Rafter D Improvement & Service District
Budget Hearing and Regular Meeting Minutes
Monday, July 18, 2022, 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, Mike Kennedy, Pat Schweitzer

BUDGET HEARING
Wade Howie called the budget hearing to order at 5:37 p.m. The budget was reviewed. There was an opportunity for public comment, and there were no public comments. Wade Howie adjourned the budget hearing at 5:38 p.m.

REGULAR MEETING
Wade Howie called the meeting to order at 5:38 p.m.

I. **Budget Adoption –** Wade Howie moved to adopt budget for 7/1/22 – 6/30/23 for $63,343.00 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Michele Hayden seconded. Motion carried unanimously. The budget is attached to these minutes.
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II. **Minutes –** The minutes for the last regular meeting on May 3, 2022, and special meeting on June 20, 2022, were reviewed. The minutes were e-mailed after the last meeting and posted online. Michele Hayden moved to approve the minutes as written. Wade Howie seconded. Motion carried unanimously.

III. **Treasurer's Report –** The Treasurer's Report and financial information were reviewed. There was discussion on a large invoice from Water Guy and a concern that part of the bill was from work done in October. 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:			$28,788.01
Deposits 04/08-05/03/22:		$1,301.00	
Interest 4/30/22:		$1.89	
Deposits 5/4-5/31/22:	$935.00		
Deposit – Assessments 5/10/22:	$450.00		
05/31/22 – Powder River Energy 4/1-5/1/22 Auto Deduction			$323.33
Acct 3230728 5780 Force – 1 Rafter $159.18			
Acct 3248226 5780 Force – 2 Rafter $164.15			
Interest 5/31/22:		$1.89	
Xpress Bill pay 6/06/22	$142.00		
Deposits 6/1-6/30/22:	$1,240.00		
Deposit – Assessments 06/10/22:		$750.00	
Bills paid in June:			

CHK #	VENDOR	PURPOSE		AMOUNT
AUTO	Powder River Energy	Acct 3230728 5/1-6/1/22	$167.24	$336.88
		Acct 3284226 5/1-6/1/22	$169.64	
1206	Cathey Consulting, LLC	Inv. 6586 – May Admin./Books/Compliance		$375.00
1207	City of Gillette	Inv. 1442795 – Regional water 4/4-5/2/22 base Increase $16 (paid $80 prior mo.) Inv. 1458907 – 5/3-6/3/22 (0 gal.) $96.00		$112.00
1208	Energy Laboratories	Inv. 470075 – Annual water quality report $125.00 Inv. 477192 – Testing $52.00		$177.00
1209	Water Guy	Inv. 2022-486 – May Water Op./Meter Rdgs./Billing		$692.50
TOTAL BILLS PAID:				$1,693.38

Interest 6/30/22:		$1.83	
Xpress Bill pay 07/06/22:		$359.00	
Bank Balance Prior to Meeting;			$31,953.91

Bills Paid at Current Meeting

CHK #	VENDOR	PURPOSE		AMOUNT
AUTO	Powder River Energy	Acct 3230728 6/1-7/1/22	$118.59	$354.62
		Acct 3284226 6/1-7/1/22	$236.03	
1210	Cathey Consulting, LLC	Inv. 6626 – June Admin./Books/Compliance $375.00		$475.00
		Inv. 6599 – Special meeting 6/20/22 $100.00		
1211	City of Gillette	Inv. 1476714 – Regional water 6/3-7/5/22 (0 gal.)		$96.00
1212	Gillette News-Record	Ad 00374158 – Budget hearing ad		$77.00
1213	Hawkins, Inc.	Inv. 6213032 – Azone 15 (chemicals for water)		$417.41
1214	Water Guy	Inv. 2022-571 – June Water Op./Meter Rdgs Billing $692.50		$6,038.20
		Inv. 2022-622 – Pressure pumps replaced $5,218.20		
		Inv. 2022-642–Called out for no water/blown fuse $127.50		
TOTAL BILLS PAID:				$7,458.23
Bank Balance End of Meeting:				**$24,495.68**

Receivables balances were reviewed.

