

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Tuesday, May 7, 2024, 4:00 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

Doug Norton called the meeting to order at 4:03 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the March 5, 2024, regular meeting as written. Eric Norton seconded. Motion carried unanimously.

II. Treasurer’s Report Acceptance

The bills were reviewed. Eric 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:		\$3,508.09
Water Deposits 3/5-3/31/24	\$227.95	
Assessments Deposit 3/8/24	\$1,075.00	
Fees for Online Payments 3/5-3/31/24	\$0	
03/19/24 City of Gillette – Bill #1817890	\$146.97	
Water 2/5-3/5/24 33,000 gal.		
Water Deposits 4/1-4/30/24:	\$198.07	
Fees for online payments 4/1-4/30/24	\$1.43	
04/16/24 City of Gillette – Bill #1835065	\$156.24	
Water 3/5-4/2/24 36,000 gal.		
Water Deposits 5/1-5/6/24:	\$53.00	
Fees for online payments 5/1-5/6/24	\$2.46	
Bank Balance Prior to Meeting:		\$4,755.01
Bills Paid At Meeting:		
Ck# 1118 Cathey Consulting	Inv. 7533 – Mar. Adm./Books/Post. \$220.00	\$440.00
	Inv. 7576 – Apr. Adm./Books/Post. \$220.00	
AUTO City of Gillette – Bill # 1852385 – water 4/2-5/2/24 / 33,000 gal.		\$146.97
Total Bills Paid		\$586.97
Bank Balance After Regular bills:		\$4,168.04
Receivables Balance: \$3,327.75 / Assessments \$2,150.00 / Water Billing \$1,177.75. There is one account that owes for a couple of months and several that owe just for one month. There is one account, however, that owes for more than a year. Doug Norton has talked to the property owner, and he has said he will get it paid.		

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

IV. Unfinished Business

- a. Board members will complete the Public Officer Training by June 30, 2024.
- b. Budget for 7/1/24 – 6/30/25 – Beth Norton moved to approve the proposed budget and run the following legal ad on June 18, 2024. Eric Norton seconded. Motion carried unanimously. The budget is attached to these minutes.

**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 7/1/2024 – 6/30/2025 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 2, 2024, at 4:00 p.m. Budget summary:

Expenses: Administrative \$3,300 / Indirect \$105 / Operations \$12,583 /
Loan Payment \$4,630
Revenue / Carryover: \$20,618

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 05/07/24. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

V. New Business

- a. A letter and questionnaire were received from the EPA requesting information about the water system in order to evaluate the system. Doug Norton will fill out the paperwork and return it to the EPA.
- b. A letter was received from the County requesting public input on proposed changes to the County Subdivision Regulations and Zoning Regulations. No action will be taken as it doesn't appear to be relevant to the District.

VI. Next meeting: Tuesday, July 2, 2024, 4:00 p.m. Budget Hearing and Regular Meeting at the office of Cathey Consulting.

Adjourn – Beth Norton moved to adjourn. Eric Norton seconded. The meeting was adjourned at 4:15 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 - 7/1/24 - 6/30/25

Budget Hearing: Tuesday, July 2, 2024, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	6,346	7,026	7,339	7,167
Revenue				
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450
Assessments - Interest		1		1
Customer Billing	6,416	6,440	6,700	7,000
Loan / Norton Construction			3,000	
Grants - County				
TOTAL REVENUE	12,866	12,891	16,150	13,451
TOTAL REVENUE PLUS CASH CARRYOVER	19,212	19,917	23,489	20,618
Expenditures				
Capital Expenditures				
Administrative	2,789	2,970	3,200	3,300
Operations	4,536	12,212	8,175	12,583
Indirect	105	105	105	105
Debt Principal	4,630	4,630	4,630	4,630
Interest	0	0	0	0
TOTAL EXPENDITURES	12,060	19,917	16,110	20,618
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	619		792	
Payables Balance Start of FY	644		1,004	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	6,346	7,026	7,339	7,167
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	6,346	7,026	7,339	7,167

Receivables Balance End of FY	792			
Payables Balance End of FY	1,004			
End of Year Bank Balance	7,339		7,167	

Net per year (Revenue minus Expenses)	7,152	0	7,379	0
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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 has no reserves. The District will increase fees if needed to match any fee increases from the City.

Board Member Signature _____

Board Member Signature _____

Directors: Doug Norton (Pres.) term ends Nov., 2027 / Beth Norton (Sec./Treas.) & Eric Norton (Vice Pres.) terms end Nov., 2025
 Regular meetings are at 400 S Gillette Ave., Suite 106, Gillette, generally every other month. The next meeting date is set at each meeting.
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

Operations Expenditures includes Cash Carryover in Budget number.

Rock Road	Feet	Miles
Rock Rd	2940	0.56
Total	2940	0.56