

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

Monday, July 12, 2021, 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 4:10 p.m. The budget was reviewed. There was an opportunity for public comment. Doug Norton adjourned the hearing at 4:12 p.m.

REGULAR MEETING

Doug Norton called the meeting to order at 4:12 p.m.

I. Budget Adoption

Doug Norton moved to adopt the budget for 7/1/21 – 6/30/22 for \$19,757 and adopt the resolution to assess and submit assessments as approved in the budget. Beth Norton seconded. Motion carried unanimously. The budget is attached to these minutes.

II. Minutes Approval

Doug Norton moved to approve the minutes for the April 12, 2021, regular meeting as written. Beth Norton seconded. Motion carried unanimously.

III. 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:		\$2,607.32
04/09/21 Deposit – Merchant Services	\$26.50	
04/09/21 Fees for online payment 4/9/21	\$1.23	
Adjusted Balance Forward:		\$2,632.59
Deposits 4/13/21-4/30/21	\$58.00	
05/18/21 City of Gillette – Bill 1238477 - Water 4/1-5/3/21 42,000 gal.	\$165.42	
Fees for online payments 5/1/21 – 5/31/21	\$7.36	
Deposits 5/1/21 – 5/31/21	\$771.50	
06/17/21 City of Gillette – Bill 1256048 – Water 5/3-6/1/21 57,000 gal.	\$210.57	
Fees for online payments 6/1/21 – 6/30/21	\$10.89	
Deposits 6/1/21 – 6/30/21	\$3,001.50	
Deposits 7/1/21 – 7/8/21	\$478.00	
Fees for online payments 7/1/21 – 7/8/21	\$17.63	
Bank Balance Prior to Meeting:		\$6,529.72
Bills Paid At Meeting:		
Ck# 1086 Cathey Consulting	Inv. 5999 – Apr. Adm./Books/Post. \$210.00	\$630.00
	Inv. 6044 – May Adm./Books/Post. \$210.00	
	Inv. 6088 – June Adm./Books/Post. \$210.00	
AUTO City of Gillette	Bill 1272977 – 6/1-6/30 Water 163,000 gal.	\$529.63
Ck# 1087 C N A Surety	Bond / Board 7/7/21 – 7/7/22	\$105.00
Ck# 1088 Ryan & Stacie Ludwar	Annual payment for electricity	\$750.00
Ck# 1089 Gillette News-Record	Ad 00367332 – Budget hearing ad	\$68.25
Total Bills Paid		\$2,082.88
Bank Balance After Regular bills:		\$4,446.84
Receivables Balance: \$1,141.00		

- IV. Water System Update** – The water system usage and billing were available for review.
- V. Unfinished Business**
 - a. None
- VI. New Business**
 - a. Official Depository – Beth Norton moved to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Eric Norton seconded. Motion carried unanimously.
 - b. Public Records Notice – Two Board members signed the Public Records Notice to submit to the County stating that the District’s records are stored at the office of Cathey Consulting.
 - c. Director Election (Nov. 2, 2021 – Beth and Eric) – The following legal ad will run in the News-Record on July 20, 2021.

**NOTICE OF DIRECTOR ELECTION
ROCK ROAD IMPROVEMENT AND SERVICE DISTRICT**

Public Notice is hereby given that on Tuesday, November 2, 2021, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the Rock Road Improvement and Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 2, 2021, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helenanne Cathey (685-8235 or hcathey@collinscom.net) between August 4, 2021, and August 24, 2021. A qualified elector means a person who is an owner of land within the district, or the person holding record fee title to real property, or a registered voter of the District.

Beth Norton, Secretary / Filing Officer
Rock Road Improvement & Service District

- VII. Next meeting: Monday, September 27, 2021, 4:00 p.m. – Regular Meeting at the office of Cathey Consulting.**

Adjourn – Doug Norton adjourned the meeting at 4:09 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 - 7/1/21 - 6/30/22				
Budget Hearing: Monday, July 12, 2021, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Revenue				
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450
Assessments - Interest		1		1
Grants - County				
Loan - Norton (Repairs / paid off same fiscal yr)			2,803	
Customer Electricity Billing			900	900
Water Fees - Base (3 lots X \$6.50 X 12)	468	468	468	468
Water Fees - Usage (\$5.00 per 1,000 gal)	4,190	5,000	4,260	5,000
Other Fees (Late, Coll., Tap, Donation, etc.)				
Receivables End of Prior FY		831		869
TOTAL REVENUE	11,108	12,750	14,881	13,688
CASH CARRYOVER	8,229	8,154	8,154	6,069
TOTAL REVENUE PLUS CASH CARRYOVER	19,337	20,904	23,035	19,757
Expenditures				
Administrative				
Contract Admin./Bookkeeping (\$210 X 12)	2,520	2,520	2,520	2,520
Contract Legal				
Merchant Deposit Fees	77	85	140	150
Office / Postage	263	300	69	300
TOTAL ADMINSTRATIVE	2,860	2,905	2,729	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	7,433	4,630
Operations				
Miscellaneous (Cash Carryover)		8,154		6,069
Roads - Rock / Blading / Dust Control				
Water System Electricity			900	900
Water System Regional Fees - Base 6.50X6X12	468	468	468	468
Water System Regional Fees - Usage \$3.01/1,000	2,456	2,918	2,598	2,455
Water System Operations				
Water System Repairs	85	500	2,803	828
Payables End of Prior FY		1,224		1,332
TOTAL OPERATIONS COSTS	3,009	13,264	6,769	12,052
TOTAL EXPENDITURES	10,604	20,904	17,036	19,757
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	10,604	20,904	17,036	19,757
Receivables Start of FY	(160)		831	
Payables Balance Start of FY	812		1,224	
	6/30/2019	6/30/20 (EST)	6/30/2020	6/30/21 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	8,229	8,154	8,154	6,069
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	8,229	8,154	8,154	6,069
Receivables Balance End of FY	831		869	
Payables Balance End of FY	1,224		1,332	
End of Year Bank Balance	8,154		6,069	
Net per year (Revenue minus Expenses)	504	0	-2,155	0
Net (including cash carryover)	8,733	0	5,999	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.				

\$1,075 total assessment per year per lot

6 lots \$6.50 X 12 months
1,000,000 gallons est.
1,000,000 gal. at \$5.00 = \$5,000

\$21,690.29 owed start of year

\$6.50 per tap plus
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., 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 Ave, Suite 106, Gillette.