

ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Tuesday, May 7, 2019, 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: Helennane Cathey

BUDGET HEARING – 7/1/18 – 6/30/19 BUDGET

Doug Norton called the budget hearing to order at 5:00 p.m. The amended budget was reviewed for the current fiscal year. There was an opportunity for public comment. Doug Norton adjourned the budget hearing at 5:02 p.m.

REGULAR MEETING

Doug Norton called the meeting to order at 5:02 p.m.

I. Budget

Beth Norton moved to approve the amended budget for the current fiscal year 7/1/18 – 6/30/19. Eric Norton seconded. Motion carried unanimously. The amended budget is attached to these minutes.

II. Minutes Approval

Doug Norton moved to approve the minutes for the March 27, 2019, regular meeting as written. Eric Norton seconded. Motion carried unanimously.

III. Treasurer’s Report Acceptance

The bills were reviewed. Doug 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:			\$5,558.43
03/14/19	Deposit – Water	\$12.52	
03/15/19	Fee for online payment		\$0.74
04/05/19	Deposit – Water	\$18.54	
04/05/19	Fee for online payment		\$0.95
04/06/19	Deposit – Water	\$18.54	
04/11/19	Fee for online payment		\$0.74
04/12/19	Deposit – Water	\$12.52	
04/16/19	City of Gillette – Bill 768806 - Water 3/1-4/1/19 31,000 gal.		\$132.31
Bank Balance Prior to Meeting:			\$5,485.81
Bills Paid At Meeting:			
Ck# 1064	Cathey Consulting	Inv. 4874 – Mar. Adm./Books/Post. \$210.00	\$420.00
		Inv. 4923 – Apr. Adm./Books/Post. \$210.00	
AUTO	City of Gillette	Bill 834750 4/2-5/1/19 Water 25,000 gal.	\$114.25
Ck# 1065	Gillette News-Record	Ad 00351092 – Amended budget hearing ad	\$45.09
Total Bills Paid			\$579.34
Bank Balance After Regular bills:			\$4,906.47
Net Receivables Balance:			\$2,926.51
Loans (Payables) Balance:			\$30,950.00

IV. Water System Update – The water system usage was reviewed.

V. Unfinished Business

a. The budget for 7/1/19 – 6/30/20 was reviewed. Doug Norton moved to approve the preliminary budget as presented. Beth Norton seconded. Motion carried unanimously. The budget is attached

to these minutes. The following legal ad will run in the News-Record at least a 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 7/1/2019 – 6/30/2020 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 9, 2019, at 3:00 p.m. Budget summary:

Expenses: Administrative \$2,905 / Indirect \$105 / Operations \$11,298 / Loan Payment \$4,630
Revenue / Carryover: \$18,938

Assessments will stay at \$1,075 per lot. Water fees will increase to \$5.00 per 1,000 gallons instead of \$3.01 per 1,000 gallons. The complete proposed budget is available online at www.catheyconsulting.net – Rock Road ISD meeting minutes for 05/07/19. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VI. New Business

- a. Director election – November 5, 2019 (Doug Norton, 4 year term) – The following legal ad will run in the News-Record on July 9, 2019:

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

Public Notice is hereby given that on Tuesday, November 5, 2019, 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 5, 2019, 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 7, 2019, and August 27, 2019. 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

- b. Beth Norton moved to designate Helenanne Cathey as the District's public records person. Doug Norton seconded. Motion carried unanimously. A form was signed that will be submitted as required.

VII. Next meeting date / time – The next regular meeting / budget hearing is scheduled for Tuesday, July 9, 2019, at 3:00 p.m. at the office of Cathey Consulting (address listed below).

VIII. Adjourn

Doug Norton moved to adjourn. Beth Norton seconded. The meeting adjourned at 5:23 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

Budget - Rock Road ISD - 7/1/18 - 6/30/19 - AMENDED
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	Budget	AMENDED 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	7/1/18 - 6/30/19
Revenue					
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450	6,450
Assessments - Interest	7		71	1	1
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	4,554	4,554
Loan - Norton			29,640	457	13,950
Water Fees - Base (3 lots X \$6.50 X 12)			195	351	351
Water Fees - Usage (\$3.01 per 1,000 gal)			485	1,505	2,709
Other Fees (Late, Coll., Tap, Donation, etc.)	150	3,300			
Receivables End of Prior FY				98	98
TOTAL REVENUE	8,096	30,878	43,986	13,416	28,113
CASH CARRYOVER	734	4,993	4,993	12,658	12,658
TOTAL REVENUE PLUS CASH CARRYOVER	8,830	35,871	48,979	26,073	40,771
Expenditures					
Administrative					
Contract Admin./Bookkeeping	1,800	1,800	2,450	2,520	2,520
Contract Legal					
Merchant Deposit Fees			9	20	20
Office / Postage	4	275	205	500	500
TOTAL ADMINISTRATIVE	1,804	2,075	2,664	3,040	3,040
Indirect					
Insurance - Liab., Bonding	210	105	105	105	105
Insurance - Property					
TOTAL INDIRECT COSTS	210	105	105	105	105
INTEREST - TOTAL COSTS	0	0	0	0	0
DEBT - PRINCIPAL COSTS	0	0		6,640	12,640
Operations					
Miscellaneous (Cash Carryover)					6,344
Roads - Rock / Blading / Dust Control					
Water System Regional Connection-Engineering	4,092	11,293	11,668		
Water System Connection		18,630	18,630	13,800	13,950
Water System Regional Fees - Base 6.50X6X12		468	299	468	468
Water System Regional Fees - Usage		3,300	479	1,505	2,709
Water System Operations					
Water System Repairs / Maintenance					1,000
Payables End of Prior FY				515	515
TOTAL OPERATIONS COSTS	4,092	33,691	31,076	16,288	24,986
TOTAL EXPENDITURES	6,106	35,871	33,845	26,073	40,771
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	6,106	35,871	33,845	26,073	40,771
Receivables Start of FY	0		1,350		
Payables Balance Start of FY	624		4,243		
	6/30/2016	6/30/2017	6/30/2017	6/30/2018	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	734	4,993	4,993	12,658	
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	734	4,993	4,993	12,658	
Receivables Balance End of FY	1,350		98		
Payables Balance End of FY	4,243		515		
End of Year Bank Balance	4,993		12,658		
Net per year (Revenue minus Expenses)	1,990	-4,993	10,141	-12,657	
Net (including cash carryover)	2,724	0	15,134	1	