IV. Water System Update – There was discussion on the water system. Michele Hayden moved to set the following fees as discussed. Wade Howie seconded. Motion carried unanimously.

1) Late Fees: $15 per month.
2) NSF Fees (bounced check or returned electronic transaction): $35
3) Shut off / Turn on fee: $200

b. Water Guy sent a memo and draft notification letter regarding shut offs. They will now be requiring payment in full rather than only the past due balance. This is what the District did prior to switching to Water Guy, so this is not a change for the District.

V. Unfinished Business

a) Roads – At the 6/20/22 special meeting: "The Consensus is to do the stretch on Lazy D from Rafter D to Latta (approximately 60' X 24') and submit a County grant application for 25% of the cost. 3 bids will be received for the section of Lazy D Avenue (from Rafter D to Latta corner) and apply for the County grant and discuss raising the assessment at the budget hearing and meeting in July so that we can do the rest of the roads in the future."

Wade Howie reported that after the last meeting he talked to Pat Schweitzer about the proposed work. Pat Schweitzer came to this meeting to discuss the roads and to give a bill to the District for the work he has done since 2020. He explained that he believes he has fixed the roads and advised that he didn't see anything that needed to be done to the roads right now other than some work by Lattas and Peyrots – filling in a few potholes and recrowning the area. Going forward, he recommends crushed asphalt to fix washboard areas. He suggested it would cost roughly $2,500 to fix the area from the main road to past Scott Peyrot's driveway, again recommending crushed asphalt.

Pat Schweitzer provided a cost detail report for an amount of $7,495.10, and stated that what he has done has been extremely beneficial for everyone and it was the best thing that could have been done. He requested payment from the District, and said it was just his cost he was asking for.

The Board explained that the Rafter D Improvement and Service District has regular Board meetings, and the Board generally needs to approve any expenditures before the work occurs. The Board doesn't generally approve something after the fact. A Board member expressed concerns about the work that was done and the dirt that was left in the ditch. It wasn't that anyone was unhappy with the road work. The concern was the damage in the ditch and being unable to mow the ditch – then and now. People appreciated the work on the roads and aren't ungrateful, but the concerns were not small concerns, and being presented with a bill after the work was done when it was never authorized was genuinely concerning.

There was heated discussion on the work that was done and the concerns over the dirt in the ditches. Pat Schweitzer explained that he told one of the Board members that he stepped out and did the work on the roads without Board authorization and said it was up to the District to pay him or not. He said that he believes the road would be destroyed by now if he hadn't done the work.

The cost report from PS Services LLC was reviewed, but due to time constraints, no discussions were made on whether or not to pay the amount submitted. This will be on the next meeting agenda.

VI. New Business

a. Public Records Notice – A notice was signed to submit to the County reporting that the District's records are stored at the offices of Cathey Consulting and Water Guy.
b. Official Depository – Wade Howie moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Michele Hayden seconded. Motion carried unanimously.
c. Records Retention Schedule – Michele Hayden moved to approve the Records Retention Schedule as presented. Wade Howie seconded. Motion carried unanimously.
d. Director Election (November 8, 2022 – Hayden, Peyrot – 4 year terms). The following legal ad will run July 26, 2022, in the News-Record:

NOTICE OF DIRECTOR ELECTION
RAFTER D IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 8, 2022, an election shall be held for the purpose of electing two Directors to serve four (4) year terms on the Board of the Rafter D Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 8, 2022, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 10, 2022, and August 30, 2022. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net – click on Election Documents.

Scott Peyrot, Secretary / Filing Officer
Rafter D Improvement & Service District

Wade Howie adjourned the meeting at 6:35 p.m.

