

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

Thursday, June 30, 2022, 4:00 p.m.

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

BOARD MEMBERS PRESENT: Beth Norton, Doug Norton, Eric Norton (by phone)
OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Doug Norton called the budget hearing to order at 4:00 p.m. The budget was reviewed. There was an opportunity for public comment, and there was no public comment. Doug Norton adjourned the budget hearing at 4:02 p.m.

REGULAR MEETING

Doug Norton called the regular meeting to order at 4:02 p.m.

- I. Adoption of Budget** – Beth Norton moved to adopt the budget for 7/1/22 – 6/30/23 for \$24,094 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**
Doug Norton moved to approve the minutes for the April 20, 2022, regular meeting as written. Beth Norton seconded. Motion carried unanimously.
- III. Treasurer’s Report Acceptance**
The bills were reviewed. 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:		\$2,554.81
Deposits 4/20-4/30/22	\$116.50	
Deposits 5/1-5/31/22	\$473.50	
Fees for online payments 5/1-5/31/22		\$5.26
05/16/22 City of Gillette – Bill 1442797 -	\$168.60	
Water 4/3-5/3/22 40,000 gal.		
Deposits 6/1-6/30/22	\$345.50	
Deposits – Assessments 6/1-6/30/22	\$3,831.95	
Fees for online payments 6/1-6/30/22		\$5.89
Bank Balance Prior to Meeting:		\$7,142.51
Bills Paid At Meeting:		
Ck# 1097 Cathey Consulting	Inv. 6548 – Apr. Adm./Books/Post. \$210.00	\$420.00
	Inv. 6587 – May Adm./Books/Post. \$210.00	
AUTO City of Gillette	Bill 1458909 – Water 5/3-6/1/22 55,000 gal.	\$214.95
Ck# 1098 C N A Surety	Bond / Board 7/7/22 – 7/7/23	\$105.00
Ck# 1099 Gillette News-Record	Ad 00373869 – Budget hearing ad	\$77.00
Total Bills Paid		\$816.95
Bank Balance After Regular bills:		\$6,325.56
Bills Paid 7/1/22:		
Ck# 1100 Ryan & Stacie Ludwar	Electricity for 7/1/22 – 6/30/23	\$750.00
Ck# 1101 Norton Construction	– Annual loan payment for 7/1/22 – 6/30/23	\$4,630.00
Bank Balance After Additional Bills for 7/1/22:		\$945.56

Receivables Balance: \$69.61 (\$0 Assessments and \$69.61 Water Billing)

- IV. Water System Update** – The water system usage and billing were available for review.

V. Unfinished Business

- a. None

VI. New Business

- a. Public Records Notice – A notice was signed to submit to the County stating that the District’s records are stored at the office of Cathey Consulting.
- b. Official Depository – Beth Norton moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Doug Norton seconded. Motion carried unanimously.
- c. Records Retention Schedule – Beth Norton moved to approve the records retention schedule to keep the records up-to-date. Eric Norton seconded. Motion carried unanimously.

VII. Next meeting: Thursday, September 1, 2022, 4:00 p.m. – Regular Meeting at the office of Cathey Consulting.

Adjourn – Doug Norton moved to adjourn. Beth Norton seconded. The meeting adjourned at 4:04 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 - 7/1/22 - 6/30/23

Budget Hearing: Thursday, June 30, 2022, 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	
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23	
Revenue					
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450	\$1,075 total assessment per year per lot
Assessments - Interest		1		1	
Grants - County					
Loan - Norton (Repairs / paid off same fiscal yr)	2,803		2,803		
Customer Electricity Billing	900	900	900	900	
Water Fees - Base (3 lots X \$6.50 X 12)	468	468	468	540	6 lots \$7.50 X 12 months
Water Fees - Usage (\$5.00 per 1,000 gal)	4,260	5,000	4,980	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		869		0	
TOTAL REVENUE	14,881	13,688	15,601	12,891	
CASH CARRYOVER	8,154	6,069	8,154	11,203	
TOTAL REVENUE PLUS CASH CARRYOVER	23,035	19,757	23,755	24,094	
Expenditures					
Administrative					
Contract Admin./Bookkeeping (\$210 X 12)	2,520	2,520	2,520	2,520	
Contract Legal					
Merchant Deposit Fees	140	150	140	150	
Office / Postage / Advertising	69	300	300	300	
TOTAL ADMINSTRATIVE	2,729	2,970	2,960	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	7,433	4,630	4,630	4,630	\$17,060.29 owed start of year
Operations					
Miscellaneous (Cash Carryover)		6,069		11,203	
Roads - Rock / Blading / Dust Control					
Water System Electricity	900	900	900	900	(City estimated increases)
Water System Regional Fees - Base 7.50X6X12	468	468	468	540	Was \$6.50 / overage was \$3.01
Water System Regional Fees - Usage \$3.09/1,000	2,598	2,455	3,026	3,399	1,100,000 gallons est.
Water System Operations					
Water System Repairs	2,803	828	0	347	
Payables End of Prior FY		1,333		0	
TOTAL OPERATIONS COSTS	6,769	12,053	4,394	16,389	
TOTAL EXPENDITURES	17,036	19,758	12,089	24,094	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	17,036	19,758	12,089	24,094	
Receivables Start of FY	830		869		
Payables Balance Start of FY	1,224		1,332		
	6/30/2020	6/30/21 (EST)	6/30/2021	6/30/22 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	8,154	6,069	8,154	11,203	CASH CARRYOVER
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	8,154	6,069	8,154	11,203	
Receivables Balance End of FY	869				
Payables Balance End of FY	1,333				
End of Year Bank Balance	6,069		11,203		
Net per year (Revenue minus Expenses)	-2,155	-1	3,512	0	
Net (including cash carryover)	5,999	-1	11,666	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. The District will increase fees to match the City's fee increase for water.

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., 2025
 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.