

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

Tuesday, July 17, 2018, 5:00 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, Jenni Miller, Stacie Ludwar

BUDGET HEARING

Doug Norton called the budget hearing to order at 4:41 p.m. The budget was reviewed. The budget was updated to include the costs for the line to the other 3 houses. Bids were totaled (\$13,800) and grant estimated (\$4,554), bringing the total budget amount to \$26,073. There was discussion and public comment. Doug Norton adjourned the budget hearing at 4:48 p.m.

REGULAR MEETING

Doug Norton called the regular meeting to order at 4:48 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the May 14, 2018, regular meeting as written. Eric Norton seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

The bills were reviewed and discussed. The loan repayment is actually to Norton Construction and not Doug Norton. 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:			\$11,446.71
05/12/18	Fee for Online Payment	\$0.74	
05/12/18	Deposit – Water	\$12.52	
Adjusted Balance Forward:			\$11,458.49
05/16/18	Deposit – Water	\$39.61	
05/16/18	Fee for Online Payment	\$0.95	
06/12/18	Deposit – Water	\$18.54	
06/18/18	City of Gillette – Water 5/1-6/1	\$99.20	
06/18/18	Fees for Online Payments	\$2.53	
06/19/18	Deposit – Water	\$55.14	
06/22/18	Deposit – Water	\$42.62	
06/30/18	Deposit – Assessments	\$1,145.78	
07/06/18	Fees for Online Payments	\$1.37	
07/07/18	Deposit – Water	\$30.58	
07/11/18	Fees for Online Payments	\$1.69	
07/12/18	Deposit – Water	\$39.61	
07/17/18	Deposit – Water	\$27.57	
Bank Balance Prior to Current Meeting:			\$12,752.20
Bills Paid At Meeting:			
Ck# 1051	Cathey Consulting	Inv. 4447 – May Adm./Books/Post. \$202.00	\$403.50
		Inv. 4492 – June Adm./Books/Post. \$201.50	
Ck# 1052	VOID		
AUTO	City of Gillette	Inv. 668156 – 6/1-6/29 24,000 gal.	\$111.24
Ck# 1053	Norton Construction	Loan payment	\$6,640.00
Ck# 1054	Gillette News-Record	Ad 00341730 – Budget hearing	\$58.56
Total Bills Paid			\$7,213.30
Bank Balance End of Meeting:			\$5,538.90
Receivables Due:			\$0.00
Loans (Payables) Due:			\$23,000.00

III. Water System Update –

a. Tie in for other 3 lots – Bids were received for the connection to the other 3 homes:

Doyle Surveying	\$1,500
Continental Electric & Power	\$2,350
Miller Mechanical	\$8,600
Norton Construction	\$1,350
Total:	\$13,800

Other bid: Powder River Heating & Air Conditioning \$9,500 (low bid was Miller Mech)

b. Grant application for 33% - Helenanne Cathey will draft a grant application to submit to the County with a grant request of \$4,554 (33% of the project cost estimate). The consensus is for the Board to sign the application and submit it as soon as possible with the hope of completing the project by the end of December, 2018.

Beth Norton moved to authorize the project (\$13,800 – listed above) as soon as the grant is approved (\$4,554). Doug Norton seconded. Motion carried unanimously.

IV. Unfinished Business

a. Budget – Doug Norton moved to adopt the budget as revised at the budget hearing for 7/1/18 – 6/30/19 for \$26,073 and to adopt the resolution to assess and to submit assessments to the County Assessor. Beth Norton seconded. Motion carried unanimously. The budget is attached to these minutes.

V. New Business

- a. Official Depository – Doug Norton moved to designate First National Bank as the official depository for 7/1/18 – 6/30/19. Eric Norton seconded. Motion carried unanimously.
- b. Public Records Notice – Doug Norton signed the form to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting.
- c. A letter was received from the Campbell County Public Works office regarding the one percent tax and the District Support Grant program which is funded by that tax. The Rock Road ISD received \$13,832 over the past 8 years from this program. The County is asking that the District post a sign. Beth Norton moved that Doug Norton stop and get signs to post. Eric Norton seconded. Motion carried unanimously.

