

Rafter D Improvement & Service District
Regular Meeting Minutes
Tuesday, April 20, 2021, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Michele, Hayden, Scott Peyrot
 BOARD MEMBERS NOT PRESENT: Wade Howie
 OTHERS PRESENT: Helenanne Cathey, Tracy Hayden

Scott Peyrot called the meeting to order at 5:39 p.m.

- I. Minutes** – The minutes for the last regular meeting on March 24, 2021, were reviewed. The minutes were e-mailed after the last meeting and posted online. Michele Hayden moved to approve the minutes as written. Scott Peyrot seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Michele Hayden moved to accept the Treasurer's Report and pay bills as presented. Scott Peyrot seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:		\$28,034.90
Deposits through 3/31/21:	\$300.00	
Interest 3/31/21:	\$1.78	
Deposits 4/1-4/20/21:	\$1,210.00	
Bank Balance Prior to Meeting:		\$29,546.68
Bills Paid at Current Meeting:		
CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230728 3/1-4/1/21	\$147.93
	Acct 3284226 3/1-4/1/21	\$157.78
1150 Cathey Consulting, LLC	Inv. 5949 – Mar. Admin./Books/Compliance	\$386.00
	Inv. 5921 – Certified letter	\$7.00
1151 City of Gillette	Inv. 1221613 – Regional water 3/1-3/31/21 (0 gal.)	\$80.00
1152 Water Guy	Inv. 2021-275 – Mar. Water Op./Meter Rdgs.	\$548.50
	Inv. 2021-321 – Locates Jan.-Mar.	\$65.00
TOTAL BILLS PAID:		\$1,392.21
Bank Balance End of Meeting:		\$28,154.47
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 Rounded Total	# / \$ Billed (Over ages)	Diff. from Main Meter
Mar., 2021	160,990	5,750	72,911	2,604	4,556	15%	71,981	61,390	60,000	0	10,591
Feb., 2021	223,690	7,272	87,619	2,738	5,476	12.8%	88,419	77,140	78,000	0	11,279
Jan., 2021	184,560	6,152	86,175	2,873	5,385	13%	85,718	74,730	74,000	0	10,988
Dec., 2020	343,480	11,449	160,567	5,352	10,035	13%	80,854	70,020	70,000	0	10,834
Nov., 2020*	172,060	5,550	87,618	2,826	5,476	13%	77,630	67,330	68,000	0	10,300
Oct., 2020	240,390	8,013	171,717	5,724	10,732	5%	169,594	160,120	159,000	2/\$112	9,474
Sep., 2020	502,320	15,698	470,149	14,692	29,384	2%	475,375	468,110	471,000	7/\$612	7,265
Aug., 2020	635,160	20,489	609,059	19,647	38,066	8%	608,773	599,770	598,000	9/\$840	9,003
July, 2020	627,090	19,003	599,098	18,154	37,443	1.3%	599,037	591,500	591,000	9/\$814	7,537
June, 2020	487,080	15,712	454,753	14,669	28,422	2..6%	454,753	442,750	445,000	7/\$524	12,003
May, 2020	207,520	6,917	153,298	5,110	9,581	5%	153,298	145,270	143,000	2/\$68	8,028
Apr., 2020	175,090	5,472	110,803	3,463	6,925	8%	110,803	101,940	103,000	0	8,863
Mar., 2020	133,680	4,610	76,640	2,643	4,790	11%	76,640	67,920	67,000	0	8,720
Feb., 2020	146,680	4,732	80,980	2,612	5,061	13%	80,980	70,650	70,000	0	10,330

Jan., 2020	144,940	4,675	78,238	2,524	4,889	13%	78,238	67,690	70,000	0	10,548
Dec., 2019	143,000	4,767	78,567	2,619	4,910	13.8%	78,567	67,690	67,000	0	10,877
Nov., 2019*	165,260	5,331	96,747	3,225	6,046	27.7%	96,747	69,980	69,000	0	26,767
Oct., 2019	254,520	8,484	213,821	6,897	13,363	3.3%	213,821	206,760	206,000	4/\$158	7,061
Sep., 2019	344,950	11,127	309,912	9,997	19,369	-5.2%	309,806	326,190	329,000	7/\$316	-16,384
Aug., 2019	480,980	15,515	467,911	15,094	29,244	1.52%	467,985	460,890	460,000	8/\$552	7,095
July, 2019	345,660	11,522	332,490	11,083	20,780	-4.2%	332,425	346,310	345,000	7/\$342	-13,885
June, 2019	163,470	5,273	145,585	4,696	9,099	6.8%	139,222	129,730	131,000	2/\$32	9,492
May, 2019*	123,220	4,249	101,003	3,483	6,312	7.8%	104,536	96,300	97,000	1/\$22	8,236
Apr., 2019	119,160	3,845	103,130	3,327	6,445	7.7%	106,010	97,850	97,000	1/\$32	8,160
Mar., 2019	116,350	4,012	95,805	3,304	7,271	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						

**Indicates Flushing was done*

IV) Unfinished Business

- Roads – The consensus is to wait until the next fiscal year when there are more funds before doing any major road work.
- Budget for 7/1/21 – 6/30/22 – The budget hearing is scheduled for Thursday, July 8, 2021, 5:30 p.m. Scott Peyrot moved to approve the proposed budget as presented. Michele Hayden seconded. Motion carried unanimously. The proposed budget is attached to these minutes. The following legal ad will run at least a week prior to the budget hearing in July.

