

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

**Tuesday, July 18, 2017, 7:00 p.m.**

**400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

**BOARD MEMBERS PRESENT:** Doug Norton, Beth Norton  
**BOARD MEMBERS APPROVED ABSENT:** Nicholas Sharkey  
**OTHERS PRESENT:** Helenanne Cathey, Leah Norton

**BUDGET HEARING**

Doug Norton called the budget hearing to order at 7:02 p.m. The budget was reviewed and updated with estimates for the regional water system costs. Doug Norton moved to close the budget hearing. Beth Norton seconded. The budget hearing adjourned at 7:18 p.m.

**REGULAR MEETING**

Doug Norton called the regular meeting to order at 7:18 p.m.

**I. Minutes Approval**

Beth Norton moved to approve the minutes for the May 16, 2017, regular meeting as written. Doug Norton seconded. Motion carried unanimously.

**II. Treasurer's Report Acceptance**

Beth Norton moved to accept the Treasurer's Report as presented and pay the bills as presented including an additional bill for DOWL for \$771.25 as listed below. Doug Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:			\$1,760.40
06/12/17	Deposit – Assessments	\$2,687.50	
06/30/17	Deposit – Assessments	\$545.19	
07/18/17	Deposit – County Grant	\$1,350.53	
Bank Balance Prior to Current Meeting:			\$6,343.62
Bills Paid At Meeting:			
Ck# 1023	Cathey Consulting	Inv. 3919 – May Adm./Books \$150.98	\$301.47
		Inv. 3968 – June Adm./Books \$150.49	
Ck# 1024	DOWL	Inv. 5322.26874.01-1 – 4/30-5/27	\$4,092.50
Ck# 1025	Gillette News-Record	Ad 00329529 – Budget hearing	\$53.63
CK# 1026	DOWL	Inv. 5322.26874.01-2 – 5/28-7/1	\$771.25
Total Bills Paid			\$5,218.85
<b>Bank Balance End of Meeting:</b>			<b>\$1,124.77</b>
<b>Receivables Due by the end of the Fiscal Year: \$0</b>			

**III. Unfinished Business**

**a. Water / Regional Connection**

- 1) **County Grant** (April, 2017) – The County approved a grant for \$5,077 (33% of DOWL bid of \$15,385 for design of regional connection).

Pay Req. 1 DOWL Invoice 5322.26874.01-1 for \$4,092.50 / grant req \$1,350.53 6/20/17

Pay Request 2 was completed for DOWL's invoice for 771.25, with a pay request of \$254.51. Grant remaining: \$3,471.96.

- 2) **DOWL Agreement for Engineering Services** – \$15,385.00 for regional connection design.

Invoice 5322.26874.01-1 for 4/30-5/27/17 \$4,092.50

Invoice 5322.26874.01-2 for 5/28-7/1/17 \$771.25 \$10,521.25 remaining

- 3) **Long's / Construction inside of the Building** - \$5,000 was approved at the April 18, 2017, meeting. Long's didn't do this work. Instead, the District applied for a County grant for Miller Mechanical's bid, which was the lowest of the 3 bids received for the project. This first project is the inside of the building as well as the first 3 houses connecting. There was discussion on the billing for water usage. Meters will be installed. Landowners will likely need to read on a certain day each month. This will be discussed further at the next meeting.

Bids for connecting to regional system and 3 houses

Miller Mechanical \$18,630

Powder River Heating \$19,515

Long's \$22,250

Grant application submitted for \$6,147.90 (33%) on 7/10/17.

- b. **Budget** – Beth Norton moved to adopt the budget of \$35,871 for 7/1/17 – 6/30/18 and to 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.

#### IV. **New Business**

- a. **Public Records Notice** – Doug Norton completed the notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting at 400 S Gillette Avenue, Suite 106, Gillette.
- b. **Official Depository** – Beth Norton moved to designate First National Bank as the official depository for 7/1/17 – 6/30/18. Doug Norton seconded. Motion carried unanimously.
- c. A letter was received regarding the formation of a special district association in the State of Wyoming.
- d. A letter from American Transparency was received requesting public records. The consensus was to notify them that the District's records are stored at the office of Cathey Consulting.
- e. **Director Election November 7, 2017** (Beth Norton, Nick Sharkey – 4 year terms) – The following legal ad will run on Monday, July 24, 2017.

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

Public Notice is hereby given that on Tuesday, November 7, 2017, 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. There will be no polling place.

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 [hlcathey@collinscom.net](mailto:hlcathey@collinscom.net)) between August 9, 2017, and August 29, 2017. 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

#### V. **Next meeting date / time**

The next meeting is scheduled for Tuesday, September 19, 2017, 7:00 p.m. at the office of Cathey Consulting (address listed below).

