

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
Tuesday, January 2, 2024, 2:00 p.m.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

**BOARD MEMBERS PRESENT:** Beth Norton, Doug Norton, Eric Norton  
**OTHERS PRESENT:** Helennane Cathey

Doug Norton called the meeting to order at 2:01 p.m.

**I. Minutes Approval**

Eric Norton moved to approve the minutes for the October 10, 2023, 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:		\$1,527.22
Deposits 10/1-10/10/23	\$186.04	
Fees for Online Payments 10/1-10/10/23	\$1.37	
Adjusted Balance Forward:		\$1,711.89
Deposits 10/11-10/31/23:	\$179.18	
Deposits 11/1-11/30/23:	\$180.36	
Assessment Deposit 11/13:	\$2,687.50	
11/16/23 City of Gillette – Bill #1749315	\$159.33	
Water 10/3-11/2/23 37,000 gal.		
11/02/23 Ck #1115 Gillette News Record	\$104.00	
Inv. 13983 Director Election Ad		
Fees for online payments 11/1-11/30/23	\$2.27	
Deposits 12/01-12/31/23:	\$75.47	
12/19/23 City of Gillette – Bill #1766517	\$190.23	
Water 11/2-12/5/23 47,000 gal.		
Fees for online payments 12/1-12/31/23	\$1.55	
Bank Balance Prior to Meeting:		\$4,377.02
<b>Bills Paid At Meeting:</b>		
Ck# 1116 Cathey Consulting	Inv. 7283 – Director election mailing \$40.33	\$700.33
	Inv. 7315 – Oct. Adm./Books/Post. \$220.00	
	Inv. 7356 – Nov. Adm./Books/Post. \$220.00	
	Inv. 7396 – Dec. Adm./Books/Post. \$220.00	
Total Bills Paid		\$700.33
<b>Bank Balance After Regular bills:</b>		<b>\$3,676.69</b>
<b>Receivables Balance: \$4,305.22 / Assessments \$3,225.00 / Water Billing \$1,080.22. There are two past due accounts.</b>		

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

**IV. Unfinished Business**

- a. Director election – November 7, 2023 – Doug Norton – 4 year term – Election Results:
  - Doug Norton – 2 votes
  - Doug Norton completed the oath of office as required.

**V. New Business**

- a.** Annual Election of Officers – Doug Norton moved to keep the same slate of officers for the year – Doug Norton, President / Eric Norton, Vice President / Beth Norton, Secretary/Treasurer. Beth Norton seconded. Motion carried unanimously.
- b.** County RoadS Program – The County is offering an economic incentive for special districts to enlarge or merge with other districts.

**VI. Next meeting: Tuesday, March 5, 2024, 4:00 p.m. – Regular meeting at the office of Cathey Consulting.**

**Adjourn** – Doug Norton moved to adjourn. Eric Norton seconded. The meeting was adjourned at 2:10 p.m.

**MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K<sup>2</sup> TECHNOLOGIES BUILDING – USE ENTRANCE ON 4<sup>TH</sup> STREET).**

Respectfully submitted,  
Helianne Cathey, Assistant to the Board

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Doug Norton, President / Date

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Eric Norton, Vice President / Date

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Beth Norton, Secretary/Treasurer / Date