

Rafter D Improvement & Service District
Regular Meeting Minutes
Tuesday, January 17, 2023, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Albert Hernandez, Wade Howie

BOARD MEMBERS NOT PRESENT: Scott Peyrot

OTHERS PRESENT: Helenanne Cathey, Bill Carson (Midwest Assistance Program),
 Stacie Hernandez

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

- I.** Bill Carson came to the meeting to explain the Midwest Assistance Program. They are a nonprofit that helps small water and wastewater systems. Their services are free. They are funded by the federal government (DEQ, EPA, Health and Human Services). They can do rate studies, help address regulatory issues, put together operations and maintenance manuals, help write grant applications, GIS (mapping), training, etc.

II. Customer / Billing Concerns

Water Guy received a note from Account 1681.02 regarding a late fee received on their account due to their check being written to Water Guy instead of Rafter D. Water Guy reported that this was the second time the customer wrote the check to Water Guy. The first time Water Guy called to have the person come in and fix it. The second time (the next month) Water Guy returned the check to the customer, and by the time the check came back, it was late, and the account received a late fee. The customer didn't think he should have a late fee. The consensus was that the late fee should stand on the account because it was the second occurrence.

- III. Minutes** – The minutes for the last regular meeting on November 21, 2022, were reviewed. The minutes were e-mailed after the last meeting and posted online. Wade Howie moved to approve the minutes as written. Albert Hernandez seconded. Motion carried unanimously.

- IV. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. The list of bills printed on the agenda was incorrect. The correct bills are listed in these minutes. Wade Howie 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:		\$9,283.46
Water Deposits 11/01-11/21/22:	\$1,032.84	
Adjusted Balance Forward:		\$10,316.30
Water Deposits 11/21-11/30/22:	\$300.00	
Interest 11/30/22:	\$3.99	
Water Deposits 12/1-12/31/22:	\$1,670.10	
Xpress Bill pay 12/5/22	\$102.50	
Assessments Deposit 12/09/22	\$1,950.00	
County Grant Deposit 12/13/22	\$2,000.06	
Bills paid in December:		
CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230728 11/1-12/1/22 \$200.63	\$347.58
	Acct 3284226 11/1-12/1/22 \$146.95	
1234 Cathey Consulting, LLC	Inv. 6834 – Nov. Admin./Books/Compliance	\$375.00
1235 City of Gillette	Inv. 1561306 – Regional water 11/2-12/2/22 (0 gal.)	\$96.00
1236 Water Guy	Inv. 2022-1174 – Nov. Water Op./Meter Rdgs./Billing	\$789.80
TOTAL:		\$1,608.38
Interest 12/31/22:	\$4.96	
Xpress Bill pay 1/05/23	\$0.00	
Assessments Deposit 01/09/23	\$300.00	
Bank Balance Prior to Meeting;		\$15,039.53
Bills Paid at Current Meeting		

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230728 12/1-1/1/23	\$235.58
		Acct 3284226 12/1-1/1/23	\$179.53
1237	Cathey Consulting, LLC	Inv. 6874 – Dec. Admin./Books/Compliance	\$375.00
1238	City of Gillette	Inv. 1577609 – Regional water 12/2-1/4/23 (0 gal.)	\$96.00
1239	Water Guy	Inv. 2022-1276 – Dec. Water Op./Meter Rdgs/ Billing \$789.80	\$984.80
		Inv. 2022-1276 – Called out – no water / thawed Pit 5260 Force Rd 12/21/22	\$195.00
TOTAL BILLS PAID:			\$1,870.91
Bank Balance End of Meeting:			\$13,168.62
Receivables balances were reviewed.			

V. Water System Update – Reports were available on the water system, meter readings and billing. There was discussion on EPA’s lead and copper rule. Duaine Faucett will attend a District meeting to explain the rule and clarify what the Board will need to do and what Water Guy will do.

VI. Unfinished Business

- a. Roads – There was discussion on dust control.

VII. New Business

- a. Wade Howie moved to order more checks for the District. Albert Hernandez seconded. Motion carried unanimously.

Wade Howie adjourned the meeting at 6:02 p.m.

Next Regular Meeting: Monday, March 13, 2023, 5:30 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

Wade Howie, President (299-3763) / Date

Albert Hernandez, Treasurer (626-372-3645) / Date

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