Rafter D Improvement & Service District
Regular Meeting Minutes
Monday, August 26, 2024, 6:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Gary Bissonette, Albert Hernandez, Scott Peyrot
OTHERS PRESENT: Helenanne Cathey

Scott Peyrot called the meeting to order at 6:03 p.m.

I. **Customer / Billing Concerns** – An e-mail was received regarding water quality issues at 5260 and 5202 Force Road. A homeowner reported that he talked to Water Guy who recommended a blowout/cleanout valve be installed on the main line. The Board understands that flushing hydrants could be installed at the ends of lines that may remedy some of the water quality issues. After discussion, the Board asked Helenanne Cathey to e-mail the homeowner to let him know that the District has been on City water and are wondering if the problem won't resolve when the District is back on the water well. If the problem persists when on the District's well, Gary Bissonette will follow up with Water Guy regarding flushing hydrants.

II. **Minutes** – Minutes are posted online and e-mailed to those who provide their e-mail addresses. Scott Peyrot moved to approve the minutes for the budget hearing and regular meeting on June 24, 2024, the special meeting on July 2, 2024, special meeting on July 10, 2024, special meeting on July 18, 2024, and special meeting on August 15, 2024, as written. Gary Bissonette seconded. Motion carried unanimously.

III. **Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Scott Peyrot moved to accept the Treasurer's Report and pay the bills as discussed and listed below. Albert Hernandez seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:		$17,928.60
Water Deposits 6/1-6/24/24:	$800.00	
Adjusted Balance Forward:		$18,728.60
Water Deposits 6/25-6/30/24:	$100.00	
Assessments Deposit 6/26/24:	$151.55	
Interest 6/30/24:	$7.22	
Xpress bill pay deposit 07/05/24	$500.00	
Water Deposits 7/1-7/31/24:	$733.96	
Interest 7/31/24:	$7.59	

Bills Paid July, 2024:

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	City of Gillette	Inv. 1887054 – regional Water 6/4-7/2/24 6,000 gallons	$133.08
AUTO	Powder River Energy	Acct 3230728 6/1-7/1/24 $358.32 Acct 3284226 6/1-7/1/24 $192.59	$550.91
1301	Cathey Consulting	Inv. 7657 – June Admin./Books/Compliance	$393.75
1302	Water Guy	Inv. 2024-630 – June Water Op./Meter Rdgs/ Billing	$792.30
TOTAL BILLS PAID:			$1,870.04

Xpress bill pay deposit 8/5/24:	$571.80	
Bank Balance Prior to Meeting;		$18,930.68

Bills Paid at Current Meeting

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	City of Gillette	Inv. 1904432 – regional Water 7/2-8/2/24 425,000 gallons	$1,433.25
AUTO	Powder River Energy	Acct 3230728 7/1-8/1/24 $45.09 Acct 3284226 7/1-8/1/24 $72.94	$118.03
1303	Cathey Consulting	Inv. 7697 – July Admin./Books/Compliance $393.75 Inv. 7668 – 7/2, 7/10, 7/18, 8/15 Special meetings $600.00	$993.75

1304	Energy Laboratories	Inv. 648433 – Water testing	$250.00
1305	Gillette News-Record	Inv. 26535 – Director election legal ad	$102.70
1306	Hawkins, Inc.	Inv. 6839085 – Azone 15	$248.60
1307	Water Guy	Inv. 2024-784 – July Water Op./Meter Rdgs/ Billing $800.30	$800.30
1308	Water Guy	Inv. 2024-723 – Regional water tie in $8,908.97	$5,000.00
TOTAL BILLS PAID:			$8,946.63
Bank Balance End of Meeting:		**$9,984.05**	

Receivables balances were reviewed.

IV. **Water System Update** – Water system and billing reports were available.

a. Tie in to Regional Water and Water Well Repairs
  - Tie in to Regional Water $8,908.97 / Water Guy – project complete
  - Well repairs (Pump and Motor replacement) $29,242.50 / Red Tiger Well Service – 8/15/24 – Board approved Red Tiger Well Service to Proceed with the project. Gary Bissonette reported that Water Guy has advised that parts have been ordered. The timeline is not known at this time.
  - County Grant approved on 8/6/24 for $10,250.59 – The Board reviewed and signed the grant agreement as well as Pay Request 1.
    a. Pay Request 1 – Water Guy invoice $8,908.97 / grant request $2,939.96 (33%) – The pay request was signed and will be submitted to the County.
    b. Grant Amount Remaining: $7,310.63
  - Loan from First Northern Bank – 8/15/24 – Board authorized signing paperwork for the loan for $40,000. The Board is waiting to hear back from the bank.

b. Water Guy projects – Clean the water tank and replace the control wire that runs from the well to the pump house (will include trenching and running conduit) – Water Guy provided bids - $1,500 for the tank cleaning and $5,000 to replace the control wire. The grant application will be for $1,625. Scott Peyrot moved to approve the bids for the signal wire and tank cleaning. Albert Hernandez seconded. Motion carried unanimously.

c. Lead Service Line Inventory – No update.

V. **Unfinished Business**

a. Spectrum / Petition for those interested in service – Albert Hernandez will follow up with Spectrum because they haven't been in communication with him for a while.

b. Director Election (November 5, 2024 – Bissonette – 4 years) – Applications to be on the ballot are due between August 7th and August 27th.

