

ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Monday, January 29, 2018, 5:30 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, Stacie Ludwar, Jenni Miller,
Nicholas Sharkey, Jackie Sharkey

Doug Norton called the meeting to order at 5:30 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the November 14, 2017, regular meeting as written. Doug Norton seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

The bills were reviewed and discussed. There was discussion on repaying the loan to Doug Norton. No payments will be made at this time. There was discussion on moving the meter on one house where the landowner has to crawl into the crawl space to read the meter. There are 3 homeowners on the water system right now, and there was discussion on when to tie the other three onto the water system. This will be discussed further at the next meeting. Doug 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:		\$7,214.88
11/15/17 Deposit – Assessments	\$2,687.50	
12/05/17 Deposit – Water Billing	\$12.94	
12/05/17 Fee for Online Payment		\$0.84
12/11/17 Deposit – Water Billing	\$15.53	
12/12/17 Ck# 1039 – Cathey Consulting (Adm./Books)	\$200.98	
12/12/17 Ck# 1040 – City of Gillette (Water)	\$42.62	
12/13/17 Deposit – County Grant	\$248.33	
01/03/18 Deposit – Water Billing	\$77.28	
01/04/18 Deposit – Water Billing	\$15.53	
01/04/18 Fee for Online Payment		\$0.84
01/23/18 Deposit – Water Billing	\$53.95	
Bank Balance Prior to Current Meeting:		\$10,080.66
Bills Paid At Meeting:		
Ck# 1041 Cathey Consulting	Inv. 42336 – Dec. Adm./Books	\$200.49
Ck# 1042 City of Gillette	Inv. 566986 12/1-1/2/18 13,000 gal.	\$78.13
Total Bills Paid		\$278.62
Bank Balance End of Meeting:		\$9,802.04
Receivables Due: \$3,762.50 (assessments) and \$24.56 (water billing) = \$3,787.06		
Loans (Payables) Due: \$29,640.00		

III. Water System Update –

- a. Online payment options – The online payment options are set up and available for people to pay their monthly bills.
- b. City of Gillette – The City of Gillette is now charging \$6.50 for each of the six taps instead of just 1 tap. The three that are being billed monthly pay the base \$6.50, but the three that are not billed monthly are not paying it. The District pays the monthly bill as required, so the additional fees come from the general fund / budget.

IV. New Business

- a. Officer Elections – Beth Norton moved to accept the election results and appoint Doug Norton, President and Eric Norton, Vice President and Beth Norton, Secretary/Treasurer. Doug Norton seconded. Motion carried unanimously.

- b. Signature Card on Bank Account – A letter was for First National Bank to update the signature card for the bank account adding Eric Norton and removing Nicholas Sharkey.

V. **Next meeting date / time**

The next meeting is scheduled for THURSDAY, MARCH 29, 2018, AT 5:30 P.M. at the office of Cathey Consulting (address listed below).

VI. **Adjourn**

Doug Norton moved to adjourn. Eric Norton seconded. The meeting adjourned at 5:39 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