

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Thursday, September 1, 2022, 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: Helenanne Cathey

Doug Norton called the meeting to order at 4:08 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the June 30, 2022, budget hearing and 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. Doug Norton seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$945.56
Deposits 6/30/22	\$22.11	
Fees for online payments 6/30/22		\$1.07
Adjusted Balance Forward		\$966.60
Deposits 7/1-7/31/22	\$800.33	
Fees for online payments 7/1-7/31/22		\$13.13
07/20/22 City of Gillette – Bill 1476716		\$434.34
Water 6/1-7/5/22 126,000 gal.		
Deposits 8/1-8/24/22	\$748.61	
Fees for online payments 8/1-8/24/22		\$12.12
08/17/22 City of Gillette – Bill 1492738 -		\$499.23
Water 7/5-8/2/22 147,000 gal.		
Bank Balance Prior to Meeting:		\$1,556.72
Bills Paid At Meeting:		
Ck# 1102 Cathey Consulting	Inv. 6627 – June Adm./Books/Post. \$210.00	\$630.00
	Inv. 6667 – July Adm./Books/Post. \$210.00	
	Inv. 6707 – Aug. Adm./Books/Post. \$210.00	
Total Bills Paid		\$630.00
Bank Balance After Regular bills:		\$926.72
Receivables Balance: \$7,106.47 (Assessments: \$6,450 / Water Billing: \$656.47) – There are a couple of past due accounts. Invoices were re-sent today.		

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

IV. Unfinished Business

a. None

V. New Business

a. Public Records Requests Fees – Beth Norton moved to approve the updated fee schedule for public records requests (Cathey Consulting fee schedule). Doug Norton seconded. Motion carried unanimously.

b. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/22 which will be submitted to the Department of Audit.

VI. Next meeting: Tuesday, November 29, 2022, 4:00 p.m. – Regular Meeting at the office of Cathey Consulting.

Adjourn – Beth Norton moved to adjourn. Doug Norton seconded. The meeting adjourned at 4:16 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