

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT**  
**REGULAR MEETING MINUTES**  
**Wednesday, March 27, 2019, 4:00 p.m.**  
**400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

**BOARD MEMBERS PRESENT:** Beth Norton, Doug Norton  
**BOARD MEMBERS NOT PRESENT:** Eric Norton  
**OTHERS PRESENT:** Helenanne Cathey

Doug Norton called the meeting to order at 4:00 p.m.

**I. Minutes Approval**

Beth Norton moved to approve the minutes for the November 28, 2018, regular meeting as written. Doug Norton seconded. Motion carried unanimously. There was no meeting in January. The March 13<sup>th</sup> meeting was rescheduled to today.

**II. Treasurer's Report Acceptance**

The bills were reviewed. Doug Norton moved to accept the Treasurer's Report and pay the bills as presented. Beth Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$3,967.08
12/05/18	Fee for online payment	\$0.95
12/06/18	Deposit – Water	\$18.54
12/07/18	Fee for online payment	\$0.74
12/07//18	Deposit – Water	\$12.52
12/10/18	Deposit – Assessments	\$2,687.50
12/18/18	City of Gillette – Bill 751224 - Water 11/1-11/30 30,000 gal.	\$129.30
01/04/19	Deposit – Water	\$34.07
01/08/19	Fee for online payment	\$0.95
01/09/19	Deposit – Water	\$18.54
01/16/19	Deposit – Water	\$58.63
01/17/19	City of Gillette – Bill 768806 - Water 11/30-1/2/19 41,000 gal.	\$162.41
01/17/19	Fee for online payment	\$0.84
01/18/19	Deposit – Water	\$15.53
01/22/19	Deposit – Water	\$40.09
Bank Balance 1/22/19:		\$6,557.31
01/23/19	Ck# 1062 – Cathey Consulting Inv. 4707 – Nov., 2018 Admin/Books	\$212.50
	Inv. 4748 – Dec., 2018 Admin/Books	\$213.71
02/04/19	Fee for online payment	\$1.05
02/05/19	Deposit – Water	\$21.55
02/12/19	Fee for online payment	\$0.74
02/13/19	Deposit – Water	\$39.61
02/13/19	Deposit – Water	\$12.52
02/19/19	AUTO pay – City of Gillette bill 784222 – January water	\$138.33
03/05/19	Fee for online payment	\$0.95
03/06/19	Deposit – Water	\$18.54
03/08/19	Deposit – Water	\$27.57
03/13/19	Deposit – Water	\$34.07
Bank Balance Prior to March Meeting:		\$6,143.89
<b>Bills Paid At Meeting:</b>		
Ck# 1063	Cathey Consulting	\$423.05
	Inv. 4792 – Jan. Adm./Books/Post.	\$212.50
	Inv. 4833 – Feb. Adm./Books/Post.	\$210.55
AUTO	City of Gillette	\$162.41
	Bill 800940 2/1-3/1 Water	\$162.41
Total Bills Paid		\$585.46
<b>Bank Balance After Regular bills:</b>		<b>\$5,558.43</b>

**Net Receivables Balance:** \$2,702.94  
**Loans (Payables) Balance:** \$30,950.00

- III. **Water System Update** – The water system usage was reviewed.
- IV. **Unfinished Business**
  - a. None
- V. **New Business**
  - a. The budget for the current year needs to be amended due to additional borrowing and costs to complete the extension of water lines and meters for the remaining three lots in the District. The following ad will run in the News-Record at least a week prior to the hearing and regular meeting on Tuesday, May 7, 2019, at 5:00 p.m.

**LEGAL NOTICE TO AMEND BUDGET  
ROCK ROAD IMPROVEMENT & SERVICE DISTRICT**

The Rock Road Improvement and Service District will hold a public hearing to amend the 7/1/2018 – 6/30/2019 budget followed by the regular District meeting to adopt the amended budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on Tuesday, May 7, 2019, at 5:00 p.m. Amended budget summary:

Expenses: Administrative \$3,040 / Indirect \$105 / Operations \$24,986 / Loan Payment \$12,640  
Revenue / Carryover: \$40,771

The amended budget is attached to these minutes.