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

Rafter D Improvement & Service District will hold a public hearing to review the 7/1/21 – 6/30/22 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 Thursday, July 8, 2021, at 5:30 p.m. Budget summary:

Expenses: Administrative \$5,150 / Indirect \$500 / Operations \$52,237
Revenue / Cash Carryover: \$57,887

Monthly fees will remain at \$85 per lot on the water system, and the assessment of \$300 for reserves will continue for roads. A complete copy of the budget is available online at www.catheyconsulting.net – Rafter D Minutes from April 20, 2021.

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

II. New Business

- a) There was discussion on the water loss. There is some concern as it has been at about 13% for several months and then 15% this past month. Michele Hayden will contact Water Guy.

Michele Hayden moved to adjourn. Scott Peyrot seconded. The meeting adjourned at 5:55 p.m.

Next Meeting: Thursday, July 8, 2021, 5:30 p.m. (Budget Hearing and 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 - 7/1/21 - 6/30/22				
Budget Hearing: Thursday, July 8, 2021, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Rafter D ISD, PO Box 432, Gillette, WY 82711				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
TOTAL FUNDS ON HAND START OF FY	23,725	28,499	26,039	28,780
Revenue				
Assessments (\$300 X 16 lots) - Water				
Assessments (\$300 X 14 lots) Roads	4,200	4,200	4,200	4,200
Assessments - Interest	7	50	0	50
Grants - County		1,101		5,207
Interest - Bank	33	30	30	30
Monthly Rates (\$85 X 16)	16,320	16,320	16,320	16,320
Water Overages	1,960	3,000	2,500	3,000
Other Fees (Late, Collections, etc.)	336	300	175	300
Receivables End of Prior Yr		0		0
TOTAL REVENUE	22,856	25,001	23,225	29,107
TOTAL CASH ON HAND + REVENUE	46,581	53,500	49,264	57,887
Expenditures				
Administrative				
Contract Admin./Bks (\$375/mo.)	4,500	4,500	4,500	4,500
Contract Legal		150		150
Office/Adver./Postage/Collec./ +	330	500	400	500
Travel				
TOTAL ADMINSTRATIVE	4,830	5,150	4,900	5,150
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Cash Carryover - Road Cash Carryover)		17,028		13,109
Mailboxes				
Roads - Cash Carryover	0	11,471	0	15,671
Roads - Assessment (\$4,200)		4,200		4,200
Roads - Additional Expenditure due to Cty Grant				5,156
Recreation Area / Pond (Taxes \$365)		365		365
Water System				
Oper (\$486.50) & Meters (\$62)	6,582	6,582	6,582	6,582
Chemicals	1,097	1,200	1,246	1,246
Electricity	3,763	3,400	3,930	3,900
Testing / CCR	127	500	1,534	500
Operations (all other fees)	98		35	
Regional Water (\$5.00 per mo. per tap)	960	960	960	960
Regional Water Usage (\$6.01 per 1,000)	289			
Repairs	2,003	2,144	66	548
Tank Cleaning				
Payables End of Prior Yr		0		0
TOTAL OPERATIONS (NO MISC./ROLLOVER)	14,919	30,822	14,353	39,128
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	14,919	47,850	14,353	52,237
TOTAL EXPENDITURES	20,249	53,500	19,753	57,887
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	53,500	0	57,887
NET REVENUE MINUS EXP. - RESERVES + MISC	2,607	0	3,472	0
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		0		0
Receivables Start of FY	557		835	
Payables Balance Start of FY	1,581		1,566	
	6/30/2019	6/30/20 (EST.)	6/30/2020	6/30/21 (EST.)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	23,725	28,499	26,039	28,780
RESERVES BALANCES		0		0
TOTAL FUNDS BEGINNING OF YEAR	23,725	28,499	26,039	28,780
Receivables Balance End of FY	835			
Payables Balance End of FY	1,566			
End of Year Bank Balance (Estimated)	26,039		28,780	

28 parcels / 14 assessed

(25% of roads expenditures)

Receivables End of Prior Yr

\$26,128 total project
If Not Spent, bal. 6/30/22: 19,871
Road Project=approx. \$25,000
(\$25,027 or \$25,078)

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

80 X 12

Tank Clean 9/21/17 \$1,379
Payables end of Prior Yr

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). A road project will be done in the next fiscal year, if possible, utilizing the County Grant program. Otherwise, the amount will be carried over again in the general fund. There are no dedicated reserves. The monthly fee and annual assessment amount will stay the same.

Board Member Signature

Board Member Signature

Directors: Wade Howie (Pres.) term ends Nov., 2024 / 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.