

Rafter D Improvement & Service District
Regular Meeting Minutes
Wednesday, April 17, 2019, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Michele Hayden, Wade Howie, Scott Peyrot
OTHERS PRESENT: Helenanne Cathey, Tracy Hayden

This meeting was originally scheduled for April 10th but was rescheduled due to inclement weather.

Wade Howie called the meeting to order at 5:32 p.m.

- I. Minutes** – The minutes for the last regular meeting on February 13, 2019, were reviewed. The minutes were e-mailed after the last meeting and posted online. Wade Howie moved to approve the minutes as written. Michele Hayden seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Wade Howie moved to accept the Treasurer's Report and pay bills as presented. Michele Hayden seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:		\$21,452.72
Deposits through 02/28/19:	\$340.00	
Interest 02/28/19:	\$2.59	
Bills Paid in March:		
CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230728 1/31/19-2/28/19	\$101.12
	Acct 3284226 2/1/19-3/1/19	\$139.82
1049 Cathey Consulting, LLC	Inv. 4832 – Feb. Admin./Books/Compl./Post	\$385.45
	Inv. 4807 – Cert. letter	\$6.85
1050 City of Gillette	Inv. 800938 – Regional water Feb.	\$80.00
1051 Water Guy, LLC	Inv. 2019-143 – Feb. Water Oper/Meter Rdgs.	\$548.50
TOTAL BILLS PAID:		\$1,261.74
Deposits March:	\$1,350.00	
Interest 03/31/19:	\$2.85	
Deposits 4/1/19 – 4/10/19:	\$2,046.00	
Bank Balance Prior to Meeting;		\$23,932.42
Bills Paid at Current Meeting:		
CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230728 2/28/19-3/31/19	\$106.74
	Acct 3284226 3/1/19-3/31/19	\$144.42
1052 Cathey Consulting, LLC	Inv. 4873 – Mar. Admin./Books/Compliance	\$384.90
1053 City of Gillette	Inv. 818850 – Regional water Mar.	\$80.00
1054 Water Guy, LLC	Inv. 2019-256– Mar. Water Oper/Meter Rdgs.	\$548.50
TOTAL BILLS PAID:		\$1,264.56
Bank Balance End of Meeting:		\$22,667.86
Receivables balances were reviewed.		

