

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Wednesday, September 12, 2018, 5:00 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, Leah Norton, Aaron Norton, Abigail Norton,

Doug Norton called the meeting to order at 4:30 p.m.

I. Minutes Approval

Beth Norton moved to approve the minutes for the July 17, 2018, budget hearing and regular meeting as written. Eric Norton seconded. Motion carried unanimously.

II. Treasurer's Report Acceptance

The bills were reviewed and discussed. Beth 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:			\$5,538.90
08/07/18	Fee for Online Payment	\$2.00	
08/08/18	Deposit – Water	\$48.64	
08/20/18	City of Gillette – Water	\$267.76	
	Inv. 683855 July water		
08/28/18	Deposit – Water	\$160.01	
09/10/18	Deposit – Water	\$81.75	
09/11/18	Deposit – Water	\$30.58	
Bank Balance Prior to Current Meeting:			\$5,590.12
Bills Paid At Meeting:			
Ck# 1055	Cathey Consulting	Inv. 4532 – July Adm./Books/Post. \$212.00	\$423.50
		Inv. 4572 – Aug. Adm./Books/Post. \$211.50	
AUTO	City of Gillette	Inv. 701921 – 8/1-9/4/18 80,000 gal.	\$279.80
Total Bills Paid			\$703.30
Bank Balance End of Meeting:			\$4,886.82
Receivables Due: \$6,590.86			
Loans (Payables) Due: \$23,000.00			

III. Water System Update –

- a. Tie in for other 3 lots – The easements were prepared by Doyle and were signed by 3 landowners. Helenanne Cathey will call Nick Sharkey to schedule a time for him to sign the last easement. The easements will be returned to Doyle or filed with the County. Doug Norton will check with Doyle to see what needs to be done with the easements.

The County approved a grant for \$4,000 on August 21, 2018, which was 29% of the estimated project cost of \$13,800.00. The line has been installed, and everyone is on the City water system now. There was \$150 additional cost for the electrical work. Doug and Beth Norton share a meter with Eric and Leah Norton. They are sent one invoice which they split between the two of them, but the District bills one account.

The following invoices were reviewed for the project:

Doyle Surveying Invoice 18-145 - easement	\$ 1,500
Miller Mechanical Invoice 2157 – Installed water main	\$ 8,600
Michael's Construction, Inc. Inv. #87-2018 Water Line hooked up	\$ 1,350
Continental Electric & Power Inv. 6884 – Water line electrical	\$ 2,500
Total:	\$13,950

The District doesn't have the funds to pay all of these bills right now but can borrow from Norton Construction. Eric Norton moved to authorize borrowing \$13,950 from Norton Construction to be

paid back when possible. Beth Norton seconded. Motion carried unanimously. Beth Norton moved to pay all of the bills for the project after the loan money is received and to submit all of the grant paperwork to the County. Eric Norton seconded. Motion carried unanimously. The updated financial report is as follows:

09/13/18	Deposit – Norton Construction	\$13,950.00	
Additional bills paid at meeting:			
Ck# 1056	Doyle Surveying Invoice 18-145 - easement		\$ 1,500
Ck# 1057	Miller Mechanical Invoice 2157 – Installed water main		\$ 8,600
Ck# 1058	Michael’s Construction, Inc. Inv. #87-2018 Water Line hooked up		\$ 1,350
Ck# 1059	Continental Electric & Power Inv. 6884 – Water line electrical		\$ 2,500
Total:			\$13,950
Bank Balance End of Meeting:			\$4,886.82
(No change from what was listed above)			

IV. Unfinished Business

a. None

V. New Business

a. The Board signed the Local Government Annual Report Summary to submit to the State of Wyoming Department of Audit along with the Proof of Cash completed by Helenanne Cathey. This will complete the state’s annual reporting requirements.

VI. Next meeting date / time – The next meeting is scheduled for Wednesday, November 28, 2018, at 4:30 p.m. at the office of Cathey Consulting (address listed below).

VII. Adjourn

Doug Norton moved to adjourn. Beth Norton seconded. The meeting adjourned at 5:06 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