#### VI. **Adjourn**

Doug Norton moved to adjourn the meeting. Beth Norton seconded. The meeting adjourned at 7:28 p.m.

**MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K<sup>2</sup> TECHNOLOGIES BUILDING – USE ENTRANCE ON 4<sup>TH</sup> STREET).**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

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Doug Norton, President / Date

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Nicholas Sharkey, Vice President / Date

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Beth Norton, Secretary/Treasurer / Date

Budget - Rock Road ISD - 7/1/17 - 6/30/18				
Budget Hearing July 18, 2017, 7:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual	Budget (Amended)	Actual	Budget
	7/1/15 - 6/30/16	4/18/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
<b>Revenue</b>				
Assessments (6 X \$1,075)	3,600	6,450	6,450	6,450
Assessments - Interest			7	
Additional Revenue for DOWL bill of \$15,385		10,308		7566
Additional Revenue for Construction		5,000		3687
Grants - County - Engineering		5,216	1,489	3,727
Grants - County (Connection to reg. 3 houses)				6,148
Water Overages				
Other Fees (Late, Coll., Tap, Donation, etc.)			150	3,300
<b>TOTAL REVENUE</b>	<b>3,600</b>	<b>26,974</b>	<b>8,096</b>	<b>30,878</b>
<b>CASH CARRYOVER</b>	<b>1,152</b>	<b>734</b>	<b>734</b>	<b>4,993</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>4,752</b>	<b>27,708</b>	<b>8,830</b>	<b>35,871</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping	1,800	1,800	1,800	1,800
Contract Legal				
Office / Postage	268	275	4	275
<b>TOTAL ADMINISTRATIVE</b>	<b>2,068</b>	<b>2,075</b>	<b>1,804</b>	<b>2,075</b>
<b>Indirect</b>				
Insurance - Liab., Bonding	105	105	210	105
Insurance - Property				
<b>TOTAL INDIRECT COSTS</b>	<b>105</b>	<b>105</b>	<b>210</b>	<b>105</b>
<b>INTEREST - TOTAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DEBT - PRINCIPAL COSTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operations</b>				
Miscellaneous (Cash Carryover)		1,152		
Roads - Rock / Blading / Dust Control		439		
Water System Regional Connection	2,919	15,385	4,092	11,293
Water System Connection		5,000		18,630
Water System Regional Fees - Base 6.50X6X12				468
Water System Regional Fees - Usage				3,300
Water System Operations		981		
Water System Repairs				
<b>TOTAL OPERATIONS COSTS</b>	<b>2,919</b>	<b>22,957</b>	<b>4,092</b>	<b>33,691</b>
<b>TOTAL EXPENDITURES</b>	<b>5,092</b>	<b>25,137</b>	<b>6,106</b>	<b>35,871</b>
<b>Capital Improvements / Reserves</b>				
Deposits into Reserves				
Payments from Reserves				
<b>TOTAL DEPOSITS TO RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>5,092</b>	<b>25,137</b>	<b>6,106</b>	<b>35,871</b>
Receivables Start of FY	300		0	
Payables Balance Start of FY	(150)		624	
	7/1/2015	7/1/2016	7/1/2016	7/1/2017
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	1,152	734	734	4,993
RESERVES BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>1,152</b>	<b>734</b>	<b>734</b>	<b>4,993</b>
Receivables Balance End of FY	0		1,350	
Payables Balance End of FY	624		4,243	
End of Year Bank Balance	734		4,993	
Net per year (Revenue minus Expenses)	-1,492	2,989	1,990	-4,993
Net (including cash carryover)	-340	2,571	2,724	0

\$1,075 total assessment per year per lot  
**\$12,482 less \$8,795 available**  
**ADDITIONAL REVENUE NEEDED:**  
**11,253**  
6 lots  
\$1,875.50  
= Amount needed per lot

150 X 12

Engineering/Design  
Regional Construction + 3 houses  
\$6.50 per tap plus  
\$3.01 per 1,000 gal

CASH CARRYOVER

Budget Message: The District manages the road and will manage the water system when constructed. The District is in the process of designing and building a regional connection to the City of Gillette's Regional Water System and upgrading the existing water lines and remaining water system to work with the regional connection when it is available. No reserves are being set aside at this time.

Board Member Signature \_\_\_\_\_ Board Member Signature \_\_\_\_\_

Directors: Beth Norton (Sec./Treas.) & Nicholas Sharkey (Vice Pres.) terms end Nov., 2017 / Doug Norton (Pres.) term ends Nov., 2019  
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.