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

Month	Water Usage (Main Meter)	Avg. Daily Usage Main	Water Usage (Distr. Meter)	Avg. Daily Usage Distr	Avg Usage Per Month Per Cust. (16) (Dist. Meter)	Water Loss	Distr. Meter Read with Meters	Meter Readings Total Gallons	Meter Rdgs Round-ed Total	# / \$ Billed	Diff. from Main Meter
Mar., 2019						7.7%	95,743	88,380	89,000	1/\$26	7,363
Feb., 2019	122,940	3,842	105,036	3,282	6,564	7.4%	104,320	96,550	93,000	1/\$26	7,770
Jan., 2019	121,559	3,921	105,697	3,410	6,606	7.3%	106,946	99,180	101,000	1/\$28	7,766
Dec., 2018	116,731	4,169	101,867	3,638	6,366	6.2%	101,468	95,190	96,000	2/\$26	6,278
Nov., 2018	134,770	4,347	115,349	3,721	7,209	6.9%	111,836	104,160	102,000	1/\$44	7,676
Oct., 2018	167,370	5,399	156,053	5,034	9,753	3.3%	159,782	154,500	156,000	2/\$90	5,282
Sep., 2018	358,170	8,068	358,045	11,189	22,377	1.8%	357,699	351,250	352,000	8/\$356	6,449
Aug., 2018	386,110	11,356	386,552	11,369	24,159	.39%	386,860	385,370	383,000	9/\$418	1,490
July, 2018	315,360	9,855	319,674	9,990	19,810		319,396	321,210	325,000	8/\$304	-1,814
June, 2018	233,730	7,540	222,141	7,166	13,883	1.3%	222,173	219,350	218,000	6/\$140	2,823
May, 2018	191,410	6,175	180,036	5,626	11,252	1.2%	181,619	179,410	178,000	3/\$146	2,209
Apr., 2018	105,970	3,312	92,933	2,904	5,808	11%	91,284	81,160	83,000	0	10,124
Mar., 2018	96,690	3,334	90,706	3,128	5,669	23%	90,706	69,660	68,000	0	21,046
Feb., 2018	96,880	3,028	72,726	2,597	6,055		83,989	73,120	73,000	0	10,869
Jan., 2018	116,780	3,434	91,240	2,683	5,702		82,087	73,170	74,000	0	8,917
Dec., 2017	94,360	3,145	74,005	2,467	4,625		74,005	67,080	68,000	0	6,925
Nov, 2017	97,380	3,246	81,155	2,705	5,072		81,155	74,440	73,000	0	6,715
Oct., 2017	119,070	3,969	105,385	3,513	6,586		105,385	110,770	111,000	1/\$6	-5,385
Sept., 2017	320,570	11,054	316,823	10,925	19,801		316,823	310,310	310,000	7/\$318	6,513
*Aug., 2017	259,490	10,810	323,682	13,487	20,230		323,683	324,470	325,000	6/\$340	-787
July, 2017	451,210	11,874	358,760	9,441	22,422		358,760	360,680	362,000	7/\$396	-1,920
June, 2017	237,390	7,913	227,585	7,586	14,224		227,585	221,420	220,000	5/\$148	6,165
May, 2017	133,820	4,461	94,825	3,059	5,926		97,674	92,320	91,000	0/\$0	5,354
April, 2017	92,140	4,006	76,004	3,304	4,750		481,246	430,190	432,000	0/\$0	51,056
Mar., 2017	66,240	2,137	69,182	2,386	4,323						
Feb., 2017	119,500	4,780	74,343	2,564	4,646						
Jan., 2017	116,780	3,434	91,240	2,683	5,702						
Dec., 2016	114,620	3,697	73,641	2,375	4,602						
Nov., 2016	134,330	3,838	97,115	2,775	6,069						
Oct., 2016	129,820	4,188	59,678	1,925	3,729		91,544	83,390	83,000	0/\$0	8,154
Sept., 2016	289,460	9,649	282,538	8,310	17,658		250,912	243,730	242,000	6/\$178	7,182
Aug., 2016	459,585	15,316	419,585	13,986	26,224		419,546	415,560	417,000	8/\$480	3,986
July, 2016	400,430	13,348	382,191	12,740	23,886		382,191	383,100	383,000	8/\$410	-909
June, 2016	363,300	8,449	253,459	12,110	15,841		253,369	242,100	240,000	6/\$174	11,269
May, 2016	229,360	6,371	142,736	3,965	8,921		115,118	112,850	115,000	1/\$30	2,268
April, 2016	172,230	6,151	112,906	3,893	7,056			266,750-3mo	266,000	1/\$64	No #
March, 2016	189,520	4,058			11,845						
Feb., 2016	146,090	4,058			9,130						
Jan., 2016	134,530	5,174			8,408			225,850-3mo	229,000	0	356,580-3m
Dec., 2015	273,790	7,823			17,111						
Nov., 2015	174,110	6,218			10,881						
Oct., 2015	294,520	9,817			18,407			117,530	113,000	0 / \$0	176,990
Sept., 2015	435,900	14,530			27,243			267,160	268,000	0 / \$0	168,740
Aug., 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						
Feb., 2015	223,060	7,195			13,941						

IV. Unfinished Business

a. None

V. New Business

- a. The Local Government Liability Pool renewal application was reviewed and signed to renew the insurance for the next fiscal year.
- b. The budget for 7/1/19 – 6/30/20 was reviewed. Michele Hayden moved to approve the preliminary budget. Wade Howie seconded. Motion carried unanimously. The budget is attached to these minutes. The following ad will be run in the News-Record at least a week prior to the budget hearing:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
RAFTER D IMPROVEMENT & SERVICE DISTRICT**

Rafter D Improvement & Service District will hold a public hearing to review the 7/1/19 – 6/30/20 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 Monday, July 8, 2019, at 5:30 p.m. Budget summary:

Expenses: Administrative \$5,150 / Indirect \$500 / Operations \$36,685 / Roads Fund \$4,200
Revenue / Cash Carryover: \$46,535

Monthly fees will remain at last year's rate of \$85 per lot on the water system. A special assessment of \$300 for reserves for roads will be assessed. A complete copy of the budget is available online at www.catheyconsulting.net – Rafter D Minutes from April 17, 2019.

To contact the District or for special accommodations for the hearing,
call Cathey Consulting at 307-685-8235.

- c. The landowner at the back of the District is building a house. The property is assessed for roads.
- d. There is some other property in the District that was sold to a developer who is planning on developing it. They are planning on 35-acre tracts (6 of them), but that could change. It sounds like they will access it from a different road rather than through the District, but that could change too.
- e. A concern was expressed regarding people tearing up the roads by speeding and running through with four-wheelers. A suggestion was made to send a letter to everyone to take it easy on the roads, especially when they are wet. The Board hopes to do some work on the roads as soon as funds are built up, but that will take a few years. Michele Hayden will draft a letter, and it will be mailed with the next invoices.

