

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Tuesday, May 23, 2023, 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: Helennane Cathey

Doug Norton called the meeting to order at 4:18 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the February 28, 2023, regular meeting as written. Doug Norton seconded. Motion carried unanimously.

II. Treasurer’s Report Acceptance

The bills were reviewed. Beth 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:	\$3,438.38
Deposit 02/06/23	\$192.44
Fee for online payment 2/6/23	\$7.64
Deposit 2/22/23	\$35.08
Fee for online payment 2/22/23	\$1.83
Deposit 02/24/23	\$76.49
Adjusted Balance Forward:	\$3,732.92
Deposits 3/1/23-3/31/23	\$1,126.66
Fees for online payments 1/1/23-1/31/23	\$3.09
03/17/23 City of Gillette – Bill 1611488	\$187.14
Water 2/2-3/1/23 46,000 gal.	
Deposits 4/1/23 – 4/30/23	\$104.13
Fees for online payments 4/1/23-4/30/23	\$1.08
04/19/23 City of Gillette – Bill 1628692 -	\$162.42
Water 3/1-4/4/23 38,000 gal.	
Deposit – Assessments 5/9/23	\$537.50
Bank Balance Prior to Meeting:	\$5,147.48
Bills Paid At Meeting:	
Ck# 1105 Cathey Consulting	\$630.00
Inv. 6957 – Feb. Adm./Books/Post.	\$210.00
Inv. 7003 – Mar. Adm./Books/Post.	\$210.00
Inv. 7049 – Apr. Adm./Books/Post.	\$210.00
AUTO City of Gillette – Bill 1645885 – Water 4/4-5/2/23 40,000 gallons	\$168.60
Ck# 1106 C N A Surety Bond on Board	\$105.00
Ck# 1107 Wyo. Assoc. of Special Districts – Membership	\$75.00
Total Bills Paid	\$978.60
Bank Balance After Regular bills:	\$4,168.88
Receivables Balance: \$3,040.46	
Assessments: \$2,687.50	
Water Billing: \$352.96	

III. Water System Update – The water system usage and billing were available for review.

IV. Unfinished Business

a. The proposed budget for 7/1/23 – 6/30/24 was approved at the 2/28/23 meeting. The following legal ad will run on June 27, 2023, in the News-Record.

**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 7/1/2023 – 6/30/2024 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 Tuesday, July 11, 2023, at 4:00 p.m. Budget summary:

Expenses: Administrative \$2,970 / Indirect \$105 / Operations \$12,212 / Loan Payment \$4,630
Revenue / Carryover: \$19,917

No change in assessments (\$1,075 per lot) or monthly fee other than the District base rate may change if the City regional water rate increases. The complete proposed budget is available online at www.catheyconsulting.net – Rock Road ISD meeting minutes for 02/28/23. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

V. New Business

- a. Director election – November 7, 2023 – Doug Norton – 4 year term – The following legal ad will run in the News-Record on July 11, 2023.

**NOTICE OF DIRECTOR ELECTION
ROCK ROAD IMPROVEMENT AND SERVICE DISTRICT**

Public Notice is hereby given that on Tuesday, November 7, 2023, an election shall be held for the purpose of electing one Director to serve a four (4)-year term on the Board of the Rock Road Improvement and Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 7, 2023, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helenanne Cathey (685-8235 or hlcathey@collinscom.net) between August 9, 2023, and August 29, 2023. A qualified elector means a person who is an owner of land within the district, or the person holding record fee title to real property, or a registered voter of the District.

Beth Norton, Secretary / Filing Officer
Rock Road Improvement & Service District

VI. Next meeting: Tuesday, July 11, 2023, 4:00 p.m. – Budget hearing and regular meeting at the office of Cathey Consulting.

Adjourn – Doug Norton moved to adjourn. Beth Norton seconded. The meeting was adjourned at 4:30 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,
Helenanne Cathey, Assistant to the Board

Doug Norton, President / Date

Eric Norton, Vice President / Date

Beth Norton, Secretary/Treasurer / Date