

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Monday, May 2, 2016, 7:30 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

BOARD MEMBERS PRESENT: Doug Norton, Beth Norton, Nicholas Sharkey
OTHERS PRESENT: Helenanne Cathey, Jacklyn Sharkey, Ryan Ludwar, Staci Ludwar,
Mark Hines and Tad Rosenlund (DOWL)

President Doug Norton called the meeting to order at 7:32 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the April 5, 2016, regular meeting as written. Nicholas Sharkey seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

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

Bank Balance End of Last Meeting: \$884.25

Bank Balance Prior to Current Meeting: \$884.25

Bills Paid At Meeting:

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
1013	Cathey Consulting, LLC	Inv. 3365 – April Admin./bks/postage	\$150.49

Bank Balance End of Meeting: \$733.76

Receivables Due by the end of the Fiscal Year: \$0.00

III. Unfinished Business

a. Water / Regional Connection / State Funding

- 1) **City / Timeline for Regional Connection** – Per Levi Jensen on 4/6/16: "I will have grant funding available in the next month or two to begin the design work on the project. I will then apply for grant funding this fall and if our application is successful, will have construction funding next year at about this time. Therefore, under this scenario, water would be available to Rock Road ISD roughly in the summer of 2017."

There was discussion on the project. Mark Hines and Tad Johnson provided a letter (attached) and discussed the regional system. The City is requiring Districts to connect to the regional system through their storage tanks. They do not want Districts hooked up directly to their system. The reason is that the City's line can't meet the instant demand of all of the Districts at once. The storage tanks provide a cushion. The City will still have one main meter on the control building for water going into the system. There are currently two storage tanks in the District that feed homes. DOWL calculates a storage requirement of 8,600 gallons for the District. The current tanks in the system don't total that amount. Some additional storage will need to be added. This will increase the cost of the project.

All Districts will be forced to run the water through storage tanks. In the City, the mains are looped and sized to meet fire flows, which allows for service to all City residents without storage tanks all over town.

There are currently pressure problems. Using the current tanks won't alleviate the pressure problems. Part of the advantage the District residents had anticipated going directly to the regional was to fix these pressure issues.

DOWL advised that the system will need to be permitted through the County.

The main water quality issues in the District have been resolved with replacing anode rods in water heaters. There was discussion on UV disinfection at the source which

would do the same thing as the anode rods. It's a UV lightbulb that is supposed to last about a year. It was suggested that the District check this out. Nicholas Sharkey reported on what he found in his researching the UV system.

DOWL calculates the peak day demand for the District at 10 gpm.

There was discussion on the road and what the City is going to do when their current project is complete. DOWL suggested that Doug Norton talk to Levi Jensen at the City regarding doing some work on the road. The contractor used that road a lot. They anticipate doing some work on the road.

There was discussion on getting quotes on drilling a new well instead of going onto the regional water. There was discussion on continuing with the regional connection, but not building the District's connection to the control building yet. If the District doesn't connect to the regional system now, the concern is that the City may not be willing to do the connection later.

- 2) **DOWL Agreement for Engineering Services** - \$20,100.00 – Approved at January 5, 2016 meeting. Update on project. This was discussed under the first item. The District needs to make some decisions on this. The Board agreed to discuss this further and make some decisions within a couple of months.
- 3) **County Grant Application** – County grant approved on 2/16/16 for \$2,607 (33% of \$7,900) for DOWL engineering design and applications to state.

After DOWL left the meeting, the Board discussed the issue further. The consensus was to get several quotes for drilling a well and to look into the UV disinfection system further. The pumping probably needs to be upgraded to help with pressures.

b. Roads – No update.

c. Budget – The budget was reviewed and updated. The major project was removed from the budget and the \$5,700 for the District's portion of the regional connection from the City's line to the master meeting and control building will be split over two fiscal years. Nicholas Sharkey moved to approve the preliminary budget as discussed. Beth Norton seconded. Motion carried unanimously. The following legal ad will run at least one week prior to the budget hearing on July 11th.

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 7/1/2016 – 6/30/2017 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 4th Street across from Arrow Printing) on July 11, 2016, at 3:00 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 – Rock Road ISD meeting minutes for 05/02/16. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

IV. New Business

a. The Board will meet with members of the District to discuss the issues raised tonight.

V. Next meeting date / time

The next meeting was scheduled for Monday, July 11, 2016, 3:00 p.m. at the office of Cathey Consulting (address listed below). This will be the annual budget hearing and regular meeting.

VI. Adjourn

Doug Norton moved to adjourn the meeting. Beth Norton seconded. The meeting adjourned at 8:41 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,
Helianne Cathey, Assistant to the Board

Doug Norton, President / Date

Nicholas Sharkey, Vice President / Date

Beth Norton, Secretary/Treasurer / Date

Rock Road Improvement and Service District Budget - 7/1/16 - 6/30/17

Rock Road ISD, PO Box 471, Gillette, WY 82717 - Budget Hearing Date: Monday, July 11, 2016, 3:00 p.m.