VI. **New Business**

a. Local Government Annual Report Summary – The Board reviewed and signed the annual report summary form which will be submitted to the Department of Audit as required. Helenanne Cathey submitted the annual F32 report to the Department of Audit as required.

b. Agreement with Visionary for utilization of the tank and electricity – The agreement will be reviewed, and this will be discussed at the next meeting.

c. Amend the budget – The budget will be amended for additional revenue and additional costs due to the well and water system repairs. Gary Bissonette moved to approve the proposed amended budget for 7/1/24 – 6/30/25 as discussed. Albert Hernandez seconded. Motion carried unanimously. The proposed budget is attached. The following legal ad will run at least a week prior to the budget hearing date.

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

Rafter D Improvement & Service District will hold a public hearing to review the 7/1/24 – 6/30/25 amended budget followed by the regular District meeting to adopt the amended 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 September 18, 2024, 6:00 p.m. Budget summary:

Expenses: Administrative $7,000 / Indirect $600 / Operations $108,267
Revenue / Cash Carryover: $115,867

Monthly rate increased to $175 per month plus $4.00 per 1,000 gallons over 10,000 gallons of water. A complete copy of the budget is available online at www.catheyconsulting.net – Rafter D Minutes from August 24, 2024.

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

d. Water Guy sent a memo regarding problems with billing tenants instead of owners. The consensus of the Board is that Water Guy should only bill the owner of properties.

Scott Peyrot moved to adjourn. Albert Hernandez seconded. The meeting was adjourned at 7:20 p.m.

Next Meeting: Wednesday, September 18, 2024, 6:00 p.m. (Public Hearing to Amend the Budget for 7/1/24 – 6/30/25 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

Minutes Approval:

Scott Peyrot	Albert Hernandez
Signature	Signature
Scott Peyrot	Albert Hernandez
Printed Name	Printed Name
9-18-24	9/18/2024
Date	Date

Scott Peyrot, President (307-680-1658) / Albert Hernandez, Treasurer (626-372-3645) /
Gary Bissonette, Secretary (253-370-9070)

Budget - Rafter D ISD - 7/1/24 - 6/30/25 - AMENDED					
Hearing to Amend the Budget for 7/1/24 - 6/30/25: Wednesday, September 18, 2024, 6:00 p.m. at office of Cathey Consulting / PO Box 432, Gillette, WY 82717					
	Actual (F32)	Budget	Actual (EST)	Budget	AMENDED Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25
CASH CARRYOVER	31,955	19,823	14,516	18,016	18,987
Revenue					
Assessments	4,200	4,200	4,200	4,200	4,200
Assessments - Interest	12	50	5	50	50
Customer Billing $175/mo. X 16	20,493	22,500	20,000	22,500	33,600
Customer Overages ($4 per 1,000 gal. over 10,000 gal.)					4,000
Grants - County	2,000	3,694		3,694	15,000
Loan - First Northern Bank					40,000
Interest from bank	43	30		30	30
TOTAL REVENUE	26,748	30,474	24,205	30,474	96,880
TOTAL REVENUE PLUS CASH CARRYOVER	58,703	50,297	38,721	48,490	115,867
Expenditures					
Capital Expenditures					
Administrative	5,288	5,125	5,000	5,125	7,000
Operations - Water	31,164	44,672	14,700	42,765	89,291
Operations - Roads					18,976
Indirect	500	500	600	600	600
TOTAL EXPENDITURES	36,952	50,297	20,300	48,490	115,867
Reserves-Amount to be Added					
Reserves-Amount to be spent					
Ending Reserves balance					
Receivables Start of FY	(386)		1,146		1,146
Payables Balance Start of FY	7,254		1,551		1,551
Undeposited Funds (Xpress Bill Pay)					
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)	6/30/2024
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	31,955	19,823	14,516	18,016	18,987
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	31,955	19,823	14,516	18,016	18,987
Receivables Balance End of FY	1,146				
Payables Balance End of FY	1,551				
Undeposited Funds (Xpress bill pay)					
End of Year Bank Balance	14,516		18,016		
	Undeposited Funds were included in the General Fund 22-23 Actual				
Net per year (Revenue minus Expenses)	21,751	0	18,421	0	0

Budget Message: Rafter D ISD manages the water system and roads. The assessment for roads will continue this next fiscal year for ongoing road work. There are no dedicated reserves. No change in rates or assessment is anticipated.

Board Member Signature

Board Member Signature

Directors: Gary Bissonette, (Secretary) term ends Nov., 2024 / Scott Peyrot (President) & Albert Hernandez (Treasurer) terms end Nov., 2026
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.

Rafter D	Feet	Miles		
Flying D Ave	1,348	0.26	Roads Amount Estimated 6/30/24:	
Rafter D Drive	1,294	0.25		$10,576.07
Stone Gate Ave	1,284	0.24	24-25 Assessment:	$4,200.00
Lazy D Ave	1,737	0.33	24-25 RoadWork	
TOTAL	5,663	1.07	Balance 6/30/25:	$14,776.07

Rates
7/1/24 $175 per month plus $4 per 1,000 gallons over 10,000 gallons
7/1/22 $100 per month pllus $2 per 1,000 gallons over 15,000 gallons
1/1/14 $85
10/1/2011 $80 / $1,091.80 special assessment also billed for downhole pump replacement
$40 per month prior to that

Additional Expenses		Cty. Grant	
Red Tiger	30000	10251	13626
Water Guy regional	9000		
Water Guy tank cleaning	3500	3375	
Water Guy control wire / trenching	10000		
TOTAL	52500		
Self-audit will be required + additional admin./bookkeeping	1300		