

**Rafter D Improvement & Service District  
Regular Meeting Minutes  
Tuesday, April 12, 2016, 5:30 p.m.  
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Wade Howie, Charity Knopp, Delight Harris  
OTHERS PRESENT: Helenanne Cathey

Wade Howie called the meeting to order at 5:33 p.m.

- I. Minutes** – The minutes for the last regular meeting on February 16, 2016, special meeting on February 24, 2016, and special meeting on March 14, 2016, were reviewed. The minutes were e-mailed and mailed after the meetings and posted online. Wade Howie moved to approve the minutes as written. Charity Knopp seconded. Motion carried unanimously.
- II. Treasurer’s Report** – The Treasurer’s Report and financial information were reviewed. Charity Knopp moved to accept the Treasurer’s Report and pay bills as presented. Delight Harris seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:		\$12,470.56
03/02/16      Deposit	\$170.00	
03/09/16      Deposit	\$306.14	
Bills Paid in March:		
<u>CHK # VENDOR</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
AUTO Powder River Energy	Acct 3230726 1/10/16-2/9/16	\$109.42
	Acct 3284226 1/10/16-2/8/16	\$58.95
1151 Cathey Consulting, LLC	Inv. 3284 – Feb. Admin./Books/Compl/Postage	\$367.84
1152 Water Guy, LLC	Inv. 2016-191 – Feb. Water Operator	\$484.50
1153 Charity Knopp	Reimburse for US Mailboxes (lockboxes)	\$1,269.00
TOTAL BILLS PAID:		\$2,289.71
03/10/16      Deposit	\$680.00	
03/17/16      Deposit	\$170.00	
03/29/16      Deposit	\$85.00	
04/11/16      Deposit-Assessments	\$150.00	
04/12/16      Deposit	\$1,200.00	
Bank Balance Prior to Meeting:		\$12,941.99
Bills Paid at Meeting:		
<u>CHK # VENDOR</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
AUTO Powder River Energy	Acct 3230726 2/9/16-3/9/16	\$104.96
	Acct 3284226 2/8/16-3/9/16	\$70.26
1154 Cathey Consulting, LLC	Inv. 3320 – Mar. Admin./Books/Compl/Postage	\$368.33
	Inv. 3329 – certified letter	\$6.74
1155 Water Guy, LLC	Inv. 2016-315 – March Water Operator	\$484.50
TOTAL BILLS PAID:		\$1,034.79
Bank Balance End of Meeting:		\$11,907.20

Receivables balances were reviewed.

**III.** The water system information was reviewed (see table below).

Month	Water Usage (Main Meter)	Average Daily Usage	Water Usage (Distr. Meter)		Average Usage Per Month Per Customer (16 Customers)	Meter Readings Total Gallons	Meter Readings Rounded Total	# / \$ Billed	Difference from Main Meter
March, 2016	189,520	4,058			11,845				
February, 2016	146,090	4,058			9,130				

January, 2016	134,530	5,174			8,408	225,850-3mo	229,000	0	356,580-3 mo
December, 2015	273,790	7,823			17,111				
November, 2015	174,110	6,218			10,881				
October, 2015	294,520	9,817			18,407	117,530	113,000	0 / \$0	176,990
September, 2015	435,900	14,530			27,243	267,160	268,000	0 / \$0	168,740
August, 2015	475,520	15,850			29,270	330,410	333,000	0 / \$0	145,110
July, 2015	459,750	15,325			28,734	303,400	302,000	0 / \$0	156,350
June, 2015	279,840	9,328			17,490	89,130	89,000	0 / \$0	190,710
May, 2015	222,700	7,170			13,918	72,420	71,000	0 / \$0	149,850
April, 2015	322,700	9,220			20,168	88,560	82,000	0 / \$0	134,140
March, 2015	304,270	8,452			19,016				
February, 2015	223,060	7,195			13,941				
January, 2015	207,150	7,672			12,946				
December, 2014	210,390	7,514			13,149				
November, 2014	212,100	7,575			13,256				
October, 2014	290,380	8,799			18,148				
Sept. (Corrected)	329,050	10,968			20,565				
September, 2014	<del>1,288,880</del>	<del>42,962</del>			<del>80,555</del>				
August, 2014	566,560	18,885			35,410				
July, 2014	406,930	14,533			25,433				
June, 2014	241,200	7,781			15,075				
May, 2014	224,740	8,026			14,046				
April, 2014	203,240	6,775			12,702				
March, 2014	285,350	9,205			17,834				
February, 2014	175,440	6,266			10,965				
January, 2014	229,600	7,406			14,350				
December, 2013	216,600	6,987			13,537				
November, 2013	261,670	8,722			16,354				
October, 2013	285,570	9,211			17,848				
September, 2013	402,660	13,422			25,166				
August, 2013	798,980	25,774			49,936				
July, 2013	564,170	18,199			35,260				
June, 2013	457,910	15,264			28,619				
May, 2013	296,120	9,552			18,507				
April, 2013									
March, 2013	141,710	4,571			8,856				
February, 2013									
January, 2013	138,640	4,472			8,665				
December, 2012	190,950	6,159			11,934				
November, 2012	125,740	4,191			7,858				
October, 2012	229,030	7,388			14,314				
September, 2012	526,820	17,560			32,926				
August, 2012	626,270	20,202			39,141				
July, 2012	915,150	29,520			57,196				
June, 2012	446,370	14,879			27,898				