- b. Budget for 7/1/19 – 6/30/20 – The budget was reviewed and updated. Doug Norton moved to authorize a proposed increase in the water usage rates to \$5.00 per 1,000 gallons (from \$3.01 per 1,000 gallons) to help pay off the loan. Beth Norton seconded. Motion carried unanimously. This will be discussed at the next meeting.
- VI. **Next meeting date / time – The next meeting is scheduled for Tuesday, May 7, 2019, at 5:00 p.m. at the office of Cathey Consulting (address listed below).**
  - VII. **Adjourn**  
Doug Norton moved to adjourn. Beth Norton seconded. The meeting adjourned at 4:08 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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Eric Norton, Vice President / Date

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Beth Norton, Secretary/Treasurer / Date

**Budget - Rock Road ISD - 7/1/18 - 6/30/19 - AMENDED**  
**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	AMENDED 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	7/1/18 - 6/30/19
<b>Revenue</b>					
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450	6,450
Assessments - Interest	7		71	1	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	7,145	4,554	4,554
Loan - Norton			29,640	457	13,950
Water Fees - Base (3 lots X \$6.50 X 12)			195	351	351
Water Fees - Usage (\$3.01 per 1,000 gal)			485	1,505	2,709
Other Fees (Late, Coll., Tap, Donation, etc.)	150	3,300			
Receivables End of Prior FY				98	98
<b>TOTAL REVENUE</b>	<b>8,096</b>	<b>30,878</b>	<b>43,986</b>	<b>13,416</b>	<b>28,113</b>
<b>CASH CARRYOVER</b>	<b>734</b>	<b>4,993</b>	<b>4,993</b>	<b>12,658</b>	<b>12,658</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>8,830</b>	<b>35,871</b>	<b>48,979</b>	<b>26,073</b>	<b>40,771</b>
<b>Expenditures</b>					
<b>Administrative</b>					
Contract Admin./Bookkeeping	1,800	1,800	2,450	2,520	2,520
Contract Legal					
Merchant Deposit Fees			9	20	20
Office / Postage	4	275	205	500	500
<b>TOTAL ADMINISTRATIVE</b>	<b>1,804</b>	<b>2,075</b>	<b>2,664</b>	<b>3,040</b>	<b>3,040</b>
<b>Indirect</b>					
Insurance - Liab., Bonding	210	105	105	105	105
Insurance - Property					
<b>TOTAL INDIRECT COSTS</b>	<b>210</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>0</b>
<b>DEBT - PRINCIPAL COSTS</b>	<b>0</b>	<b>0</b>		<b>6,640</b>	<b>12,640</b>
<b>Operations</b>					
Miscellaneous (Cash Carryover)					6,344
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	13,950
Water System Regional Fees - Base 6.50X6X12		468	299	468	468
Water System Regional Fees - Usage		3,300	479	1,505	2,709
Water System Operations					
Water System Repairs / Maintenance					1,000
Payables End of Prior FY				515	515
<b>TOTAL OPERATIONS COSTS</b>	<b>4,092</b>	<b>33,691</b>	<b>31,076</b>	<b>16,288</b>	<b>24,986</b>
<b>TOTAL EXPENDITURES</b>	<b>6,106</b>	<b>35,871</b>	<b>33,845</b>	<b>26,073</b>	<b>40,771</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>0</b>
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>6,106</b>	<b>35,871</b>	<b>33,845</b>	<b>26,073</b>	<b>40,771</b>
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	
<b>BEGINNING OF FISCAL YEAR BALANCES</b>					
GENERAL FUNDS	734	4,993	4,993	12,658	
RESERVES BALANCES					
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>734</b>	<b>4,993</b>	<b>4,993</b>	<b>12,658</b>	
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  
(900,000 gallons per yr estimated)

210 X 12 (5% increase)

\$29,640 owed start of year plus \$13,950 borrowed this year minus \$12,640 paid this year \$30,950 owed end of year.

3 houses to connect & 1meter to move \$6.50 per tap plus \$3.01 per 1,000 gal/900,000 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
<b>Total</b>	<b>13800</b>