

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

**Tuesday, July 9, 2019, 7:00 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, Leah Norton, Robert Henning, Elly Henning

**BUDGET HEARING**

Doug Norton called the budget hearing to order at 7:00 p.m. to review the 7/1/19 – 6/30/20 proposed budget. The budget was reviewed. There was an opportunity for public comment. There was some discussion. Doug Norton adjourned the budget hearing at 7:02 p.m.

**REGULAR MEETING**

Doug Norton called the meeting to order at 7:02 p.m.

**I. Budget**

Beth Norton moved to adopt the budget for 7/1/19 – 6/30/20 for \$20,148 and 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. The rate for water billing will increase to \$5.00 per 1,000 instead of \$3.01 per 1,000 starting in July.

- II. Request for Enlargement** – Robert Henning and Elly Henning who live on Rocky Point Drive came to the meeting to see if the Board would consider enlarging the Rock Road Improvement and Service District to include about 13 properties on Rocky Point Drive (from Rock Road south) and Dull Knife Trail. These properties are not part of the Rocky Point District. The consensus is to hold a meeting with more landowners from both the Rock Road Improvement and Service District and the area that is making the request. **A MEETING WILL BE HELD TUESDAY, SEPTEMBER 10, 2019, AT 7:00 P.M. AT THE OFFICE OF CATHEY CONSULTING FOR THE PURPOSE OF DISCUSSING A POTENTIAL ENLARGEMENT.** (Elly will try to get a count on how many people will be attending, and if there are too many for the office of Cathey Consulting, we will find a different location.)

**III. Minutes Approval**

Beth Norton moved to approve the minutes for the May 7, 2019, regular meeting and budget hearing as written. Eric Norton seconded. Motion carried unanimously.

**IV. Treasurer's Report Acceptance**

The bills were reviewed. Eric Norton moved to accept the Treasurer's Report and pay the bills as presented. Beth Norton seconded. Motion carried unanimously. Beth Norton moved to pay Norton Construction \$4,630 for loan repayment. Eric Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$4,906.47
05/07/19 Fee for online payment	\$1.16	
Adjusted Balance Forward:		\$4,905.31
05/08/19 Deposit – Water	\$24.56	
05/08/19 Fee for online payment	\$0.84	
05/09/19 Deposit – Water	\$15.53	
05/10/19 Deposit – Water	\$61.64	
05/10/19 Deposit – Water	\$34.07	
06/05/19 Fee for online payment	\$1.05	
06/06/19 Deposit – Water	\$21.55	
06/10/19 Fee for online payment	\$1.05	
06/11/19 Deposit – Assessments	\$2,687.50	
06/11/19 Deposit – Water	\$21.55	
06/18/19 Deposit – Water	\$64.65	
06/19/19 Deposit – Assessments	\$545.98	

06/19/19	City of Gillette – Bill 854852 - Water 5/1-6/3/19 37,000 gal.		\$150.37
07/03/19	Fee for online payment		\$2.21
07/04/19	Deposit – Water	\$54.66	
07/05/19	Fee for online payment		\$0.95
07/06/19	Deposit – Water	\$18.54	
Bank Balance Prior to Meeting:			\$8,299.07
Bills Paid At Meeting:			
Ck# 1066	Cathey Consulting	Inv. 4971 – May Adm./Books/Post. \$210.55	\$420.55
		Inv. 5018 – June Adm./Books/Post. \$210.00	
AUTO	City of Gillette	Bill 869472 6/3-7/1/19 Water 61,000 gal.	\$222.61
Ck# 1067	C N A Surety	Bond – Board	\$105.00
Ck# 1068	Gillette News-Record	Ad 00352248 – Budget hearing ad	\$64.07
Ck# 1069	Norton Construction	Repayment on loan	\$4,630.00
Total Bills Paid			\$5,442.23
<b>Bank Balance After Regular bills:</b>			<b>\$2,856.84</b>
<b>Net Receivables Balance:</b> -\$233.23			
<b>Loans (Payables) Balance:</b> \$26,320 (after loan payment today)			

V. **Water System Update** – The water system usage was reviewed.

VI. **Unfinished Business**

a. Director election – November 5, 2019 (Doug Norton, 4 year term) – Applications to be on the ballot are due between August 7<sup>th</sup> and August 27<sup>th</sup>.

VII. **New Business**

a. Beth Norton moved to designate First National Bank as the official depository for 7/1/19 – 6/30/20. Eric Norton seconded. Motion carried unanimously.