	Last Year Actual 7/1/14 - 6/30/15	Current Year Budget 7/1/15 - 6/30/16	Current Year Actual 7/1/15 - 6/30/16	Next Fiscal Year 7/1/16 - 6/30/17	
Cash Carryover	0	1,452	1,452	82	
Total Revenue	1,800	4,100	3,600	6,450	
TOTAL CARRYOVER PLUS REVENUE	1,800	5,552	5,052	6,532	
EXPENSES					
Administration	198	1,950	2,084	2,095	
Indirect	0	0	105	105	
Operations	0	2,150	2,499	4,331	
Loan Payment	0	0	0	0	
TOTAL EXPENSES	198	4,100	4,688	6,532	
Approval:					
			Budget Message - The Rock Road Improvement and Service District is working on the regional water connection and water system issues.		
Doug Norton, President					
Nicholas Sharkey, Vice President					
Beth Norton, Secretary/Treasurer					

	Last Year Actual	Current Year Budget	Current Year Actual	Next Fiscal Year	
	7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
Cash Carryover	0.00	1,451.56	1,451.56	81.56	
Revenue					
Assessments (General)	1,800.00	3,600.00	3,600.00	3,600.00	6 lots X \$600
Assessments (Regional connection)				2,850.00	6 lots X \$475
Water Overages					
Late Fees					Annual assessment:
Assessments					1,075.00
REGIONAL WATER PROJECT					
Grant (County - Distr. Sys. - Design)		500.00			
Grant (County - Control Bldg.)					
Grant (County - Distr. Sys. Construction)					0.00
Grants (State)					
Self Pay (those without loans)					
Loan (District / Self Funding)					
TOTAL PROJECT FUNDING				0.00	
Total Revenue	1,800.00	4,100.00	3,600.00	6,450.00	
Total Revenue Plus Cash Carryover	1,800.00	5,551.56	5,051.56	6,531.56	
Expenses					
Administration					
Advertising	48.44	125.00	238.95	250.00	
Bookkeeping / Secretarial	150.00	1,800.00	1,800.00	1,800.00	\$150 per mo.
Office Supplies		25.00	29.74	25.00	
Postage / Mailbox			6.86		
Printing/Copying			8.50		
Miscellaneous				20.39	25% of cash carryover
Total Administration	198.44	1,950.00	2,084.05	2,095.39	
Indirect					
Insurance			105.00	105.00	
Total Indirect	0.00	0.00	105.00	105.00	
Operations					
Roads					
Rock / Blading		2,000.00		500.00	
Total Roads	0.00	2,000.00	0.00	500.00	

Water		150.00		0.00	
REGIONAL WATER SYSTEM:					
District share of control building				2,850.00	\$5,700 spread over 2 years
Distribution Waterline					
Permitting and tap fees					
Engineering (Distr. Lines/System)			2,498.75		
Easements					
20% Contingency					
TOTAL REGIONAL WATER SYSTEM				2,850.00	
Water System Maintenance / Repairs				981.17	
Water System Reserves (Depreciation)					
Total Water	0.00	150.00	2,498.75	3,831.17	
Total Miscellaneous				61.17	75% of Cash Carryover
Total Operations	0.00	2,150.00	2,498.75	4,331.17	
Loan Payment					
Total Expenses	198.44	4,100.00	4,687.80	6,531.56	
Total Reserves Balance Forward				0.00	
Total Rev. + Carryover - Total Exp. - Res.				0.00	S/B Zero
	6/30/2015	6/30/2016	6/30/2017		
Bank Balance	1,451.56	81.56			



5/2/2016

Mr. Doug Norton
President – Rock Road Water District
150 Rock Road
P.O. Box 1143
Gillette, WY 82717

Subject: Rock Road District Regional Water Connection Update

Dear Mr. Norton and Rock Road District Board,

The purpose of this letter is to update the Rock Road District on some important issues affecting the Regional Water Supply. In recent discussions with the City of Gillette regarding connections to local water districts in the Gillette Area, some key water supply and connection constraints have come to our attention.

- Based on the 2010 Regional Study and Report, it was determined that extensions off the Regional Water System to local water districts in the service area would be designed to support a district's Peak Daily Demand for water. The Peak Day Demand is based off the number of lots/taps in the District (9), number of persons per household (2.6 per the most recent Census), average day water usage (179 gallons per person per day) and a peaking factor (3.4). Based on these numbers, Rock Road will be allotted a total daily volume of about 14,400 gallons which equates to about 10 gallons-per-minute on a continuous basis. The Regional System cannot supply peak hourly or peak instantaneous demands, which will be much higher than the 10gpm allotted.
- The City is recommending that the point of connection to all districts be made on the supply side of the system and not directly into the District's distribution system. Therefore the Rock Road District will need to keep its tanks and pump system operational. The City's primary connection will be ahead of the District's existing tanks which will remain as the supply for the District's pump system. A pressure sustaining-type connection may be allowed, but this should only be used on a short term basis; in the event of a District pump system malfunction, low distribution system pressures can result.
- Campbell County requires that the district provide one of the following for their water supply:
 - Supply of at least 10gpm per service – Planning for 9 services, this would mean the District's well would need to be available to supply up to 80gpm after the City supplies the initial 10gpm.
 - Storage of at least two times the average day water demand. DOWL calculated the District's average day demand to be 4,296gallons. Therefore, the District would need an 8,600gallon tank available.
- Given the above, the District will also need to consider whether it makes sense to continue to use the existing well as a water source.



Based on the above, it appears the District may need to update their plans for connecting to the Regional System and consider additional water storage and changes to the pump system. DOWL is prepared to provide assistance on addressing these items as directed by the District. We are happy to address any questions you may have.

Sincerely,
DOWL

A handwritten signature in black ink, appearing to read "Tad Rosenlund".

Tad Rosenlund, P.E.

CC: Mark Hines, P.E.; Levi Jensen, P.E. (City of Gillette Utility Engineer)