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

Upcoming Meetings:

Wednesday, June 12, 2019, 5:30 p.m.

Monday, July 8, 2019, 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 (K² TECHNOLOGIES BUILDING – USE ENTRANCE ON 4TH STREET).

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Wade Howie, President (299-3763) / Date

Michele Hayden, Treasurer (307-680-7171) / Date

Scott Peyrot, Secretary (307-680-1658) / Date

Budget - RAFTER D ISD - 7/1/19 - 6/30/20				
Budget Hearing: Monday, July 8, 2019, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Rafter D ISD, PO Box 432, Gillette, WY 82717				
	Actual	Budget	Actual (EST)	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
TOTAL FUNDS ON HAND START OF FY	19,196	17,442	17,442	22,715
Revenue				
Assessments (\$300 X 16 lots) - Water				
Assessments (\$300 X 14 lots) Roads	4,200	4,200	4,200	4,200
Assessments - Interest	6		45	
Grants - County				
Interest - Bank	5		22	
Monthly Rates (\$85 X 16)	16,320	16,320	16,320	16,320
Water Overages	1,354	2,500	2,900	3,000
Other Fees (Late, Collections, etc.)	300	200	300	300
Receivables End of Prior Yr		527		0
TOTAL REVENUE	22,185	23,747	23,787	23,820
TOTAL CASH ON HAND + REVENUE	41,381	41,189	41,229	46,535
Expenditures				
Administrative				
Contract Admin./Bks (\$375/mo.)	4,780	4,500	4,500	4,500
Contract Legal		150		150
Office/Adver./Postage/Collec./ +	565	500	500	500
Travel				
TOTAL ADMINSTRATIVE	5,345	5,150	5,000	5,150
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		16,367		21,215
Mailboxes				
Roads	1,129	1,500	0	1,500
Recreation Area / Pond (Taxes \$365)		365		365
Water System				
Oper (\$486.50) & Meters (\$62)	6,570	6,582	6,582	6,582
Chemicals	743	755	888	1,000
Electricity	3,080	3,200	3,200	3,200
Testing / CCR	1,607	500	500	500
Operations (all other fees)	31		31	
Regional Water (\$5.00 per mo. per tap)	960	960	960	960
Regional Water Usage (\$6.01 per 1,000)				
Repairs	2,403	1,247	66	1,363
Tank Cleaning	1,378			
Payables End of Prior Yr		1,314		0
TOTAL OPERATIONS (NO MISC./ROLLOVER)	17,901	16,423	12,227	15,470
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	17,901	32,790	12,227	36,685
TOTAL EXPENDITURES	23,746	38,440	17,727	42,335
Roads - Assigned Funds				
Roads Funds - Assessed / Collected	4,200	4,200	4,200	4,200
Roads Expenditures	1,129	1,500	0	1,500
Balance Remaining For Roads	3,071	5,771	7,271	9,971
Capital Improvements / Reserves				
Deposits into Reserves	0	0	0	0
Payments from Reserves				
DEDICATED TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	0	41,140	0	46,535
NET REVENUE MINUS EXP. - RESERVES + MISC	1,510	-1,026	10,260	0
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		49		0
Receivables Start of FY	(60)		527	
Payables Balance Start of FY	920		1,314	
	6/30/2017	6/30/2018	6/30/2018	6/30/19 (EST.)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	19,196	14,371	14,371	15,444
RESERVES BALANCES / ASSIGNED FUNDS		3,071	3,071	7,271
TOTAL FUNDS BEGINNING OF YEAR	19,196	17,442	17,442	22,715
Receivables Balance End of FY	527			
Payables Balance End of FY	1,314			
End of Year Bank Balance (Estimated)	17,442		22,715	

Receivables End of Prior Yr

SOC/VOC 4/16/18 \$1,232

80 X 12

Tank Clean 9/21/17 \$1,379

Payables end of Prior Yr

(Expensed above)

Roads / Assigned Funds

Budget Message: Rafter D ISD manages the water system and roads. The assessment for roads will continue this next fiscal year to build up funds to spend on road improvements (drainage and rock). This amount will be committed funds for road work. There are no dedicated reserves for the water system. The monthly fee and annual assessment amount will stay the same.

Board Member Signature

Board Member Signature

Directors: Wade Howie (Pres.) term ends Nov., 2020 / Scott Peyrot (Secretary) & Michele Hayden (Treasurer) terms end Nov., 2022
The next meeting date is scheduled at each meeting and published in the minutes and on the monthly statements and online at www.catheyconsulting.net. Meetings are held at 400 S Gillette Ave., Suite 106, Gillette. Records are stored at 400 S Gillette Ave., Suite 106, Gillette.