#### IV. Unfinished Business

- a. Water Usage / Leaks – The distribution meter has been installed but no bill has been received yet. There was discussion on calling the state to report that the District thinks that someone is connected to the water District’s system and is using water without paying for it, in other words stealing water from the District. Charity Knopp will call Duaine Faucett regarding this issue.
- b. Conservation District / Donkey Creek (Frank & Sue Latta) – No update.
- c. Frank Latta provided a bill for an attorney for completing the paperwork to have the recreation area deeded over to the District from Doud (Lubnau Law Office, PC for \$134.25). There was discussion on whether the District should pay the bill or not. The consensus was to wait. When the final paperwork is provided or at least a draft, the District will consider bills for payment.
- d. Mailboxes – The mailboxes are in and ready to be installed. The City will be installing them.
- e. Budget – The budget for 7/1/16 – 6/30/17 was reviewed. Delight Harris moved to approve the preliminary budget as discussed. Wade Howie seconded. Motion carried unanimously. The preliminary budget is attached to these minutes.

**V. New Business**

- a. A letter was received from Tegeler & Associates regarding insurance for water districts. It will be filed.
- b. The Local Government Liability Pool renewal application was completed and signed and will be submitted to renew the insurance for the next fiscal year.

Wade Howie adjourned the meeting at 6:06 p.m.

**Next Regular Meeting: Monday, June 27, 2016, 5:30 p.m. (Budget Hearing / Regular Meeting)**

**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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Wade Howie, President (299-3763) / Date

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Delight Harris, Treasurer (689-4122) / Date

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Charity Knopp, Secretary (682-4837) / Date

## Rafter D Improvement and Service District Budget - 7/1/16 - 6/30/17

Budget Hearing: Monday, June 27, 2016, 5:30 p.m. at the office of Cathey Consulting, 400 S Gillette Ave/PO Box 432, Gillette, WY 82717

						Actual 7/1/14 - 6/30/15	Budget 7/1/15 - 6/30/16	Actual 7/1/15 - 6/30/16	Budget 7/1/16 - 6/30/17	NOTES
<b>Cash Carryover</b>						\$10,355.45	\$10,355.45	\$10,355.45	\$11,907.20	
<b>Revenue</b>						\$49,869.04	\$22,844.00	\$21,356.58	\$22,844.00	
<b>TOTAL</b>						<b>\$60,224.49</b>	<b>\$33,199.45</b>	<b>\$31,712.03</b>	<b>\$34,751.20</b>	
<b>Expenses</b>										
<b>Administrative</b>						\$4,176.51	\$4,750.00	\$4,597.00	\$4,795.00	
<b>Indirect</b>						\$500.00	\$500.00	\$500.00	\$500.00	
<b>Operations</b>						\$12,431.44	\$17,594.00	\$13,069.52	\$17,549.00	
<b>Major Repairs / Capital / Reserves</b>						\$28,800.80	\$4,800.00	\$0.00	\$0.00	
<b>Miscellaneous</b>						\$0.00	\$10,355.45	\$0.00	\$11,907.20	
<b>TOTAL</b>						<b>\$45,908.75</b>	<b>\$37,999.45</b>	<b>\$18,166.52</b>	<b>\$34,751.20</b>	
						<b>BUDGET MESSAGE:</b>				
<b>APPROVALS:</b>						The Rafter D Improvement and Service District will continue with a \$300 per year assessment for the 16 lots on the water system. The regular monthly billing will continue at \$85 per month. The members of the District who are not on the water system are not assessed nor are they billed a monthly fee. The fees are all for the water system at this time.				
Wade Howie, President										
Charity Knopp, Secretary										



