Rafter D Improvement & Service District
Budget Hearing & Regular Meeting Minutes
Monday, July 3, 2023, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Albert Hernandez, Wade Howie, Scott Peyrot
OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING
Wade Howie called the budget hearing to order at 5:36 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Wade Howie adjourned the budget hearing at 5:41 p.m.

REGULAR MEETING
Wade Howie called the regular meeting to order at 5:41 p.m.

I. **Budget** – Wade Howie moved to adopt the budget for 7/1/23 – 6/30/24 for $50,297 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Scott Peyrot seconded. Motion carried unanimously. The budget is attached to these minutes.

II. **Customer / Billing Concerns**
None

III. **Minutes –** The minutes for the last regular meeting on May 8, 2023, 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.

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

Bank Balance at End of Last Meeting:		$11,338.14
Water Deposits 5/1-5/8/23:	$100.00	
Xpress bill pay 5/5/23:	$415.00	
Adjusted Balance Forward:		$11,853.14
Water Deposits 5/9-5/31/23:	$1,817.00	
Assessments Deposit 5/10/23	$462.35	
Interest 5/31/23:	$4.05	
Water Deposits 6/1-6/30/23:	Completed reports not available prior to meeting.	
Xpress Bill Pay 6/5/23:	$315.00	
Assessments Deposit 6/12/23:	$900.00	
Interest 5/31/23:	No statement yet.	

Bills paid in June:

CHK #	VENDOR	PURPOSE		AMOUNT
AUTO	Powder River Energy	Acct 3230728 5/1-6/1/23	$232.63	$382.91
		Acct 3284226 5/1-6/1/23	$150.28	
1255	Cathey Consulting, LLC	Inv. 7091 – May Admin./Books/Compliance		$375.00
1256	City of Gillette	Inv. 1663097– Regional water 5/2-6/2/23 (0 gal.)		$96.00
1257	Energy Laboratories, Inc.	Inv. 551679 – Annual water quality report		$125.00
1258	Gillette News-Record	Inv. 1985 – Budget hearing ad		$97.50
1259	Hawkins, Inc.	Inv. 6473613 – Azone 15		$357.30
1260	Water Guy	Inv. 2023-449-May Water Op./Meter Rdgs./Billing $789.80		$837.30
		Inv. 2023-490 – 5 gallons sodium hydrochl. $47.50		
TOTAL:				$2,271.01

Bank Balance Prior to Meeting; $13,080.53

Bills Paid at Current Meeting

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230728 6/1-7/1/23	No bill yet.
		Acct 3284226 6/1-7/1/23	
1261	Cathey Consulting, LLC	Inv. 7136 – June Admin./Books/Compliance $375.00	$375.00
1262	Water Guy	Inv. 2023-563 – June Water Op./Meter Rdgs/Billing	$789.80
	City of Gillette	Regional water 6/2-7/2/23	No bill yet
TOTAL BILLS PAID:			$1,164.80
Bank Balance End of Meeting:			**$11,915.73**

Receivables balances were reviewed.

V. **Water System Update –** Water system and billing reports were available. There was no update on the lead and copper rule / service lines inventory.

VI. Unfinished Business

a. Signs – The signs have been put back up. This will be removed from the agenda.

VII. New Business

a. Official Depository – Wade Howie moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Scott Peyrot seconded. Motion carried unanimously.
b. Public records notice – Two board members signed the notice to submit to the County stating that the District's records are stored at the office of Cathey Consulting with office hours most Mondays through Thursdays 9 a.m. to 5 p.m.
c. Albert Hernandez reported that he talked to Spectrum regarding TV and internet services in Rafter D. If someone on the west side of the subdivision would call and ask for a quote and signs up for Spectrum, Spectrum may waive the installation fee for everyone in the area. Century Link is another option another Board member uses. There was discussion on options.

Wade Howie adjourned the meeting at 5:54 p.m.

