

Rafter D Improvement & Service District
Regular Meeting Minutes
Wednesday, January 19, 2022, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette
Revised 1/20/22

BOARD MEMBERS PRESENT: Michele Hayden, Wade Howie, Scott Peyrot

OTHERS PRESENT: Helenanne Cathey, Sue Latta,
Stefanie Brown, Duaine Faucett (Water Guy)

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

- I. Minutes** – The minutes for the last regular meeting on November 16, 2021, were reviewed. The minutes were e-mailed after the last meeting and posted online. Wade Howie 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. 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:		\$29,157.07
Deposits 11/17-11/30/21:	\$538.00	
Interest 11/30/21:	\$1.74	
Deposits 12/1/21 – 12/31/21:	\$2,007.00	
Interest 12/31/21:	\$1.82	

Bills Paid in December:

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230728 11/1/21-12/1/21 1 RAFTER \$152.00	\$327.66
AUTO	Powder River Energy	Acct 3284226 11/1/21-12/1/21 2 RAFTER \$175.66	
1185	Cathey Consulting, LLC	Inv. 6321 – Nov. Admin./Books/Compliance	\$386.02
1186	City of Gillette	Inv. 1358641 – Regional water 11/2-12/2/21 (0 gal)	\$80.00
1187	Water Guy, LLC	Inv. 2021-1126 – Nov. Water Oper/Meter Rdgs. \$548.50	\$1,253.31
		Inv. 2021-1160 – Repair hole in tank roof \$704.81	

TOTAL BILLS PAID:		\$2,046.99
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Deposits 1/1-1/18/21:	\$1,268.00	
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Bank Balance Prior to Meeting:		\$30,926.64
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Bills Paid at Current Meeting:

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230728 12/1-1/1/22 \$192.13	\$358.59
		Acct 3284226 112/1-1/1/22 \$166.46	
1188	Cathey Consulting, LLC	Inv. 6363 – Dec. Admin./Books/Compliance	\$385.44
1189	City of Gillette	Inv. 1374469 – Regional water 12/1-1/1/22 (0 gal.)	\$80.00
1190	Water Guy	Inv. 2021-1225 – Dec. Water Op./Meter Rdgs.	\$548.50

TOTAL BILLS PAID:		\$1,372.53
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Bank Balance End of Meeting:		\$29,554.11
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Receivables balances were reviewed.

- III.** There was discussion on the water system. Duaine Faucett recommended getting some backup heat in the pumphouse because there is no concrete floor in there so if the power goes out, it gets cold, and it has come close to freezing a time or two. The system should also have a backup generator.
- IV) Unfinished Business**
- a) Roads – There was discussion on roads, and the consensus is to get bids for rock and see if the District will have enough money to do road work this year. The consensus is to apply for the County Grant to help with the cost of the project. The District will have to decide on what material to use and how much material to apply to the road, if the roads need bladed or crowned, etc. Roads will be discussed at the next

meeting. **Residents are encouraged to attend the next meeting to discuss roads and provide input on a road project.**

- b) Fence north of the common area – There was discussion, but there has been no contact with the landowner that put up the fence. The gate on Lazy D is blocking a public road, and the consensus is that it needs to be moved. Scott Peyrot will call the Sheriff's office.

II. New Business

- a) Water Guy rate increase / billing and receivables

Duaine Faucett and Stefanie Brown from Water Guy came to the meeting to discuss Water Guy's rate increase. Their costs have increased significantly, and with companies like Walmart offering \$18.50 an hour to start, they are having to increase wages as well. They will be increasing the monthly fee by 20% starting July 1st to coincide with the new fiscal year. It has been several years since they increased fees.

Helenanne Cathey discussed her role as the middle person in the meter reading / billing process, and explained that it isn't working any longer. There are too many issues that are occurring at a greater frequency. For example, if a meter shows 0 usage one month, it was up to her or the Board to have Water Guy investigate it. Because Water Guy wasn't doing the billing, they said that they had no idea if the property was empty or there were some other issues because they weren't dealing with customer accounts – maybe someone moved out or it was a foreclosure, etc. If Water Guy is doing the billing, this will change the situation and the monthly fee they charge will include them checking those issues more closely including going back out to pull the meter and check for functionality or follow up with further research as needed.

Duaine Faucett explained how he purchased the radio read system several years ago for about \$40,000 plus \$2,500 a year for ongoing support. The company they use is no longer supporting the system they have so Water Guy is being forced to upgrade their system for a cost of about \$20,000 with an annual support fee of \$7,000. The cost to the District for Water Guy doing the billing and collections is \$9 per tap. Water Guy is working toward getting the District online by the March billing. Water Guy will send monthly reports so that the data can be input into QuickBooks for the District's official records, budgeting, bank reconciliations, etc. Meter reading data will also be monitored as in the past.

Water Guy is doing the billing and receivables for several districts. Their equipment and software not only read meters but provide a seamless process for them to generate invoices and receive payments based on the readings as well. The current process requires a report e-mailed to Helenanne Cathey which is then manually input into excel and then manually billed through QuickBooks. More customers are asking to make electronic payments or pay over the phone, and while QuickBooks can do these things, it would come with an increased cost, and it still wouldn't resolve some of the issues that are occurring when Water Guy reads meters but isn't responsible for billing. Water Guy has a number of services available to customers such as automatic payments, online options, and checks over the phone.

There was discussion on the increased costs and an acknowledgement that the District will probably need to increase the monthly fee to accommodate these increased costs. The District's rates haven't increased since 2014. Technology is constantly changing, and these additional services are things that people have been asking for so the increased cost will also see an increase in services. The rates will be addressed during the budgeting process this spring.

The consensus is to send everyone a letter that will go with the bills this month explaining to everyone that Water Guy will be taking over the billing and collections starting in March and giving a brief description of the increased service that people will see as a result.

Wade Howie adjourned the meeting at 6:15 p.m.

Next Regular Meeting: Monday, February 14, 2022, 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

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

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