

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT**  
**REGULAR MEETING MINUTES**  
**Tuesday, May 16, 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, Ryan Ludwar,  
Tom & Jenni Miller

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

**I. Minutes Approval**

Beth Norton moved to approve the minutes for the April 18, 2017, 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 as presented. Doug Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:	\$2,015.40
Bank Balance Prior to Current Meeting:	\$2,015.40
Bills Paid At Meeting:	
Ck# 1021 Cathey Consulting Inv. 3880 – April Adm./Books	\$150.00
Ck# 1022 C N A Surety Bond – Board	\$105.00
Total Bills Paid	\$255.00
<b>Bank Balance End of Meeting:</b>	<b>\$1,760.40</b>
<b>Receivables Due by the end of the Fiscal Year:</b> \$3,225.00 (assessments)	

**III. Unfinished Business**

**a. Water / Regional Connection**

- 1) **County Grant** (April, 2017) – The County approved the grant application for \$5,077 (33% of DOWL bid of \$15,385 for the design of the regional connection from the City's meter to the District's connection). The grant agreement was reviewed and signed.
- 2) **DOWL Agreement for Engineering Services** – \$15,385.00 for regional connection design. Doug Norton reported that he talked to DOWL tonight. By the end of next week they will have the water line designed so they can get a permit and start construction. As soon as it is designed, they will have Doyle draw in the easement for the water line. Doug Norton talked to Levi Jensen at the City. The pipe is already in the ground for the District to connect to.
- 3) **Long's / Construction inside of the Building** – It was approved to spend up to \$5,000 at the April 18, 2017, meeting for construction inside of the building to be completed by Long's. Long's has been working with Consolidated Engineering to design the pump inside of the well house. There will be an alarm system. Easements are done on the first three houses. There was discussion on the installation of the water line and where it will run. The District homeowners will do as much of the work as possible. The County permitting process was discussed. The system will be designed for all six houses even though only three are being connected right now. There was discussion on water pressure.

**Beth Norton moved to move ahead with the permits and construction as needed and authorize the Board to make decisions as needed to keep the project moving as quickly as possible. Doug Norton seconded. Motion carried unanimously.**

- b. Budget** – The budget was reviewed and updated. The following legal ad will run in the Gillette News-Record at least one week prior to the budget hearing.

**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 7/1/2017 – 6/30/2018 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 18, 2017, at 7:00 p.m. Budget summary:

Expenses: Administrative \$2,095 / Indirect \$105 / Operations \$4,332  
Revenue: \$6,532

Assessments will be \$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 05/16/17. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**Beth Norton moved to approve the preliminary budget for \$6,702. Doug Norton seconded. Motion carried unanimously. The budget is attached to these minutes.**

**IV. New Business**

- a. By-Laws – Beth Norton moved to revise the by-laws to comply with the revised state statute for the annual budget hearing date (no later than the third Thursday in July) and election of officers (annually). Doug Norton seconded. Motion carried unanimously.
- b. Beth Norton moved to pay the bills as needed between meetings. Doug Norton seconded. Motion carried unanimously. When bills are received, Helenanne Cathey will e-mail the list of bills to everyone in the District so that people can see what is being paid. Grant reimbursement requests will also be completed as needed.

**V. Next meeting date / time**

The next meeting and budget hearing is scheduled for Tuesday, July 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 7:29 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

Budget - Rock Road ISD - 7/1/17 - 6/30/18				
Budget Hearing July _____, 2017, 7:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual	Budget (Amended	Actual (Estim.)	Budget
	7/1/15 - 6/30/16	4/18/17)	7/1/16 - 6/30/17	7/1/17 - 6/30/18
<b>Revenue</b>				
Assessments (6 X \$600)	3,600	3,600	3,600	3,600
Assessments - Regional Connec. (6 X \$475)		2,850	2,850	2,850
Assessments - Interest				
Additional Revenue for DOWL bill of \$15,385		10,308	10,308	
<b>Additional Revenue for Construction</b>		<b>5,000</b>		
Grants - County		5,216	5,216	
Water Overages				
Other Fees (Late, Coll., Tap, Donation, etc.)			150	
<b>TOTAL REVENUE</b>	<b>3,600</b>	<b>26,974</b>	<b>22,124</b>	<b>6,450</b>
<b>CASH CARRYOVER</b>	<b>1,152</b>	<b>734</b>	<b>734</b>	<b>252</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>4,752</b>	<b>27,708</b>	<b>22,858</b>	<b>6,702</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping	1,800	1,800	1,800	1,800
Contract Legal				
Office / Postage	268	275	10	275
<b>TOTAL ADMINISTRATIVE</b>	<b>2,068</b>	<b>2,075</b>	<b>1,810</b>	<b>2,075</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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operations</b>				
Miscellaneous (Cash Carryover)		1,152		252
Roads - Rock / Blading / Dust Control		439		
Water System Regional Connection	2,919	15,385	15,385	
Water System Connection		5,000	5,000	3,802
Water System Regional Fees - Base 6.50X6X12				468
Water System Regional Fees - Usage				
Water System Operations		981		
Water System Repairs				
<b>TOTAL OPERATIONS COSTS</b>	<b>2,919</b>	<b>22,957</b>	<b>20,385</b>	<b>4,522</b>
<b>TOTAL EXPENDITURES</b>	<b>5,092</b>	<b>25,137</b>	<b>22,300</b>	<b>6,702</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>5,092</b>	<b>25,137</b>	<b>22,300</b>	<b>6,702</b>
Receivables Start of FY	300		718	
Payables Balance Start of FY	(150)		1,024	
	7/1/2015	7/1/2016	7/1/2016	7/1/2017
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	1,152	734	734	252
RESERVES BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>1,152</b>	<b>734</b>	<b>734</b>	<b>252</b>
Receivables Balance End of FY	0			
Payables Balance End of FY	624		252	
End of Year Bank Balance	734			
Net per year (Revenue minus Expenses)	-1,492	2,989	-176	0
Net (including cash carryover)	-340	2,571	558	0

Regional Fees (?)  
 \$1,075 total assessment  
 per year per lot  
 \$2,850 X 2 years = \$5,700

Where will \$10,308 come from?  
 Will there be a need for additional revenue?

150 X 12

What will these costs be?  
 Engineering/Design  
 Construction  
 \$6.50 per tap plus  
 \$3.01 per 1,000 gal

CASH CARRYOVER

**Budget Message:** The District manages the road and will manage the water system when constructed. The District is in the process of designing and building a regional connection to the City of Gillette's Regional Water System and upgrading the existing water lines and remaining water system to work with the regional connection when it is available. No reserves are being set aside at this time.

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Beth Norton (Sec./Treas.) & Nicholas Sharkey (Vice Pres.) terms end Nov., 2017 / Doug Norton (Pres.) term ends Nov., 2019  
 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.