

**ROCK ROAD IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
Wednesday, March 19, 2025, 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: Helennane Cathey

Doug Norton called the meeting to order at 4:01 p.m.

- I. Minutes Approval** – Eric Norton moved to approve the minutes for the January 7, 2025, regular meeting as written. Beth 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: | | \$4,101.31 |
| Water Deposits 1/1-1/31/25 | \$192.14 | |
| Fees for online payments 1/1-1/31/25 | | \$3.83 |
| Bounced Check 1/28/25 | | \$37.35 |
| Water Deposits 2/1-2/28/25 | \$230.27 | |
| Fees for online payments 2/1-2/28/25 | | \$3.41 |
| 02/19/25 City of Gillette – Bill #2008510 | | \$143.88 |
| Water 1/2-2/4 32,000 gal. | | |
| Water Deposits 3/1-3/17/25 | \$25.73 | |
| Fees for online payments 3/1-3/17/25 | | \$1.20 |
| Bank Balance Prior to Meeting: | | \$4,359.78 |
| Bills Paid At Meeting: | | |
| Ck# 1126 Cathey Consulting | Inv. 7968 – Jan. Adm./Books/Post. \$220.00 | \$440.00 |
| | Inv. 8012 – Feb. Adm./Books/Post. \$220.00 | |
| AUTO City of Gillette | Bill 2025744 Water 2/4-3/4/25 33,000 gallons | \$146.97 |
| Total Bills Paid | | \$586.97 |
| Bank Balance After Regular bills: | | \$3,772.81 |
| Receivables Balance: \$4,924.48 / Assessments \$3,225.00 / Water Billing \$1,699.48. | | |
| A lien has been filed on 100 Rock Road which is more than a year past due. Three customers owe for one month. | | |

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

IV. Unfinished Business

- i. None

V. New Business

- i. Budget for 7/1/25 – 6/30/26 – The budget hearing and regular meeting to adopt the budget will be held on Wednesday, June 18, 2025, 4:00 p.m. The loan balance will be paid off in the next fiscal year. Eric Norton moved to approve the proposed budget. Beth Norton seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on June 3, 2025:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
ROCK ROAD IMPROVEMENT & SERVICE DISTRICT**

The Rock Road Improvement and Service District will hold a public hearing to review the 7/1/2025 – 6/30/2026 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette,

Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Wednesday, June 18, 2025, 4:00 p.m.

Expenses: Administrative \$3,630 / Indirect \$105 / Operations \$13,985 /
Loan Payment \$6,170
Revenue / Carryover: \$23,890

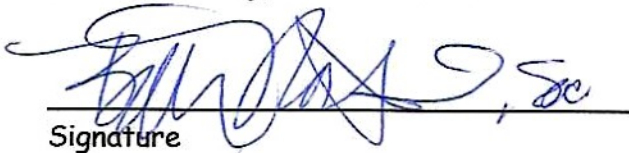
No change in assessments (\$1,075 per lot) or monthly fee other than the District base rate may change if the City regional water rate increases. The complete proposed budget is available online at www.catheyconsulting.net – Rock Road ISD meeting minutes for 03/19/25. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

Next meeting: Wednesday, June 18, 2025, 4:00 p.m. Budget Hearing and Regular Meeting at the office of Cathey Consulting.

Adjourn – Beth Norton moved to adjourn. Eric Norton seconded. The meeting was adjourned at 4:10 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

BETH NORTON, Sec.
Printed Name

6/18/25
Date


Signature

ERIC NORTON
Printed Name

6/18/25
Date

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

Budget - Rock Road ISD - 7/1/25 - 6/30/26

Budget Hearing: Wednesday, June 18, 2025 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

| | Actual (F32) 7/1/23 - 6/30/24 | Budget 7/1/24 - 6/30/25 | Actual (EST) 7/1/24 - 6/30/25 | Budget 7/1/25 - 6/30/26 |
|--|----------------------------------|----------------------------|----------------------------------|----------------------------|
| CASH CARRYOVER | 7,339 | 7,167 | 6,576 | 7,939 |
| Revenue | | | | |
| Assessments (6 X \$1,075) | 6,450 | 6,450 | 6,450 | 6,450 |
| Assessments - Interest | | 1 | | 1 |
| Customer Billing | 6,080 | 7,000 | 7,803 | 7,000 |
| Loan / Norton Construction | 3,000 | | | |
| Grants - County | | | | 2,500 |
| TOTAL REVENUE | 15,530 | 13,451 | 14,253 | 15,951 |
| TOTAL REVENUE PLUS CASH CARRYOVER | 22,869 | 20,618 | 20,829 | 23,890 |
| Expenditures | | | | |
| Capital Expenditures | | | | |
| Administrative | 3,058 | 3,300 | 2,755 | 3,630 |
| Operations | 7,627 | 12,583 | 6,061 | 13,985 |
| Indirect | 105 | 105 | 105 | 105 |
| Debt Principal | 4,630 | 4,630 | 4,630 | 6,170 |
| Interest | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 15,420 | 20,618 | 13,551 | 23,890 |
| Reserves-Amount to be Added | | | | |
| Reserves-Amount to be spent | | | | |
| Ending Reserves balance | | | | |
| Receivables Start of FY | 792 | | 1,820 | |
| Payables Balance Start of FY | 1,004 | | 1,159 | |
| | 6/30/2023 | 6/30/24 (EST) | 6/30/2024 | 6/30/25 (EST) |
| BEGINNING OF FISCAL YEAR BALANCES | | | | |
| GENERAL FUNDS | 7,339 | 7,167 | 6,576 | 7,939 |
| RESERVES BALANCES | | | | |
| TOTAL FUNDS BEGINNING OF YEAR | 7,339 | 7,167 | 6,576 | 7,939 |
| Receivables Balance End of FY | 1,820 | | | |
| Payables Balance End of FY | 1,159 | | | |
| End of Year Bank Balance | 6,576 | | 7,939 | |
| Net per year (Revenue minus Expenses) | 7,449 | 0 | 7,278 | 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 Ave, Suite 106, Gillette.

Operations Expenditures includes Cash Carryover in Budget number.

| Rock Road | Feet | Miles |
|--------------|------|-------|
| Rock Rd | 2940 | 0.56 |
| Total | 2940 | 0.56 |