinished Business

a. None

V. New Business

a. Budget – The budget was reviewed. The City will be raising rates, and when the water rate increases, the consensus of the Board is to raise the District’s rate – passing on the increase in the monthly per tap fee (currently \$6.50 per month – projected to go to \$7.50 shortly). The usage rate from the City will increase a little, but the District’s usage rate will cover that increase already. Beth Norton moved to approve the proposed budget. Eric Norton seconded. Motion carried unanimously.

The budget is attached to these minutes. The following legal ad will run on June 21, 2022, in the Gillette News-Record

**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 7/1/2022 – 6/30/2023 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 Thursday, June 30, 2022, at 4:00 p.m. Budget summary:

Expenses: Administrative \$2,970 / Indirect \$105 / Operations \$16,389 / Loan Payment \$4,630
Revenue / Carryover: \$24,094

No change in assessments (\$1,075 per lot) but monthly fee will increase to match anticipated City rate increase (\$7.50 plus \$5.00 per 1,000 gallons). The complete proposed budget is available online at www.catheyconsulting.net – Rock Road ISD meeting minutes for 04/20/22. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VI. Next meeting: Thursday, June 30, 2022, 4:00 p.m. – Budget Hearing and Regular Meeting at the office of Cathey Consulting.

Adjourn – Beth Norton moved to adjourn. Eric Norton seconded. The meeting adjourned at 4:25 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 - 7/1/22 - 6/30/23

Budget Hearing: Thursday, June 30, 2022, 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	
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23	
Revenue					
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450	\$1,075 total assessment per year per lot
Assessments - Interest		1		1	
Grants - County					
Loan - Norton (Repairs / paid off same fiscal yr)	2,803		2,803		
Customer Electricity Billing	900	900	900	900	
Water Fees - Base (3 lots X \$6.50 X 12)	468	468	468	540	6 lots \$7.50 X 12 months 1,000,000 gallons est.
Water Fees - Usage (\$5.00 per 1,000 gal)	4,260	5,000	4,980	5,000	1,000,000 gal. at \$5.00 = \$5,000
Other Fees (Late, Coll., Tap, Donation, etc.)					
Receivables End of Prior FY		869		0	
TOTAL REVENUE	14,881	13,688	15,601	12,891	
CASH CARRYOVER	8,154	6,069	8,154	11,203	
TOTAL REVENUE PLUS CASH CARRYOVER	23,035	19,757	23,755	24,094	
Expenditures					
Administrative					
Contract Admin./Bookkeeping (\$210 X 12)	2,520	2,520	2,520	2,520	
Contract Legal					
Merchant Deposit Fees	140	150	140	150	
Office / Postage / Advertising	69	300	300	300	
TOTAL ADMINSTRATIVE	2,729	2,970	2,960	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	7,433	4,630	4,630	4,630	\$17,060.29 owed start of year
Operations					
Miscellaneous (Cash Carryover)		6,069		11,203	
Roads - Rock / Blading / Dust Control					
Water System Electricity	900	900	900	900	(City estimated increases)
Water System Regional Fees - Base 7.50X6X12	468	468	468	540	Was \$6.50 / overage was \$3.01
Water System Regional Fees - Usage \$3.09/1,000	2,598	2,455	3,026	3,399	1,100,000 gallons est.
Water System Operations					
Water System Repairs	2,803	828	0	347	
Payables End of Prior FY		1,333		0	
TOTAL OPERATIONS COSTS	6,769	12,053	4,394	16,389	
TOTAL EXPENDITURES	17,036	19,758	12,089	24,094	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	17,036	19,758	12,089	24,094	
Receivables Start of FY	830		869		
Payables Balance Start of FY	1,224		1,332		
	6/30/2020	6/30/21 (EST)	6/30/2021	6/30/22 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	8,154	6,069	8,154	11,203	CASH CARRYOVER
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	8,154	6,069	8,154	11,203	
Receivables Balance End of FY	869				
Payables Balance End of FY	1,333				
End of Year Bank Balance	6,069		11,203		
Net per year (Revenue minus Expenses)	-2,155	-1	3,512	0	
Net (including cash carryover)	5,999	-1	11,666	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. The District will increase fees to match the City's fee increase for water.					

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., 2025
 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 Ae, Suite 106, Gillette.