

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES**

Tuesday, July 11, 2023, 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

BUDGET HEARING

Doug Norton called the budget hearing to order at 4:04 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Doug Norton adjourned the budget hearing at 4:05 p.m.

REGULAR MEETING

Doug Norton called the meeting to order at 4:05 p.m.

- I. Budget** – Beth Norton moved to adopt the budget for 7/1/23 – 6/30/24 for \$19,917, and adopt the resolution to assess and submit assessments to the County as approved in the budget. Doug Norton seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes Approval**
Beth Norton moved to approve the minutes for the May 23, 2023, regular meeting as written. Doug Norton seconded. Motion carried unanimously.
- III. Treasurer’s Report Acceptance**
The bills were reviewed. Beth Norton moved to accept the Treasurer’s Report and pay the bills as presented. Doug Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$4,168.88
Deposits 5/1-5/18/23	\$120.27	
Fees for online payments 5/1-5/18/23	\$3.23	
Adjusted Balance Forward:		\$4,285.92
Deposit 05/30/23	\$299.00	
Deposits 6/2-6/30/23	\$389.55	
Deposit – Assessments \$6/12/23	\$2,687.50	
Fees for online payments 6/1-6/30/23	\$2.72	
06/16/23 City of Gillette – Bill 1663099	\$320.01	
Water 5/2-6/2/23 89,000 gal.		
Deposits 7/1-7/11/23	\$558.25	
Fees for online payments 7/1-7/11/23	\$11.78	
Bank Balance Prior to Meeting:		\$7,885.71
Bills Paid At Meeting:		
Ck# 1108 Cathey Consulting	Inv. 7092 – May Adm./Books/Post. \$210.00	\$420.00
	Inv. 7137 – June Adm./Books/Post. \$210.00	
AUTO City of Gillette – Bill 1681070 – Water 6/2-7/5/23 139,000 gallons		\$474.51
Ck# 1109 Ryan & Stacie Ludwar – Annual electricity payment		\$750.00
Ck# 1110 Gillette News-Record	Inv. 3302 – Budget hearing ad \$109.20	\$221.00
	Order No. 2186 – Director election ad \$111.80	
Ck# 1111 Norton Construction	Annual loan payment	\$4,630.00
Total Bills Paid		\$6,495.51
Bank Balance After Regular bills:		\$1,390.20
Receivables Balance: \$983.28		

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

V. Unfinished Business

- a. Director election – November 7, 2023 – Doug Norton – 4 year term – The first legal ad runs in the News-Record on July 11, 2023. Applications to have your name on the ballot are due between August 9th and August 29th.

VI. New Business

- a. Official Depository – Beth Norton moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Doug Norton seconded. Motion carried unanimously.
- b. Public records notice – Two board members signed the notice to submit to the County stating that the District’s records are stored at the office of Cathey Consulting with office hours most Mondays through Thursdays 9 a.m. to 5 p.m.

VII. Next meeting: Tuesday, October 10, 2023, 4:00 p.m. – Regular meeting at the office of Cathey Consulting.

Adjourn – Eric Norton moved to adjourn. Beth Norton seconded. The meeting was adjourned at 4:11 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 - 7/1/23 - 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