

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING & REGULAR MEETING
MINUTES**

**Tuesday, July 2, 2024, 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

BUDGET HEARING

Doug Norton called the budget hearing to order at 4:02 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Doug Norton adjourned the budget hearing at 4:10 p.m.

REGULAR MEETING

Doug Norton called the regular meeting to order at 4:10 p.m.

- I. Budget Adoption** –Doug Norton moved to adopt the budget for 7/1/24 – 6/30/25 for \$20,618 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Beth Norton seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes Approval** – Beth Norton moved to approve the minutes for the May 7, 2024, regular meeting as written. Eric Norton seconded. Motion carried unanimously.
- III. 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:		\$4,168.04
Fees for online payments 5/7/24:	\$3.47	
Water Deposits 5/7/24	\$73.48	
Adjusted Balance Forward:		\$4,238.05
Water Deposits 5/8-5/31/24	\$98.77	
Fees for Online Payments 5/8-5/31/24	\$0	
06/18/24 City of Gillette – Bill #1869440	\$282.93	
Water 5/2-6/4/24 77,000 gal.		
Water Deposits 6/1-6/30/24:	\$375.65	
Assessments Deposit 6/10/24:	\$2,150.00	
Fees for online payments 6/1-6/30/24	\$2.68	
Water Deposits 7/1-7/2/24:	\$0	
Fees for online payments 7/1-7/2/24	\$0	
Bank Balance Prior to Meeting:		\$6,576.86
Bills Paid At Meeting:		
Ck# 1119 Cathey Consulting	Inv. 7617 – May Adm./Books/Post. \$220.00	\$440.00
	Inv. 7658 – June Adm./Books/Post. \$220.00	
Ck# 1120 C N A Surety	Bond 71684299 – 7/7/24-7/7/25	\$105.00
Ck# 1121 Ryan & Stacie Ludwar	\$150 per lot for the fiscal year 7/1/24-6/30/25	\$750.00
Ck# 1122 Gillette News-Record	Inv. 24594 – Budget hearing legal ad	\$111.80
Ck# 1123 Norton Construction	Annual loan payment	\$4,630.00
Total Bills Paid		\$6,036.80
Bank Balance After Regular bills:		\$540.06

Receivables Balance: \$1,039.75 / Assessments \$0 / Water Billing \$1,177.75. There is one account that owes for more than a year. There was discussion on disconnecting the individual from the water system. Some construction / modification will be required.

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

V. Unfinished Business

- i. Doug Norton completed the paperwork for the EPA after the last meeting, and it was returned to the EPA.

VI. New Business

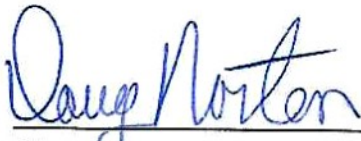
- i. Eric Norton moved to designate First National Bank as the official depository for 7/1/24 – 6/30/25. Beth Norton seconded. Motion carried unanimously.
- ii. Two Board members reviewed and signed the annual Public Records Notice that will be sent to the County stating that the District's records are stored at the office of Cathey Consulting.
- iii. Minutes will now be sent to the e-mail list and posted online after Board members have approved the minutes and signed them.

Next meeting: Tuesday, October 22, 2024, 4:00 p.m. Regular Meeting at the office of Cathey Consulting.

Adjourn – Doug Norton moved to adjourn. Beth Norton seconded. The meeting was adjourned at 4:17 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




Signature

DOUGLAS NORTON

Printed Name

22 OCT 2024

Date



Signature

ERIC NORTON

Printed Name

10/22/24

Date

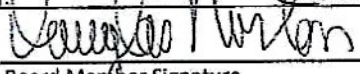
Doug Norton, President / Eric Norton, Vice President / Beth Norton, Secretary/Treasurer

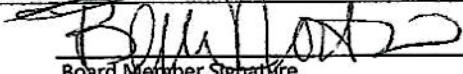
Budget - Rock Road ISD - 7/1/24 - 6/30/25

Budget Hearing: Tuesday, July 2, 2024, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	6,346	7,026	7,339	7,167
Revenue				
Assessments (6 X \$1,075)	6,450	6,450	6,450	6,450
Assessments - Interest		1		1
Customer Billing	6,416	6,440	6,700	7,000
Loan / Norton Construction			3,000	
Grants - County				
TOTAL REVENUE	12,866	12,891	16,150	13,451
TOTAL REVENUE PLUS CASH CARRYOVER	19,212	19,917	23,489	20,618
Expenditures				
Capital Expenditures				
Administrative	2,789	2,970	3,200	3,300
Operations	4,536	12,212	8,175	12,583
Indirect	105	105	105	105
Debt Principal	4,630	4,630	4,630	4,630
Interest	0	0	0	0
TOTAL EXPENDITURES	12,060	19,917	16,110	20,618
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	619		792	
Payables Balance Start of FY	644		1,004	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	6,346	7,026	7,339	7,167
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	6,346	7,026	7,339	7,167
Receivables Balance End of FY	792			
Payables Balance End of FY	1,004			
End of Year Bank Balance	7,339		7,167	
Net per year (Revenue minus Expenses)	7,152	0	7,379	0

Budget Message: The District manages the road and water system. The District's water source is the City of Gillette's Regional system. The District has no reserves. The District will increase fees if needed to match any fee increases from the City.


 Board Member Signature


 Board Member Signature

Directors: Doug Norton (Pres.) term ends Nov., 2027 / Beth Norton (Sec./Treas.) & Eric Norton (Vice Pres.) terms end Nov., 2025
 Regular meetings are at 400 S Gillette Ave., Suite 106, Gillette, generally every other month. The next meeting date is set at each meeting.
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

Operations Expenditures includes Cash Carryover in Budget number.

Rock Road	Feet	Miles
Rock Rd	2940	0.56
Total	2940	0.56