VIII. **Next meeting date / time –**

**Tuesday, September 10, 2019, 7:00 p.m. (office of Cathey Consulting – or an alternate location if we will have too many people to fit at Cathey Consulting) regarding enlarging the District.**

**The District will have a regular meeting at the same time (shortly before or after – sign checks and conduct any necessary business).**

IX. **Adjourn**

Doug Norton moved to adjourn. Beth Norton seconded. The meeting adjourned at 8:02 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,  
Helianne Cathey, Assistant to the Board

\_\_\_\_\_  
Doug Norton, President / Date

\_\_\_\_\_  
Eric Norton, Vice President / Date

\_\_\_\_\_  
Beth Norton, Secretary/Treasurer / Date

**Budget - Rock Road ISD - 7/1/19 - 6/30/20 - FINAL**

**Budget Hearing Tuesday, July 9, 2019, 3:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717**

	Actual	Budget - Amended 5/07/19	Actual	Budget	
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20	
<b>Revenue</b>					
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450	\$1,075 total assessment
Assessments - Interest	71	1	8	1	per year per lot
Grants - County	7,145	4,554	4,000		
Loan - Norton	29,640	13,950	13,950		
Water Fees - Base (3 lots X \$6.50 X 12)	195	351	449	468	6 lots \$6.50 X 12 months
Water Fees - Usage (\$5.00 per 1,000 gal)	485	2,709	1,812	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		98		0	
<b>TOTAL REVENUE</b>	<b>43,986</b>	<b>28,113</b>	<b>26,669</b>	<b>11,919</b>	
<b>CASH CARRYOVER</b>	<b>4,993</b>	<b>12,658</b>	<b>12,658</b>	<b>8,229</b>	
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>48,979</b>	<b>40,771</b>	<b>39,327</b>	<b>20,148</b>	
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping (\$210 X 12)	2,450	2,520	2,520	2,520	
Contract Legal					
Merchant Deposit Fees	9	20	29	35	
Office / Postage	205	500	252	350	
<b>TOTAL ADMINSTRATIVE</b>	<b>2,664</b>	<b>3,040</b>	<b>2,801</b>	<b>2,905</b>	
<b>Indirect</b>					
Insurance - Liab., Bonding	105	105	105	105	
Insurance - Property					
<b>TOTAL INDIRECT COSTS</b>	<b>105</b>	<b>105</b>	<b>105</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>		12,640	12,640	4,630	\$30,950 owed start of year
<b>Operations</b>					
Miscellaneous (Cash Carryover)		6,344		7,417	
Roads - Rock / Blading / Dust Control					
Water System Regional Connection-Engineering	11,668				
Water System Connection	18,630	13,950	13,950		
Water System Regional Fees - Base 6.50X6X12	299	468	468	468	\$6.50 per tap plus
Water System Regional Fees - Usage \$3.01/1,000	479	2,709	1,689	3,311	1,100,000 gallons est.
Water System Operations					
Water System Repairs		1,000		500	
Payables End of Prior FY		515		812	
<b>TOTAL OPERATIONS COSTS</b>	<b>31,076</b>	<b>24,986</b>	<b>16,107</b>	<b>12,508</b>	
<b>TOTAL EXPENDITURES</b>	<b>33,845</b>	<b>40,771</b>	<b>31,653</b>	<b>20,148</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>33,845</b>	<b>40,771</b>	<b>31,653</b>	<b>20,148</b>	
Receivables Start of FY	1,350		98		
Payables Balance Start of FY	4,243		515		
	<b>6/30/2017</b>	<b>6/30/2018</b>	<b>6/30/2018</b>	<b>6/30/2019</b>	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
<b>GENERAL FUNDS</b>	4,993	12,658	12,658	8,229	<b>CASH CARRYOVER</b>
<b>RESERVES BALANCES</b>					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	4,993	12,658	12,658	8,229	
Receivables Balance End of FY	98		(160)		
Payables Balance End of FY	515		812		
End of Year Bank Balance	12,658		8,229		
Net per year (Revenue minus Expenses)	10,141	-6,314	-4,984	-812	
Net (including cash carryover)	15,134	0	7,674	0	

Budget Message: The District manages the road and water system. The District's water source is the City of Gillette's Regional system. All properties are now connected to the regional system. The District has no reserves.

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 Ave, Suite 106, Gillette.