Next Meeting: Tuesday, September 19, 2023, 5:30 p.m. (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

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

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

Budget - RAFTER D ISD - 7/1/23 - 6/30/24

Budget Hearing: Monday, July 3, 2023, 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	
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24	
TOTAL FUNDS ON HAND START OF FY	**28,802**	**30,545**	**31,954**	**19,823**	
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	15	50	6	50	
Grants - County	0	6,018	0	3,694	*(25% of roads expenditures)*
Interest - Bank	22	30	16	30	
Monthly Rates	18,302	19,200	16,320	19,200	$100 X 16
Water Overages	38	3,000	3,750	3,000	$2 per 1,000 gal over 15,000
Other Fees (Late, Collections, etc.)	322	300	150	300	
Receivables End of Prior Yr		*0*		*0*	*Receivables End of Prior Yr*
TOTAL REVENUE	22,899	32,798	24,442	30,474	
TOTAL CASH ON HAND + REVENUE	**51,701**	**63,343**	**56,396**	**50,297**	
Expenditures					
Administrative					
Contract Admin./Bks ($375/mo.)	4,500	4,500	4,500	4,725	5% increase ($393.75/mo.)
Contract Legal		150		100	
Office/Adver./Postage/Collec./ +	507	400	300	300	
Travel					
TOTAL ADMINSTRATIVE	5,007	5,050	4,800	5,125	*Cost per month (16)*
					26.69
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)		*10,674*		*9,247*	
Mailboxes					
Roads - Cash Carryover	0	*19,871*	0	*10,576*	If Not Spent, bal. 6/30/24:
Roads - Assessment ($4,200)		4,200	15,495	4,200	14,776
Roads - Additional Expenditure due to Cty Grant		6,018		3,694	*Road Project=approx.*
Recreation Area / Pond (Taxes $365)		365		365	*$18,470*
Water System					
Operator/Meters/Billing ($789.80 per mo.)	6,582	9,478	6,478	9,478	
Chemicals	1,981	1,246	1,300	1,246	
Electricity	4,794	3,900	5,200	3,900	
Testing / CCR	689	500	512	500	*SOC/VOC 4/16/18 $1,232*
Operations (all other fees)	180				
Regional Water ($6.00 per mo. per tap/16 taps)	1,008	1,152	960	1,152	96 per mo. X 12
Regional Water Usage ($6.01 per 1,000)					
Repairs	5,743	389	425	314	
Tank Cleaning					*Tank Clean 9/21/17 $1,379*
Payables End of Prior Yr		*0*		*0*	*Payables end of Prior Yr*
TOTAL OPERATIONS (NO MISC./ROLLOVER)	20,977	47,119	30,370	35,425	
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	20,977	57,793	30,370	44,672	*Water Cost:*
					16,590
TOTAL EXPENDITURES	26,484	63,343	35,670	50,297	*Cost per tap per month. (16)*
					$86.40
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	63,343	0	50,297	
NET REVENUE MINUS EXP. - RESERVES + MISC	-3,585	0	-11,228	0	
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		0		0	
Receivables Start of FY	931		931		
Payables Balance Start of FY	1,834		1,834		
	6/30/2021	**6/30/22 (EST.)**	**6/30/2022**	**6/30/23 (EST.)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	28,802	30,545	31,954	19,823	
RESERVES BALANCES		0		0	Roads / Assigned Funds
TOTAL FUNDS BEGINNING OF YEAR	28,802	30,545	31,954	19,823	
Receivables Balance End of FY	(386)				
Payables Balance End of FY	7,254				
End of Year Bank Balance (Estimated)	31,954		19,823		

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: Wade Howie (Pres.) term ends Nov., 2024 / Scott Peyrot (Secretary) & 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
Rafter D Drive	1,294	0.25
Stone Gate Ave	1,284	0.24
Lazy D Ave	1,737	0.33
TOTAL	5,663	1.07