

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Tuesday, September 12, 2017, 8:00 p.m.
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)**

BOARD MEMBERS PRESENT: Doug Norton, Beth Norton
BOARD MEMBERS APPROVED ABSENT: Nicholas Sharkey
OTHERS PRESENT: Helenanne Cathey, Jenni Miller, Eric Norton, Ryan Ludwar, Tom Miller

Doug Norton called the meeting to order at 8:07 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the July 18, 2017, budget hearing and regular meeting as written. Doug Norton seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

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

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|---|--------------------|
| Bank Balance End of Last Meeting: | \$1,124.77 |
| 08/08/17 Ck# 1027 – Gillette News Record – Legal ad for election | -\$57.75 |
| 08/09/17 Deposit – County Grant | \$254.51 |
| Bank Balance Prior to Current Meeting: | \$1,321.53 |
| *09/12/17 Deposit – Norton Construction (Loan) | \$21,000.00 |
| Bills Paid At Meeting: | |
| Ck# 1028 Cathey Consulting Inv. 4012 – July Adm./Books | \$301.47 |
| Inv. 4056 – Aug. Adm./Books | \$150.49 |
| Ck# 1029 City of Gillette Inv. 17091 8/25-9/1 2,000 gallons | \$12.52 |
| Ck# 1030 DOWL Inv. 5322.26874.01-3 – 7/30-8/26 | \$1,500.00 |
| Ck# 1031 Miller Mechanical Inv. 2072 – Regional connection | \$18,630.00 |
| Total Bills Paid | \$20,443.99 |
| Bank Balance End of Meeting: | \$1,877.54 |
| Receivables Due: \$6,450 (assessments) and \$6,642.90 (grants) | |

***Norton Construction (Doug Norton) is loaning the District \$21,000 to cover the cost for the regional connection. The District will pay back the loan with grant reimbursements and as the District can afford to pay it back from assessments.**

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. 2 DOWL Invoice 5322.26874.01-3 for \$1,500 / grant req. \$495.00 9/12/17
 Grant amount remaining: \$2,976.95

- 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 | \$9,021.25 remaining |

- 3) **Construction of line from City pump station to Rock Road tank building, etc.** (Miller Mechanical - \$18,630). Complete – final bill received and to be paid at this meeting.
 - 4) **County Grant (August, 2017)** – The County approved a grant on August 1, 2017, for \$6,148.00 (33% of \$18,630) to help cover costs for the regional connection. The grant paperwork was reviewed and signed. \$6,147.90 reimbursement will be requested. Beth Norton moved to submit the grant paperwork and close out the grant for the Miller Mechanical work. Doug Norton seconded. Motion carried unanimously.
- b. Director Election** – November 7, 2017 (Beth Norton, Nick Sharkey – 4 year terms) – Ballots will be mailed between October 13th and October 23rd. The draft ballot was reviewed. The following legal ad will run in the News-Record on October 24, 2017.

NOTICE OF DIRECTOR ELECTION
ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Rock Road Improvement & Service District for the purpose of electing two directors for four (4) year terms. There are no candidate names on the ballot. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helenanne Cathey at 307-685-8235. An "Elector Affidavit" form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Rock Road Improvement & Service District by mail at P.O. Box 471, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, November 7, 2017, or at Cathey Consulting by 5:00 p.m. on Tuesday, November 7, 2017, to be valid. There will be no polling place.

Beth Norton, Secretary/Treasurer / Filing Officer
Rock Road Improvement & Service District

IV. New Business

- a. **Meter Readings / Billing Structure / Cathey Consulting fee** – The District is connected to the regional water and is now paying for water. The base fee is \$6.50 per tap. The water usage billing rate is \$3.01 per 1,000 gallons. The consensus is to have people read their own meters and text their readings on the first of each month to Helenanne Cathey. Helenanne Cathey will then e-mail a statement to each landowner. Each landowner will need to pay the Rock Road I & S District. The name and address will be on the statements. The billing amount will be the same as the City bills the District (\$3.01 per 1,000 gallons of water). The City bill will need to be paid each month. Helenanne Cathey reported that her monthly rate will increase to \$200 per month to accommodate the additional work required for billing and paying bills monthly. The group was okay with that fee increase.

V. New Business

- a. Doug Norton moved to authorize paying bills between meetings as needed. Beth Norton seconded. Motion carried unanimously.
- b. Doug Norton will call Powder River Energy to find out the cost to install another meter for the electricity being used by the water system to try to split the costs off from the landowner's bill.

VI. Next meeting date / time

The next meeting is scheduled for Tuesday, November 14, 2017, 8:00 p.m. at the office of Cathey Consulting (address listed below).

VII. Adjourn

Beth Norton moved to adjourn the meeting. Doug Norton seconded. The meeting adjourned at 8:27 p.m.

NEXT MEETING: TUESDAY, NOVEMBER 14, 2017, 8:00 P.M. AT THE OFFICE OF CATHEY CONSULTING.

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,
Helianne Cathey, Assistant to the Board

Doug Norton, President / Date

Nicholas Sharkey, Vice President / Date

Beth Norton, Secretary/Treasurer / Date