

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT  
REGULAR MEETING  
MINUTES  
Monday, September 27, 2021, 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

Doug Norton called the meeting to order at 4:00 p.m.

**I. Minutes Approval**

Beth Norton moved to approve the minutes for the July 12, 2021, budget hearing and regular meeting as written. Eric Norton seconded. Motion carried unanimously.

**II. Treasurer’s Report Acceptance**

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

Bank Balance End of Last Meeting:		\$4,446.84
07/09/21 Deposit – Merchant Services	\$151.50	
07/09/21 Fees for online payment 7/9/21	\$5.60	
Adjusted Balance Forward:		\$4,592.74
Deposits 7/13/21-7/31/21	\$839.50	
Fees for online payments 7/13-7/31/21		\$8.53
Deposits 8/1/21 – 8/31/21	\$872.50	
Fees for online payments 8/1-8/31/21		\$20.96
08/04/21 Ck# 1090 – Gillette News-Record – Director election ad		\$76.13
08/18/21 City of Gillette – Bill 1290255 -	\$601.87	
Water 6/30-8/1/21 187,000 gal.		
Deposits 9/1/21 – 9/23/21	\$682.50	
Fees for online payments 9/1/21 – 9/23/21	\$12.26	
Bank Balance Prior to Meeting:		\$6,267.49
Bills Paid At Meeting:		
Ck# 1091 Cathey Consulting	Inv. 6135 – July Adm./Books/Post. \$211.65	\$422.20
	Inv. 6181 – Aug. Adm./Books/Post. \$210.55	
AUTO City of Gillette	Bill 1307215 – 8/1-9/1 Water 137,000 gal.	\$451.37
Ck# 1092 Norton Construction	Annual Budgeted Loan Payment	\$4,630.00
Total Bills Paid		\$5,503.57
<b>Bank Balance After Regular bills:</b>		<b>\$763.92</b>
<b>Receivables Balance:</b>	\$6,718.00 (Assessments \$6,450 and Water Billing \$268)	

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

**IV. Unfinished Business**

- a. Director Election (Nov. 2, 2021 – Beth and Eric) – The draft ballot was reviewed and approved. Ballots will be mailed between October 8<sup>th</sup> and 18<sup>th</sup>, and the following legal ad will run in the News-Record on October 19, 2021:

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. Candidates include Eric Norton and Beth Norton. 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 2, 2021, or at Cathey Consulting by 5:00 p.m. on Tuesday, November 2, 2021, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 2, 2021, between 9:00 a.m. and 2:00 p.m.

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

Ballots will be canvassed (counted) at the start of the next meeting by Helenanne Cathey, Doug Norton, and one other member of the District.

**V. New Business**

- a. The Board signed the Local Government Annual Report Summary for fiscal year ending 6/30/21 which will be submitted to the Wyoming Department of Audit as required.

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

**Adjourn** – Doug Norton adjourned the meeting at 4:12 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