Next Regular Meeting: Monday, August 15, 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

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Wade Howie, President (299-3763) / Date

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

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

Budget - RAFTER D ISD - 7/1/22 - 6/30/23

Budget Hearing: Monday, July 18, 2022, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Rafter D ISD, PO Box 432, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget	
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23	
TOTAL FUNDS ON HAND START OF FY	**26,039**	**28,802**	**28,802**	**30,545**	
Revenue					
Assessments ($300 X 16 lots) - Water					
Assessments ($300 X 14 lots) Roads	4,200	4,200	4,200	4,200	28 parcels / 14 assessed
Assessments - Interest	5	50	6	50	
Grants - County	0	5,207	0	6,018	*(25% of roads expenditures)*
Interest - Bank	20	30	16	30	
Monthly Rates	16,320	16,320	16,320	19,200	$100 X 16
Water Overages	2,874	3,000	3,750	3,000	$2 per 1,000 gal over 15,000
Other Fees (Late, Collections, etc.)	185	300	150	300	
Receivables End of Prior Yr		*931*		*0*	*Receivables End of Prior Yr*
TOTAL REVENUE	23,604	30,038	24,442	32,798	
TOTAL CASH ON HAND + REVENUE	**49,643**	**58,840**	**53,244**	**63,343**	
Expenditures					
Administrative					
Contract Admin./Bks ($375/mo.)	4,500	4,500	4,500	4,500	
Contract Legal		150		150	
Office/Adver./Postage/Collec./ +	473	500	300	400	
Travel					
TOTAL ADMINSTRATIVE	4,973	5,150	4,800	5,050	*Cost per month (16)*
					26.30
Indirect					
Insurance - Liab., Bonding	500	500	500	500	
Insurance - Property					*Cost per month. (16)*
TOTAL INDIRECT COSTS	500	500	500	500	***$2.60***
Operations					
Miscellaneous (Cash Carryover - Road Cash Carryover)		*13,131*		*10,674*	
Mailboxes					
Roads - Cash Carryover	0	*15,671*	0	*19,871*	If Not Spent, bal. 6/30/23:
Roads - Assessment ($4,200)		4,200		4,200	24,071
Roads - Additional Expenditure due to Cty Grant		5,156		6,018	*Road Project=approx.*
Recreation Area / Pond (Taxes $365)		365		365	*$30,089*
Water System					
Opeator/Meters/Billing ($789.80 per mo.)	6,582	6,582	7,158	9,478	
Chemicals	1,763	1,246	2,000	1,246	
Electricity	4,079	3,900	5,161	3,900	
Testing / CCR	2,036	500	512	500	*SOC/VOC 4/16/18 $1,232*
Operations (all other fees)	97				
Regional Water ($6.00 per mo. per tap/16 taps)	960	960	960	1,152	96 per mo. X 12
Regional Water Usage ($6.01 per 1,000)					
Repairs	23	162	705	389	
Tank Cleaning					*Tank Clean 9/21/17 $1,379*
Payables End of Prior Yr		*1,834*		*0*	*Payables end of Prior Yr*
TOTAL OPERATIONS (NO MISC./ROLLOVER)	15,540	40,576	16,496	47,118	
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	15,540	53,707	16,496	57,792	*Water Cost:*
					16,665
TOTAL EXPENDITURES	21,013	59,357	21,796	63,342	*Cost per tap per month. (16)*
					$86.79
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	59,357	0	63,342	
NET REVENUE MINUS EXP. - RESERVES + MISC	2,591	-517	2,646	0	
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		-517		0	
Receivables Start of FY	835		931		
Payables Balance Start of FY	1,566		1,834		
	6/30/2020	**6/30/21 (EST.)**	**6/30/2021**	**6/30/21 (EST.)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	26,039	28,802	28,802	30,545	
RESERVES BALANCES		0		0	Roads / Assigned Funds
TOTAL FUNDS BEGINNING OF YEAR	26,039	28,802	28,802	30,545	
Receivables Balance End of FY	931				
Payables Balance End of FY	1,834				
End of Year Bank Balance (Estimated)	28,802		30,545		

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. Water Guy has taken over the billing for the water system, and due to rising costs, the monthly fee will increase to $100 starting in July. The 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.