

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
Monday, November 23, 2020, 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, Stacie Ludwar

Doug Norton called the meeting to order at 4:13 p.m.

**I. Minutes Approval**

Beth Norton moved to approve the minutes for the July 13, 2020, budget hearing and regular meeting as written. Eric Norton seconded. Motion carried unanimously.

**II. Treasurer's Report Acceptance**

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

Bank Balance End of Last Meeting:	\$2,041.88
Fee for online payment 7/13/20	\$6.13
Adjusted Balance Forward:	\$2,035.75
Deposits 7/13/20 – 7/31/20	\$769.50
Fees for online payments 7/13/20 – 7/31/20	\$11.10
Deposits 8/1/20 – 8/31/20	\$514.00
Fees for online payments 8/1/20 – 8/31/20	\$14.54
08/19/20 City of Gillette – Bill 1088180 - Water 7/1-8/3/20 115,000 gal.	\$385.15
Deposits 9/1/20 – 9/30/20	\$577.50
Fees for online payments 9/1/20 – 9/30/20	\$8.93
09/17/20 City of Gillette – Bill 1105105 - Water 8/3-9/1/20 137,000 gal.	\$451.37
Deposits 10/1 – 10/31/20	\$795.50
Fees for online payments 10/1/20 – 10/31/20	\$14.26
10/21/20 City of Gillette – Bill 1120728 - Water 9/1-10/1/20 82,000 gal.	\$285.82
Deposits 11/1 – 11/19/20	\$349.00
Assessments Deposit 11/10/20	\$537.50
Fees for online payments 11/1/20 – 11/19/20	\$8.23
Bank Balance Prior to Meeting:	\$4,399.35
Bills Paid At Meeting:	
Ck# 1082 Cathey Consulting	\$841.10
Inv. 5586 – July Adm./Books/Post. \$211.10	
Inv. 5635 – Aug. Adm./Books/Post. \$210.00	
Inv. 5677 – Sep. Adm./Books/Post. \$210.00	
Inv. 5728 – Oct. Adm./Books/Post. \$210.00	
AUTO City of Gillette	\$234.65
Bill 1139492 – 10/1-11/2 Water 65,000 gal.	
Total Bills Paid	\$1,075.75
<b>Bank Balance After Regular bills:</b>	<b>\$3,323.60</b>
<b>Receivables Balance:</b> \$6,062.50	
<b>Loans (Payables) Balance:</b> \$21,690.00 + \$2,803.29 (see New Business) = \$24,493.29	

**III. Water System Update** – The water system usage and billing were reviewed.

**IV. Unfinished Business**

a. None

**V. New Business**

- a. Annual election of officers – Beth Norton moved to keep the same slate of officers for the year (Doug Norton, President / Eric Norton, Vice President / Beth Norton, Secretary/Treasurer). Eric Norton seconded. Motion carried unanimously.
- b. Doug Norton presented five bills that Norton Construction paid for well repairs. Beth Norton moved to authorize a loan payable to Norton Construction to reimburse for the bills for the well repairs for a total of \$2,803.29. Eric Norton seconded. Motion carried with all voting aye except Doug Norton abstained. The bills were as follows:

Powder River Heating & Air Conditioning	\$898.00
Re-piped domestic water tanks to 2". Moved pump and re-piped	
Continental Electric & Power, Inc.	\$212.50
Troubleshoot, bypass electric valve to observe pressure / terminate new valve	
& helped install 2" PVC to water tanks	
Contractors Supply, Inc.	\$787.89
Solenoid valve	
Miller Mechanical LLC	\$130.00
Replace solenoid valve	
Powder River Heating & Air Conditioning	\$774.90
Install bypass and unions for solenoid valve	
<b>TOTAL</b>	<b>\$2,803.29</b>

**VI. Next meeting: Monday, February 22, 2021, 4:00 p.m. – Regular Meeting at the office of Cathey Consulting.**

**VII. Adjourn**

Eric Norton moved to adjourn the meeting. Beth Norton seconded. The meeting adjourned at 4:24 p.m.

**MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K<sup>2</sup> TECHNOLOGIES BUILDING – USE ENTRANCE ON 4<sup>TH</sup> STREET).**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

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Doug Norton, President / Date

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Eric Norton, Vice President / Date

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Beth Norton, Secretary/Treasurer / Date