VI. Next meeting date / time – The next meeting is scheduled for Wednesday, September 12, 2018, at 4:30 p.m. at the office of Cathey Consulting (address listed below).

VII. Adjourn

Doug Norton moved to adjourn. Eric Norton seconded. The meeting adjourned at 5:01 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 - 7/1/18 - 6/30/19				
Budget Hearing July 17, 2018, 4:30 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual	Budget	Actual	Budget
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19
Revenue				
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450
Assessments - Interest	7		71	1
Additional Revenue for DOWL bill of \$15,385		7566		
Additional Revenue for Construction		3687		
Grants - County - Engineering	1,489	3,727		
Grants - County (Connection to reg. 3 houses)		6,148		
Loan - Norton			29,640	457
Water Fees - Base (3 lots X \$6.50 X 12)			195	351
Water Fees - Usage (\$3.01 per 1,000 gal)			485	1,505
Other Fees (Late, Coll., Tap, Donation, etc.)	150	3,300		
Receivables End of Prior FY				98
TOTAL REVENUE	8,096	30,878	43,986	13,416
CASH CARRYOVER	734	4,993	4,993	12,658
TOTAL REVENUE PLUS CASH CARRYOVER	8,830	35,871	48,979	26,073
Expenditures				
Administrative				
Contract Admin./Bookkeeping	1,800	1,800	2,450	2,520
Contract Legal				
Merchant Deposit Fees			9	20
Office / Postage	4	275	205	500
TOTAL ADMINISTRATIVE	1,804	2,075	2,664	3,040
Indirect				
Insurance - Liab., Bonding	210	105	105	105
Insurance - Property				
TOTAL INDIRECT COSTS	210	105	105	105
INTEREST - TOTAL COSTS				
	0	0	0	0
DEBT - PRINCIPAL COSTS				
	0	0		6,640
Operations				
Miscellaneous (Cash Carryover)				
Roads - Rock / Blading / Dust Control				
Water System Regional Connection-Engineering	4,092	11,293	11,668	
Water System Connection		18,630	18,630	13,800
Water System Regional Fees - Base 6.50X6X12		468	299	468
Water System Regional Fees - Usage		3,300	479	1,505
Water System Operations				
Water System Repairs				
Payables End of Prior FY				515
TOTAL OPERATIONS COSTS	4,092	33,691	31,076	16,288
TOTAL EXPENDITURES	6,106	35,871	33,845	26,073
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	6,106	35,871	33,845	26,073
Receivables Start of FY	0		1,350	
Payables Balance Start of FY	624		4,243	
	6/30/2016	6/30/2017	6/30/2017	6/30/2018
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	734	4,993	4,993	12,658
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	734	4,993	4,993	12,658
Receivables Balance End of FY	1,350		98	
Payables Balance End of FY	4,243		515	
End of Year Bank Balance	4,993		12,658	
Net per year (Revenue minus Expenses)	1,990	-4,993	10,141	-12,657
Net (including cash carryover)	2,724	0	15,134	1

\$1,075 total assessment per year per lot

County Grant

3 lots \$6.50 X 12 months + 3 lots \$6.50 X 6 months (500,000 gallons per yr)

210 X 12 (5% increase)

\$29,640 owed start of year \$23,000 owed after payment

3 houses to connect & 1meter to move \$6.50 per tap plus \$3.01 per 1,000 gal/500,000 gal/yr est.

CASH CARRYOVER

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 built and constructed that regional connection this past fiscal year and connected 3 homeowners to the system. The District will work on connecting the other three homeowners to the system this fiscal year and pay some on the loan. No reserves are being set aside at this time.

Board Member Signature

Board Member Signature

Directors: Doug Norton (Pres.) term ends Nov., 2019 / Beth Norton (Sec./Treas.) & Eric Norton (Vice Pres.) terms end Nov., 2021
Regular meetings are at 400 S Gillette Ave., Suite 106, Gillette, generally quarterly. The next meeting date is set at each meeting.
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

Costs
Doyle 1500
Miller Mechanical 8600
Continental Elec. 2350
Norton Constr. 1350
Total 13800