

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

Wednesday, June 18, 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: Helenanne Cathey, Leah Norton

BUDGET HEARING

Doug Norton called the budget hearing to order at 4:09 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 meeting to order at 4:10 p.m.

- I. Budget** – Eric Norton moved to adopt the budget for 7/1/25 – 6/30/25 for \$23,890 and adopt the resolution to assess and submit assessments to the County. Beth Norton seconded. Motion carried unanimously.
- II. Minutes Approval** – Beth Norton moved to approve the minutes for the March 19, 2025, regular meeting as written. Eric Norton seconded. Motion carried unanimously.
- III. Treasurer’s Report Acceptance** – The bills were reviewed. 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:		\$3,772.81
Water Deposits 3/21-3/31/25	\$45.43	
Fees for online payments 3/1-3/31/25		\$2.19
Water Deposits 4/1-4/30/25	\$288.07	
Deposit – Assessments 4/10/25	\$537.50	
Fees for online payments 4/1-4/30/25		\$1.92
04/16/25 City of Gillette – Bill #2043107		\$134.61
Water 3/4-4/2/25 29,000 gal.		
Water Deposits 5/1-5/31/25	\$173.27	
Fees for online payments 5/1-5/17/25		\$2.27
05/19/25 City of Gillette – Bill #2060489		
Water 4/2-5/5/25 32,000 gal.		\$143.88
Water Deposits 6/1-6/17/25	\$105.82	
Deposit – Assessments 6/10/25	\$2,687.50	
Fees for online payments 6/1-6/16/25		\$2.35
Bank Balance Prior to Meeting:		\$7,323.18
Bills Paid At Meeting:		
Ck# 1127 Cathey Consulting	Inv. 8055 – Mar. Adm./Books/Post. \$220.00	\$660.00
	Inv. 8102 – Apr. Adm./Books/Post. \$220.00	
	Inv. 8149 – May Adm./Books/Post. \$220.00	
AUTO City of Gillette	Bill 2077833 Water 5/5-6/3/25 31,000 gallons	\$140.79
Ck# 1128 C N A Surety	Bond / Board 7/7/25-7/7/26	\$105.00
Ck# 1129 Gillette News-Record	Inv. 39531 – Budget hearing legal ad	\$106.60
Total Bills Paid		\$1,012.39
Bank Balance After Regular bills:		\$6,310.79

Receivables Balance: \$1,628.19 / Assessments \$0 / Water Billing \$1,628.19
A lien has been filed on 100 Rock Road which is more than a year past due. Three customers owe for one month.

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

V. Unfinished Business

- i. A lien release will be filed when the past due balance has been received for 100 Rock Road.

VI. New Business

- i. Beth Norton moved to designate First National Bank as the official depository for 7/1/25 – 6/30/26. Eric Norton seconded. Motion carried unanimously.
- ii. Board members signed the Public Records Notice that will be submitted to the County stating that the District's records are stored at the office of Cathey Consulting.
- iii. Director Election November 4, 2025 (B. Norton and E. Norton) – The following legal ad will run in the Gillette News-Record on July 8, 2025:

**NOTICE OF DIRECTOR ELECTION
ROCK ROAD IMPROVEMENT AND SERVICE DISTRICT**

Public Notice is hereby given that on Tuesday, November 4, 2025, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the Rock Road Improvement and Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 4, 2025, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helenanne Cathey (685-8235 or hlcathey@collinscom.net) between August 6, 2025, and August 26, 2025. A qualified elector means a person who is an owner of land within the district, or the person holding record fee title to real property, or a registered voter of the District.

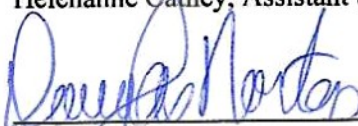
Beth Norton, Secretary / Filing Officer
Rock Road Improvement & Service District

Next meeting: Wednesday, September 17, 2025, 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 4:18 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

17 Sept 2025

Date



Signature

Beth Norton

Printed Name

Sept 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 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