

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING MINUTES  
Monday, May 14, 2018, 5:00 p.m.  
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

**BOARD MEMBERS PRESENT:** Beth Norton, Doug Norton, Eric Norton  
**OTHERS PRESENT:** Helenanne Cathey, Jenni Miller

Doug Norton called the meeting to order at 5:00 p.m.

**I. Minutes Approval**

Beth Norton moved to approve the minutes for the April 4, 2018, regular meeting as written. Eric Norton seconded. Motion carried unanimously.

**II. Treasurer’s Report Acceptance**

The bills were reviewed and discussed. Beth Norton moved to accept the Treasurer’s Report and pay the bills as presented. Eric Norton seconded. Motion carried unanimously. Beth Norton moved to pay \$7,640 to Doug Norton for the loans. Eric Norton seconded. Motion carried with Beth Norton and Eric Norton voting aye. Doug Norton abstained. After discussions on the budget, this motion was withdrawn – the money was not budgeted for this fiscal year. \$6,640 was added to the budget for the next fiscal year.

Bank Balance End of Last Meeting:		\$9,089.06
04/14/18 Fee for Online Payment	\$0.84	
04/16/18 Deposit – Water	\$15.53	
04/17/18 Deposit – Water	\$36.60	
04/18/18 Deposit – Water	\$21.55	
05/10/18 Deposit – Assessments	\$2,687.50	
Bank Balance Prior to Current Meeting:		\$11,849.40
<b>Bills Paid At Meeting:</b>		
Ck# 1049 Cathey Consulting	Inv. 4405 – Apr. Adm./Books	\$201.50
AUTO City of Gillette	Inv. 633230 – 4/2-5/1 19,000 gal.	\$96.19
Ck# 1050 C N A Surety	Bond – Board	\$105.00
Total Bills Paid		\$402.69
<b>Bank Balance End of Meeting:</b>		<b>\$11,446.71</b>
<b>Receivables Due:</b> \$1,148.68 (assessments)		
<b>Loans (Payables) Due:</b> \$29,640.00		

**III. Water System Update –**

a. There was discussion on the water system. The usage was reviewed. Doug Norton reported that he talked to Clark Melinkovich with the County. The County will require a permit, but no additional engineering will be required. Doyle Surveying will get some easements prepared. Once those are done, a line will be run to connect to the building. There was discussion on where to run the line and using a gravity feed where possible.

**IV. Unfinished Business**

a. Budget – The budget was reviewed and updated. There was additional discussion on connecting the other three properties to the water system. Doug Norton will work on getting two quotes to submit a County grant application for the work that needs to be done. Doug Norton moved to approve the preliminary budget of \$23,696 for 7/1/18 – 6/30/19. Beth Norton seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record prior to the budget hearing as required by state statutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
ROCK ROAD IMPROVEMENT & SERVICE DISTRICT**

The Rock Road Improvement and Service District will hold a public hearing to review the 7/1/2018 – 6/30/2019 budget followed by the regular District meeting to adopt the 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 July 17, 2018, at 4:30 p.m. Budget summary:

Expenses: Administrative \$3,040 / Indirect \$105 / Operations \$13,911 / Loan Payment \$6,640  
Revenue / Carryover: \$23,696

Assessments will stay at \$1,075 per lot. The complete proposed budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Rock Road ISD meeting minutes for 05/14/18. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**V. New Business**  
a. None

**VI. Next meeting date / time – The next meeting is scheduled for Tuesday, July 17, 2018, AT 4:30 P.M. at the office of Cathey Consulting (address listed below).**

**VII. Adjourn**

Beth Norton moved to adjourn. Eric Norton seconded. The meeting adjourned at 5:20 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				
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 (ESTIMATED)	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
<b>Revenue</b>				
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450
Assessments - Interest	7			
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	3,000
Loan - Norton Construction			29,640	
Water Fees - Base (3 lots X \$6.50 X 12)			195	351
Water Fees - Usage (\$3.01 per 1,000 gal)			500	1,505
Other Fees (Late, Coll., Tap, Donation, etc.)	150	3,300		
Receivables End of Prior FY				0
<b>TOTAL REVENUE</b>	<b>8,096</b>	<b>30,878</b>	<b>43,930</b>	<b>11,306</b>
<b>CASH CARRYOVER</b>	<b>734</b>	<b>4,993</b>	<b>4,993</b>	<b>12,390</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>8,830</b>	<b>35,871</b>	<b>48,923</b>	<b>23,696</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping	1,800	1,800	2,450	2,520
Contract Legal				
Merchant Deposit Fees			10	20
Office / Postage	4	275	300	500
<b>TOTAL ADMINISTRATIVE</b>	<b>1,804</b>	<b>2,075</b>	<b>2,760</b>	<b>3,040</b>
<b>Indirect</b>				
Insurance - Liab., Bonding	210	105	105	105
Insurance - Property				
<b>TOTAL INDIRECT COSTS</b>	<b>210</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>	<b>0</b>	<b>0</b>		<b>6,640</b>
<b>Operations</b>				
Miscellaneous (Cash Carryover)				1,655
Roads - Rock / Blading / Dust Control				
Water System Regional Connection-Engineering	4,092	11,293	11,668	
Water System Connection		18,630	18,630	10,000
Water System Regional Fees - Base 6.50X6X12		468	260	468
Water System Regional Fees - Usage		3,300	500	1,505
Water System Operations				
Water System Repairs				
Payables End of Prior FY				283
<b>TOTAL OPERATIONS COSTS</b>	<b>4,092</b>	<b>33,691</b>	<b>31,058</b>	<b>13,911</b>
<b>TOTAL EXPENDITURES</b>	<b>6,106</b>	<b>35,871</b>	<b>33,923</b>	<b>23,696</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>6,106</b>	<b>35,871</b>	<b>33,923</b>	<b>23,696</b>
Receivables Start of FY	0		1,350	
Payables Balance Start of FY	624		4,243	
	<b>7/1/2016</b>	<b>7/1/2017</b>	<b>7/1/2017</b>	<b>7/1/18 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	<b>734</b>	<b>4,993</b>	<b>4,993</b>	<b>12,390</b>
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>734</b>	<b>4,993</b>	<b>4,993</b>	<b>12,390</b>
Receivables Balance End of FY	1,350		0	
Payables Balance End of FY	4,243		283	
End of Year Bank Balance	4,993		12,390	
Net per year (Revenue minus Expenses)	1,990	-4,993	10,007	-10,735
Net (including cash carryover)	2,724	0	15,000	0

\$1,075 total assessment  
per year per lot

**County Grant**  
**WILL ADDITIONAL LOAN BE NEEDED?**  
3 lots \$6.50 X 12 months +  
3 lots \$6.50 X 6 months  
(500,000 gallons per yr)

210 X 12 (5% increase)

3 houses to connect & 1 meter to move  
\$6.50 per tap plus  
\$3.01 per 1,000 gal/500,000 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.