

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Thursday, April 30, 2020, 5:00 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 5:00 p.m.

I. Minutes Approval

Eric Norton moved to approve the minutes for the January 21, 2020, regular meeting as written. Beth Norton seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

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

Bank Balance End of Last Meeting:		\$4,895.12
01/27/20 Main Street Checks	\$26.58	
Deposits 2/1/20 – 2/29/20	\$302.50	
Fees for online payments 2/1/20 – 2/29/20	\$5.79	
2/19/20 City of Gillette – Bill 985977 - Water 1/2-2/4/20 64,000 gal.	\$231.64	
Deposits 3/1/20 – 3/31/20	\$822.50	
Fees for online payments 3/1/20 – 3/31/20	\$5.08	
3/20/20 City of Gillette – Bill 1002706 - Water 2/4-3/2/20 36,000 gal.	\$147.36	
Deposits 4/1/20 – 4/29/20	\$745.00	
Fees for online payments 4/1/20 – 4/29/20	\$5.96	
04/17/20 City of Gillette – Bill 1021003 - Water 3/2-4/1/20 47,000 gal.	\$180.47	
Bank Balance Prior to Meeting:		\$6,162.24
Bills Paid At Meeting:		
Ck# 1076 Cathey Consulting	Inv. 5328 – Jan. Adm./Books/Post. \$210.55	\$631.10
	Inv. 5376 – Feb. Adm./Books/Post. \$210.00	
	Inv. 5419 – Mar. Adm./Books/Post. \$210.55	
Total Bills Paid		\$631.10
Bank Balance After Regular bills:		\$5,531.14
Receivables Balance: \$2,628.00		
Loans (Payables) Balance: \$26,320.00		

III. Water System Update – The water system usage and billing were reviewed.

IV. Unfinished Business

a. None

V. New Business

a. Budget – The budget was reviewed and updated. Eric Norton moved to approve the preliminary budget and run the following legal ad at least a week prior to the budget hearing. Beth Norton seconded. Motion carried unanimously. The preliminary budget is attached to these minutes.

**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 7/1/2020 – 6/30/2021 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 13, 2020, at 3:00 p.m. Budget summary:

Expenses: Administrative \$2,905 / Indirect \$105 / Operations \$11,027 / Loan Payment \$4,630
Revenue / Carryover: \$18,667

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 04/30/20. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VI. Next meeting: Monday, July 13, 2020, 3:00 p.m. – Budget Hearing and Regular Meeting at the office of Cathey Consulting.

VII. Adjourn

Doug Norton adjourned the meeting at 5:08 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 - 7/1/20 - 6/30/21

Budget Hearing: Monday, July 13, 2020, 3:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21	
Revenue					
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450	\$1,075 total assessment
Assessments - Interest	8	1		1	per year per lot
Grants - County	4,000				
Loan - Norton	13,950				
Water Fees - Base (3 lots X \$6.50 X 12)	449	468	468	468	6 lots \$6.50 X 12 months
Water Fees - Usage (\$5.00 per 1,000 gal)	1,812	5,000	2,800	5,000	1,000,000 gallons est.
Other Fees (Late, Coll., Tap, Donation, etc.)					1,000,000 gal. at \$5.00 = \$5,000
Receivables End of Prior FY		0		0	
TOTAL REVENUE	26,669	11,919	9,718	11,919	
CASH CARRYOVER	12,657	8,229	8,229	6,748	
TOTAL REVENUE PLUS CASH CARRYOVER	39,326	20,148	17,947	18,667	
Expenditures					
Administrative					
Contract Admin./Bookkeeping (\$210 X 12)	2,520	2,520	2,520	2,520	
Contract Legal					
Merchant Deposit Fees	29	35	85	85	
Office / Postage	252	350	300	300	
TOTAL ADMINSTRATIVE	2,801	2,905	2,905	2,905	
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	12,640	4,630	4,630	4,630	\$26,320 owed start of year
Operations					
Miscellaneous (Cash Carryover)		7,417		6,748	
Roads - Rock / Blading / Dust Control					
Water System Regional Connection-Engineering					
Water System Connection	13,950				
Water System Regional Fees - Base 6.50X6X12	468	468	468	468	\$6.50 per tap plus
Water System Regional Fees - Usage \$3.01/1,000	1,688	3,311	2,119	3,311	1,100,000 gallons est.
Water System Operations					
Water System Repairs		500		500	
Payables End of Prior FY		812		0	
TOTAL OPERATIONS COSTS	16,106	12,508	2,587	11,027	
TOTAL EXPENDITURES	31,652	20,148	10,227	18,667	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	31,652	20,148	10,227	18,667	
Receivables Start of FY	98		(160)		
Payables Balance Start of FY	515		812		
	6/30/2018	6/30/2019	6/30/2019	6/30/20 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	12,657	8,229	8,229	6,748	CASH CARRYOVER
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	12,657	8,229	8,229	6,748	
Receivables Balance End of FY	(160)				
Payables Balance End of FY	812				
End of Year Bank Balance	8,229		6,748		
Net per year (Revenue minus Expenses)	-4,983	-812	-509	0	
Net (including cash carryover)	7,674	0	7,720	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.					

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 Ae, Suite 106, Gillette.