

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING MINUTES  
Tuesday, March 7, 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, Stacie Ludwar, Jenni Miller,  
Mark Hines (DOWL)

Doug Norton called the meeting to order at 7:03 p.m.

**I. Minutes Approval**

Beth Norton moved to approve the minutes for the November 3, 2016, 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. Doug Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$143.73
11/09/16	Deposit – Assessments \$537.50	
12/14/16	Deposit – Assessments \$2,687.50	
01/03/17	Ck# 1018 – Cathey Consulting \$902.35	
	Inv. 3496 – July Admin/Books \$151.88	
	Inv. 3541 – Aug. Admin/Books \$150.47	
	Inv. 3585 – Sept. Admin/Books \$150.00	
	Inv. 3638 – Oct. Admin/Books \$150.00	
	Inv. 3677 – Nov. Admin/Books \$150.00	
	Inv. 3716 – Dec. Admin/Books \$150.00	
Bank Balance Prior to Current Meeting:		\$2,466.38
Bills Paid At Meeting:		
Ck# 1019	Cathey Consulting Inv. 3754 – Jan. Adm./Books \$150.98	\$300.98
	Inv. 3795 – Feb. Adm./Books \$150.00	
Total Bills Paid		\$300.98
<b>Bank Balance End of Meeting:</b>		<b>\$2,165.40</b>
<b>Receivables Due by the end of the Fiscal Year:</b>	\$3,225.00 (assessments)	

**III. Unfinished Business**

**a. Water / Regional Connection / State Funding**

- 1) **City / Timeline for Regional Connection** – Levi Jensen and Beth and Doug Norton attended a meeting in Casper last November regarding the funding for the regional connections. The state approved the money for Gillette which includes the regional connection that will tie in Rock Road ISD. However, the plans for the actual connection have changed. Since the City isn’t going to build the other pump house, the City will connect Rock Road ISD at the existing pump house. Levi Jensen will take care of the regional connection into the building through the Capital facilities tax and state grant, but it will be up to the District to tie in at the City’s connection point. Phase I will tie in 3 houses (Miller (200 Rock Road), Ludwar (190 Rock Road) and Aaron Norton (170 Rock Road). Phase II will be done at a later date to connect the other houses in the District.

The City will install one master meter at the regional connection and bill the District the wholesale rate from that metering point (\$6.50 per tap plus \$3.01 per 1,000 gallons per month). It will be up to the District to determine how to meter each household. It will cost less to install a meter inside of each house, but that could cause problems down the line should anyone sell their house. There can be issues accessing a meter inside of someone’s house versus installing a meter in a meter pit at the point where an

individual's service line comes off of the main line. It will cost more to install a meter pit and meter within the easement where each individual service line comes off of the main, but it prevents later problems. There was discussion on installing meters in the house for now and then installing meters and pits at the point where each line comes off the main at a later date. Or, it could be a requirement that if anyone sells their home, they would have to install a meter and pit before selling.

- 2) **DOWL** - Mark Hines from DOWL was at the meeting and explained that he talked to Levi Jensen at the City to confirm the plans for the Rock Road ISD connection. Levi Jensen said there will be no cost to the District for the connection in the building. Originally, it was anticipated that the District would be required to pay for some of those things that the City will now pay for due to the change of plans. The state grant and capital facilities tax will pay for that connection.

After discussions with Doug Norton, DOWL revised the scope and fee to reflect what they know right now. The District had signed an agreement and amendment last year. The total was around \$21,000. The agreement presented today will replace the agreement from last year.

DOWL will meet with the County to confirm what the District needs. The scope doesn't include anything inside the building yet. If the County wants DOWL involved in that, then they will provide an additional cost estimate. This agreement with DOWL is basically design, easements, record drawings and inspection for Phase I. There is nothing in the bid to do anything inside of the building. DOWL will meet with Clark Melinkovich with the County to see what if anything the County will require.

The water lines from the shed to each house don't have to be re-done. DOWL will check on easements and put the lines on the record drawing. The main line will have an easement.

- 3) **County Grant Application** – County grant approved on 2/16/16 for \$2,607 (33% of \$7,900) for DOWL engineering design.
- Pay Req. 1 – DOWL Inv. 5328.26670.01-2 (5/1-5/28/16) \$420 = \$138.60 Pay Req.
  - Amount remaining: \$2,468.40

Helenanne Cathey will call the County to discuss the District Support Grant. Since the City has changed the plan on how to connect Rock Road ISD, it looks like this grant will need to be closed and a new grant submitted for the new DOWL agreement. This will be confirmed with Kevin King at the County.

Beth Norton moved to approve the new agreement with DOWL for engineering services for \$15,385.00 but not start the design until the grant is approved. Doug Norton seconded. Motion carried unanimously. Mark Hines explained that with the approval of this new agreement, the old agreement is voided.

Helenanne Cathey will draft a County District Support Grant application for the DOWL agreement for the Board to review and sign. It will be submitted as soon as possible.

- b. Roads** – No discussion.

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

- a. Officer Elections** – Officers are to be elected annually. Beth Norton moved to keep the same slate of officers (Doug Norton, President / Nicholas Sharkey, Vice President / Beth Norton, Secretary/Treasurer). Doug Norton seconded. Motion carried unanimously.
- b. Budget** – A preliminary budget needs to be approved and submitted to the County and State by June 1<sup>st</sup>. The budget will be updated in the coming months.

- c. A letter was reviewed from the County regarding a new Affidavit Concerning Verification and Acceptance of Project. The County is requiring a 3<sup>rd</sup> party inspection and the President of the District sign an affidavit before final payment can be received on any County grant.

**V. Next meeting date / time**

The next meeting is scheduled for Tuesday, April 18, 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 7:36 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