				Actual 7/1/14 - 6/30/15	Budget 7/1/15 - 6/30/16	Actual 7/1/15 - 6/30/16	Budget 7/1/16 - 6/30/17	NOTES
			<b>Operations</b>					
			Mailboxes			1,269.00		
			Recreation Area / Pond				300.00	
			Roads					
			Major Repairs / Capital / Reserves		4,800.00		4,800.00	\$300 X 16 lots (Assessments)
			Water System Expenses					
			Call Outs			209.93	226.00	
			Chemicals	974.00	1,200.00	1,100.00	1,100.00	
			Consumer Confidence Report	60.00	60.00		60.00	
			Improvements to Water System	112.00				
			Locates	62.00				
			Meter Reading	62.00	744.00		744.00	62 X 12 months
			Repairs to Water System	169.13	726.00	1,701.59	1,000.00	
			Testing	2,210.00	1,050.00	175.00	605.00	
			Utilities	2,844.31	2,900.00	2,800.00	2,900.00	
			Water Operator	5,814.00	5,814.00	5,814.00	5,814.00	\$484.50 X 12 rate incr. 1/1/14)
			Water Shut Off / Turn On	124.00				
			Well House Expense					
			Water System Expenses - Other		300.00			
			<b>Total Water System Expenses</b>	<b>12,431.44</b>	<b>12,794.00</b>	<b>11,800.52</b>	<b>12,449.00</b>	<b>OPERATIONS:</b>
								<b>778.06</b>
								<b>Cost per lot per year (16 lots)</b>
								<b>64.84</b>
			<b>Weed Control</b>					
			<b>Total Operations</b>	<b>12,431.44</b>	<b>17,594.00</b>	<b>13,069.52</b>	<b>17,549.00</b>	<b>Cost per month</b>
			<b>Total Expense</b>	<b>17,107.95</b>	<b>22,844.00</b>	<b>18,166.52</b>	<b>22,844.00</b>	
			<b>Net Revenue</b>	<b>32,761.09</b>	<b>0.00</b>	<b>3,190.06</b>	<b>0.00</b>	<b>SHORTAGE PER MO.</b>
			<b>Water Meters Project</b>	<b>28,800.80</b>				<b>0.00</b>
			<b>Net After Capital Improvements / Major Repairs Savings</b>	<b>3,960.29</b>	<b>0.00</b>	<b>3,190.06</b>	<b>0.00</b>	<b>SHORTAGE PER LOT - PER YR.</b>
			<b>Miscellaneous Expenses (Cash on hand Start of FY)</b>		<b>10,355.45</b>		<b>11,907.20</b>	<b>0</b>
			<b>Additional Revenue due to increased grant (2/11/15) - offsets costs (to cash on hand)</b>					<b>\$0.00</b>
			<b>Total Exp. Plus Misc. Exp.</b>	<b>45,908.75</b>	<b>33,199.45</b>	<b>18,166.52</b>	<b>34,751.20</b>	<b>- per month</b>
				<b>6/30/2013</b>	<b>6/30/2014</b>	<b>6/30/2015</b>	<b>4/12/2016</b>	
			<b>Bank Balance</b>	<b>\$7,729.00</b>	<b>\$9,971.68</b>	<b>\$10,355.45</b>	<b>\$11,907.20</b>	
			<b>Rate History:</b>	<b>\$85 per mo. Starting 1/1/14</b>	<b>\$80 per mo. Starting 10/1/11</b>	<b>\$40 per mo. Prior to that</b>		
				<b>10/1/11 - Special assessment direct billed for one time only down hole pump replacement \$1,091.80 per lot (X 16) = \$17,468.80 total</b>				
				<b>7/1/14 - \$300 capital reserves and \$1,125 water meters project assessment (\$1,425)</b>				
				<b>7/1/15 - \$300 capital reserves</b>				