

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Tuesday, November 14, 2017, 8:00 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

BOARD MEMBERS PRESENT: Doug Norton, Eric Norton, Beth Norton
OTHERS PRESENT: Helennane Cathey, Stacie Ludwar, Jenni Miller

Ballots were canvassed. Election results:

Doug Norton – 5 votes
Eric Norton – 4 votes
Beth Norton – 1 vote

Doug Norton and Eric Norton completed the oath.

NOTE: At the meeting, the assumption was that the board would now consist of Doug Norton, Eric Norton and Nicholas Sharkey. After the meeting, it was realized that Doug Norton was not up for re-election. Doug Norton's term will end in 2019. It was actually Beth Norton and Nicholas Sharkey that were up for re-election. Since the write-ins for Doug Norton won't count, Eric Norton and Beth Norton are the two elected to the Board of Directors based on the write-in votes. Beth Norton will continue on the Board. Eric Norton replaces Nicholas Sharkey on the Board of Directors. Officers and the bank signature card will need to be addressed at the January 29, 2018, meeting.

REGULAR MEETING

Doug Norton called the meeting to order at 8:17 p.m.

I. Minutes Approval

Eric Norton moved to approve the minutes for the September 12, 2017, regular meeting as written. Doug Norton seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

Eric 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:			\$1,877.54
09/28/17	Loan – Doug Norton	\$8,640.00	
09/28/17	Ck# 1032 – Consolidated Engineering – Phases 2 and 3 5/15/17 - 6/25/17	\$8,645.00	
10/11/17	Deposit – County Grant	\$6,642.90	
10/11/17	Ck# 1033 – Cathey Consulting – Sept. books	\$201.96	
	Ck# 1034 – City of Gillette – Water bill	\$39.61	
	Ck# 1035 – DOWL – 8/27-9/30/17 engineering	\$752.50	
11/02/17	Deposit – Water Billing	\$9.85	
11/08/17	Deposit – Water Billing	\$12.90	
Bank Balance Prior to Current Meeting:			\$7,544.12
Bills Paid At Meeting:			
Ck# 1036	Cathey Consulting	Inv. 4157 – Oct. Adm./Books	\$219.84
		Inv. 4122 – Election mailing	\$12.00
Ck# 1037	Gillette News-Record	Ad 00333873 – Director Election ad	\$57.75
Ck# 1038	City of Gillette	Inv. 534498 10/2-11/1/17 15,000 gal.	\$51.65
Total Bills Paid			\$329.24

Bank Balance End of Meeting:

\$7,214.88

Receivables Due: \$6,450 (assessments) and \$82.53 (water billing) = \$6,532.53

Helenanne Cathey explained the options in QuickBooks that allow people to pay by check or credit card or ACH. There are some fees. The consensus was to turn on these options and look at convenience fees to keep the options cost neutral to the District. Helenanne Cathey will work on getting this set up, and the District will review how it is working at the next meeting.

The meter reading billing was discussed. The City bills based on rounding down to the nearest thousand. The consensus was to bill based on the nearest thousand (rounding down) – for example a meter reading of 4867 becomes 4000. This will match the City’s billing.

III. Unfinished Business

a. Water / Regional Connection

1) **County Grant** (April, 2017) – The County approved a grant for \$5,077 (33% of DOWL bid of \$15,385 for design of the regional connection).

Pay Req. 1 DOWL Invoice 5322.26874.01-1 for \$4,092.50 / grant req \$1,350.53 6/20/17

Pay Req. 2 DOWL Invoice 5322.26874.01-2 for \$771.25 / grant req. \$254.51 7/18/17

Pay Req. 3 DOWL Invoice 5322.26874.01-3 for \$1,500 / grant req. \$495.00 9/12/17

Pay Req. 4 DOWL Invoice 5322.26874.01-4 for \$752.50 / grant req. \$248.33 11/14/17

The consensus was to complete the final pay request, completion report and close out paperwork to close out the grant. The project is complete. This will be removed from the agenda. The amount unused on the grant that will be turned back to the County is \$2,728.63.

2) **DOWL Agreement for Engineering Services** – \$15,385.00 for regional connection design.

Invoice 5322.26874.01-1 for 4/30-5/27/17 \$4,092.50

Invoice 5322.26874.01-2 for 5/28-7/01/17 \$771.25

Invoice 5322.26874.01-3 for 7/30-8/26/17 \$1,500.00

Invoice 5322.26874.01-4 for 8/27-9/30/17 \$752.50 \$8,268.75 remaining

This project is complete. Not all of the fees were incurred. This will be removed from the agenda.

b. Director Election – November 7, 2017 (Beth Norton, Nick Sharkey – 4 year terms) – Ballots were canvassed prior to the meeting. **SEE NOTE ABOVE AND BELOW!**

IV. New Business

~~**a. Officer Elections**—Eric Norton moved to have Doug Norton as President, Nick Sharkey as Vice President and Eric Norton as Secretary/Treasurer. Doug Norton seconded. Motion carried unanimously.~~

~~**b. Doug Norton moved to take Beth Norton off of the signature card and add Eric Norton to the signature card. Motion carried unanimously.**~~

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V. Next meeting date / time

The next meeting is scheduled for MONDAY, JANUARY 29, 2018, AT 5:30 P.M. at the office of Cathey Consulting (address listed below).

VI. Adjourn

Doug Norton adjourned the meeting at 8:33 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, Director / Date

Beth Norton, Secretary/Treasurer / Date