\$1,075 total assessment per year per lot

County Grant

3 lots \$6.50 X 12 months +
3 lots \$6.50 X 6 months
(900,000 gallons per yr estimated)

210 X 12 (5% increase)

\$29,640 owed start of year plus \$13,950 borrowed this year minus \$12,640 paid this year \$30,950 owed end of year.

3 houses to connect & 1meter to move \$6.50 per tap plus \$3.01 per 1,000 gal/900,000 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.

Costs	
Doyle	1500
Miller Mechanical	8600
Continental Elec.	2350
Norton Constr.	1350
Total	13800

Budget - Rock Road ISD - 7/1/19 - 6/30/20

Budget Hearing Tuesday, July 9, 2019, 3:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual	Budget - Amended 5/07/19	Actual	Budget	
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20	
Revenue					
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450	\$1,075 total assessment
Assessments - Interest	71	1	71	1	per year per lot
Grants - County	7,145	4,554	4,000		
Loan - Norton	29,640	13,950	13,950		
Water Fees - Base (3 lots X \$6.50 X 12)	195	351	318	468	6 lots \$6.50 X 12 months
Water Fees - Usage (\$5.00 per 1,000 gal)	485	2,709	2,709	5,000	1,000,000 gallons est.
Other Fees (Late, Coll., Tap, Donation, etc.)					1,000,000 gal. at \$5.00 = \$5,000
Receivables End of Prior FY		98		0	
TOTAL REVENUE	43,986	28,113	27,498	11,919	
CASH CARRYOVER	4,993	12,658	12,658	7,019	
TOTAL REVENUE PLUS CASH CARRYOVER	48,979	40,771	40,156	18,938	
Expenditures					
Administrative					
Contract Admin./Bookkeeping (\$210 X 12)	2,450	2,520	2,520	2,520	
Contract Legal					
Merchant Deposit Fees	9	20	28	35	
Office / Postage	205	500	300	350	
TOTAL ADMINSTRATIVE	2,664	3,040	2,848	2,905	
Indirect					
Insurance - Liab., Bonding	105	105	105	105	
Insurance - Property					
TOTAL INDIRECT COSTS	105	105	105	105	
INTEREST - TOTAL COSTS	0	0	0	0	
DEBT - PRINCIPAL COSTS		12,640	12,640	4,630	\$30,950 owed start of year
Operations					
Miscellaneous (Cash Carryover)		6,344		7,019	
Roads - Rock / Blading / Dust Control					
Water System Regional Connection-Engineering	11,668				
Water System Connection	18,630	13,950	13,950		
Water System Regional Fees - Base 6.50X6X12	299	468	468	468	\$6.50 per tap plus
Water System Regional Fees - Usage \$3.01/1,000	479	2,709	2,709	3,311	1,100,000 gallons est.
Water System Operations					
Water System Repairs		1,000		500	
Payables End of Prior FY		515		0	
TOTAL OPERATIONS COSTS	31,076	24,986	17,127	11,298	
TOTAL EXPENDITURES	33,845	40,771	32,720	18,938	
Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0	0	
TOTAL EXP. PLUS NET RESERVES	33,845	40,771	32,720	18,938	
Receivables Start of FY	1,350		98		
Payables Balance Start of FY	4,243		515		
	6/30/2017	6/30/2018	6/30/2018	6/30/2019	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	4,993	12,658	12,658	7,019	CASH CARRYOVER
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	4,993	12,658	12,658	7,019	
Receivables Balance End of FY	98				
Payables Balance End of FY	515				
End of Year Bank Balance	12,658		7,019		
Net per year (Revenue minus Expenses)	10,141	-6,314	-5,222	0	
Net (including cash carryover)	15,134	0	7,436	0	

Budget Message: The District manages the road and water system. The District's water source is the City of Gillette's Regional system. All properties are now connected to the regional system. The District has no reserves.

Board Member Signature _____

Board Member Signature _____

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