

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

Monday, July 13, 2020, 3:00 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, Stacie Ludwar

BUDGET HEARING

Doug Norton called the budget hearing to order at 3:00 p.m. The budget was reviewed. There was an opportunity for public comment. Doug Norton adjourned the budget hearing at 3:05 p.m.

REGULAR MEETING

Doug Norton called the regular meeting to order at 3:05 p.m.

I. Budget Adoption

Beth Norton moved to adopt the budget for 7/1/20 – 6/30/21 for \$20,904 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Eric Norton seconded. Motion carried unanimously. The budget is attached to these minutes.

II. Minutes Approval

Beth Norton moved to approve the minutes for the April 30, 2020, regular meeting as written. Eric 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. Eric Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:			\$5,531.14
Deposits 5/1/20 – 5/31/20	\$239.50		
Fees for online payments 5/1/20 – 5/31/20		\$7.38	
05/18/20 City of Gillette – Bill 1037527 - Water 4/1-5/1/20 61,000 gal.		\$222.61	
Deposits 6/1/20 – 6/30/20	\$2,955.00		
Fees for online payments 6/1/20 – 6/30/20		\$7.18	
06/16/20 City of Gillette – Bill 1054316 - Water 5/1-6/1/20 98,000 gal.		\$333.98	
Deposits 7/1 – 7/13/20	\$511.00		
Fees for online payments 7/1/20 – 7/13/20		\$19.09	
Bank Balance Prior to Meeting:			\$8,646.40
Bills Paid At Meeting:			
Ck# 1077 Cathey Consulting	Inv. 5457 – Apr. Adm./Books/Post. \$210.00		\$630.00
	Inv. 5496 – May Adm./Books/Post. \$210.00		
	Inv. 5539 – June Adm./Books/Post. \$210.00		
AUTO City of Gillette	Bill 1070287 – 6/107/1/20 Water 127,000 gal.		\$421.27
Ck# 1078 C N A Surety	Bond / Board 7/7/20-7/7/21		\$105.00
Ck# 1079 Gillette News-Record	Ad 00361120 – Budget hearing ad		\$68.25
Ck# 1080 Norton Construction	Annual loan payment		\$4,630.00
Ck# 1081 Ryan & Stacie Ludwar	Annual Electricity payment for 7/1/20-6/30/21		\$750.00
Total Bills Paid			\$6,604.52
Bank Balance After Regular bills:			\$2,041.88
Receivables Balance:	\$319.50		
Loans (Payables) Balance:	\$21,690.00		

IV. Water System Update – The water system usage and billing were reviewed.

V. Unfinished Business

- a. None

VI. New Business

- a. Official Depository – Doug Norton moved to designate First National Bank as the official depository for 7/1/20 – 6/30/21. Eric Norton seconded. Motion carried unanimously.
- b. Public Records – Two board members sign the form to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting at 400 South Gillette Ave., Suite 106, Gillette.
- c. There was discussion on the electric bill. The District’s electricity is on Ryan and Stacie Ludwar’s electric bill. In the past, each lot owner paid \$150 to Ryan and Stacie Ludwar. Since this is really a District expense, the consensus at the meeting was to have the District pay Ludwars and then bill and collect from all of the other lots for the electricity expense on an annual basis. Deducting \$150 for Ryan and Stacie Ludwar, since they pay the electric bill directly, the Board agreed to have the District pay \$750 for this fiscal year (7/1/20 – 6/30/21) to Ryan and Stacie Ludwar and bill each lot owner \$150 for their share of the electric bill. Any amounts owed for the time period prior to July 1st will be collected by Ludwars.

VII. Next meeting: Monday, November 23, 2020, 4:00 p.m. – Regular Meeting at the office of Cathey Consulting.

VIII. Adjourn

Beth Norton moved to adjourn the meeting. Eric Norton seconded. The meeting adjourned at 3:15 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 - 7/1/20 - 6/30/21

Budget Hearing: Monday, July 13, 2020, 3:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21	
Revenue					
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450	\$1,075 total assessment
Assessments - Interest	8	1		1	per year per lot
Grants - County	4,000				
Loan - Norton	13,950				
Water Fees - Base (3 lots X \$6.50 X 12)	449	468	468	468	6 lots \$6.50 X 12 months
Water Fees - Usage (\$5.00 per 1,000 gal)	1,812	5,000	4,190	5,000	1,000,000 gallons est.
Other Fees (Late, Coll., Tap, Donation, etc.)					1,000,000 gal. at \$5.00 = \$5,000
Receivables End of Prior FY		0		831	
TOTAL REVENUE	26,669	11,919	11,108	12,750	
CASH CARRYOVER	12,657	8,229	8,229	8,154	
TOTAL REVENUE PLUS CASH CARRYOVER	39,326	20,148	19,337	20,904	
Expenditures					
Administrative					
Contract Admin./Bookkeeping (\$210 X 12)	2,520	2,520	2,520	2,520	
Contract Legal					
Merchant Deposit Fees	29	35	77	85	
Office / Postage	252	350	263	300	
TOTAL ADMINSTRATIVE	2,801	2,905	2,860	2,905	
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	12,640	4,630	4,630	4,630	\$26,320 owed start of year
Operations					
Miscellaneous (Cash Carryover)		7,417		8,154	
Roads - Rock / Blading / Dust Control					
Water System Regional Connection-Engineering					
Water System Connection	13,950				
Water System Regional Fees - Base 6.50X6X12	468	468	468	468	\$6.50 per tap plus
Water System Regional Fees - Usage \$3.01/1,000	1,688	3,311	2,456	2,918	1,100,000 gallons est.
Water System Operations					
Water System Repairs		500	85	500	
Payables End of Prior FY		812		1,224	
TOTAL OPERATIONS COSTS	16,106	12,508	3,009	13,264	
TOTAL EXPENDITURES	31,652	20,148	10,604	20,904	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	31,652	20,148	10,604	20,904	
Receivables Start of FY	98		(160)		
Payables Balance Start of FY	515		812		
	6/30/2018	6/30/2019	6/30/2019	6/30/20 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	12,657	8,229	8,229	8,154	CASH CARRYOVER
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	12,657	8,229	8,229	8,154	
Receivables Balance End of FY	(160)		831		
Payables Balance End of FY	812		1,224		
End of Year Bank Balance	8,229		8,154		
Net per year (Revenue minus Expenses)	-4,983	-812	504	0	
Net (including cash carryover)	7,674	0	8,733	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.					

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 Ae, Suite 106, Gillette.