

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Tuesday, February 28, 2023, 4:00 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

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

Doug Norton called the meeting to order at 4:00 p.m. The meeting was originally scheduled for last Tuesday, February 21st but was rescheduled to today due to weather.

I. Minutes Approval

Eric Norton moved to approve the minutes for the November 29, 2022, regular meeting as written. Beth Norton seconded. Motion carried unanimously.

II. Treasurer’s Report Acceptance

The bills were reviewed. Eric 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:		\$1,530.91
Deposit 11/29/22	\$46.18	
Fee for online payment 11/29/22:	\$2.22	
Adjusted Balance Forward:		\$1,574.87
Deposits 12/1/22-12/31/22	\$121.23	
Deposit – Assessments 12/9/22	\$2,687.50	
Fees for online payments 12/1/22-12/31/22	\$4.84	
12/16/22 City of Gillette – Bill 1561308	\$184.05	
Water 11/2-12/2/22 45,000 gal.		
Deposits 1/1-1/31/23	\$209.07	
Fees for online payments 12/1-12/31/22	\$1.29	
01/19/23 City of Gillette – Bill 1577611 -	\$187.14	
Water 12/2/22-1/3/23 46,000 gal.		
Bank Balance Prior to Meeting:		\$4,215.35
Bills Paid At Meeting:		
Ck# 1104 Cathey Consulting	Inv. 6835 – Nov. Adm./Books/Post. \$210.00	\$630.00
	Inv. 6875 – Dec. Adm./Books/Post. \$210.00	
	Inv. 6915 – Jan. Adm./Books/Post. \$210.00	
AUTO City of Gillette – Bill 1594248 – Water 1/3-2/2/23 33,000 gallons		\$146.97
Total Bills Paid		\$776.97
Bank Balance After Regular bills:		\$3,438.38

Receivables Balance: \$4,165.13

Assessments: \$3,225.00

Water Billing:

- 1) \$922.45 – 100 Rock Road is eight months past due. The owner of the property has been contacted by Board members, and statements and invoices are sent monthly. The owner has not responded to any of the notices of delinquency. The last payment on the account was May 4, 2022.
- 2) \$17.68 – 1 customer owes for a bill from November 30th. The invoice was e-mailed again today.

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

IV. Unfinished Business

a. None

V. New Business

- a. The Wyoming Association of Special Districts is an organization that advocates for special districts and provides training for Board members. The cost to become a member is \$75. This will be discussed during the budget process.
- b. Budget for 7/1/23 – 6/30/24 – The budget hearing and regular meeting where the budget will be adopted is scheduled for Tuesday, July 11, 2023, at 4:00 p.m. Beth Norton moved to approve the proposed budget for the 23-24 fiscal year as written. Eric Norton seconded. Motion carried unanimously. The proposed budget is attached to these minutes.

VI. Next meeting: Tuesday, May 23, 2023, 4:00 p.m. – Regular meeting at the office of Cathey Consulting. Tuesday, July 11, 2023, 4:00 p.m. – Budget hearing and regular meeting at the office of Cathey Consulting.

Adjourn – Doug Norton moved to adjourn. Beth Norton seconded. The meeting adjourned at 4:14 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,
Helennane Cathey, Assistant to the Board

Doug Norton, President / Date

Eric Norton, Vice President / Date

Beth Norton, Secretary/Treasurer / Date

Budget - Rock Road ISD - 7/1/23 - 6/30/24				
Budget Hearing: Tuesday, July 11, 2023, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual (EST)	Budget	Actual (EST)	Budget
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24
Revenue				
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450
Assessments - Interest	69	1		1
Grants - County				
Customer Electricity Billing	900	900	900	900
Water Fees - Base (6 lots X \$7.50 X 12)	480	540	540	540
Water Fees - Usage (\$5.00 per 1,000 gal)	4,794	5,000	4,900	5,000
Other Fees (Late, Coll., Tap, Donation, etc.)				
Receivables End of Prior FY		619		0
TOTAL REVENUE	12,693	13,510	12,790	12,891
CASH CARRYOVER	6,069	11,203	6,346	7,026
TOTAL REVENUE PLUS CASH CARRYOVER	18,762	24,713	19,136	19,917
Expenditures				
Administrative				
Contract Admin./Bookkeeping (\$210 X 12)	2,520	2,520	2,520	2,520
Contract Legal				
Merchant Deposit Fees	136	150	140	150
Office / Postage / Advertising	248	300	150	300
TOTAL ADMINSTRATIVE	2,904	2,970	2,810	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	4,630	4,630
Operations				
Miscellaneous (Cash Carryover)		11,203		7,026
Roads - Rock / Blading / Dust Control				
Water System Electricity	900	900	900	900
Water System Regional Fees - Base 7.50X6X12	486	540	540	540
Water System Regional Fees - Usage \$3.09/1,000	2,952	3,399	3,100	3,399
Water System Operations				
Water System Repairs	0	347	0	347
Payables End of Prior FY		0		0
TOTAL OPERATIONS COSTS	4,338	16,389	4,540	12,212
TOTAL EXPENDITURES	11,977	24,094	12,085	19,917
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	11,977	24,094	12,085	19,917
Receivables Start of FY	869		619	
Payables Balance Start of FY	1,333		644	
	6/30/2021	6/30/22 (EST)	6/30/2022	6/30/23 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	6,069	11,203	6,346	7,026
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	6,069	11,203	6,346	7,026
Receivables Balance End of FY	619			
Payables Balance End of FY	644			
End of Year Bank Balance	6,346		7,026	
Net per year (Revenue minus Expenses)	716	619	705	0
Net (including cash carryover)	6,785	619	7,051	0

\$1,075 total assessment
per year per lot

6 lots \$7.50 X 12 months
1,000,000 gallons est.
1,000,000 gal. at \$5.00 = \$5,000

\$12,430.29 owed start of year

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., 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.

Rock Road	Feet	Miles
Rock Rd	2940	0.56
Total	2940	0.56