Rafter D Improvement & Service District
Budget Hearing / Regular Meeting Minutes
Thursday, July 6, 2017, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Charity Knopp, Wade Howie (by telephone), Delight Harris (by telephone)
OTHERS PRESENT: Helenanne Cathey, Duaine Faucett

BUDGET HEARING

Charity Knopp called the budget hearing to order at 5:30 p.m. The budget was reviewed. There was an opportunity for public comment. Charity Knopp adjourned the budget hearing at 5:31 p.m.

REGULAR MEETING

Charity Knopp called the meeting to order at 5:30 p.m.

I. **Minutes –** The minutes for the last regular meeting on May 4, 2017, were reviewed. The minutes were e-mailed and mailed after the meeting and posted online. Charity Knopp moved to approve the minutes as written. Delight Harris seconded. Motion carried unanimously.

II. **Treasurer's Report –** The Treasurer's Report and financial information were reviewed. Charity Knopp moved to accept the Treasurer's Report and pay bills as presented. Delight Harris seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:				$16,183.20
Deposits through 5/31/17:		$1,670.00		
05/30/17	Auto Deduction – PR Energy		$114.14	
05/30/17	Auto Deduction – PR Energy		$46.90	
06/12/17	Auto Deduction – PR Energy		$111.56	
06/12/17	Auto Deduction – PR Energy		$43.71	
06/12/17	Ck# 1200 – Cathey Consulting – books/adm.		$370.29	
06/12/17	Ck# 1201 – Energy Laboratories – CCR		$75.00	
06/12/17	Ck# 1202 – Water Guy – operator		$546.50	
Deposits 6/1/17 through 6/30/17:		$2,651.63		
Bank Balance Prior to Meeting;				$19,196.73

Bills Paid:

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230728	NO BILL YET
		Acct 3284226	NO BILL YET
1203	Cathey Consulting, LLC	Inv. 3967 – June Admin./Books/Compl. $368.82	$375.41
		Inv. 3967 – Cert. letter $6.59	
1204	Gillette News-Record	Ad 0039457 – Budget hearing legal ad	$59.81
1205	Hawkins, Inc.	Inv. 4097249 – Azone 15	$245.61
1206	Water Guy, LLC	Inv. 2017-678 – June Water Operator $546.50	$608.50
		Inv. 2017-609 – Called out for no water pressure $62.00	
TOTAL BILLS PAID:			$1,289.33
Bank Balance End of Meeting:			**$17,907.40**

Receivables balances were reviewed.

III. The water system information was reviewed (see table below).

Month	Water Usage (Main Meter)	Average Daily Usage Main	Water Usage (Distr. Meter)	Avg. Daily Usage Distr	Avg Usage Per Month Per Cust. (16) (Dist. Meter)	Distr. Meter Read with Meters	Meter Readings Total Gallons	Meter Readings Rounded Total	# / $ Billed	Difference from Main Meter
June, 2017						227,585	221,420	220,000	5/$148	6,165
May, 2017	133,820	4,461	94,825	3,059	5,926	97,674	92,320	91,000	0/$0	5,354
April, 2017	92,140	4,006	76,004	3,304	4,750	481,246	430,190	432,000	0/$0	51,056
Mar., 2017	66,240	2,137	69,182	2,386	4,323					
Feb., 2017	119,500	4,780	74,343	2,564	4,646					
Jan., 2017	116,780	3,434	91,240	2,683	5,702					
Dec., 2016	114,620	3,697	73,641	2,375	4,602					
Nov., 2016	134,330	3,838	97,115	2,775	6,069					
Oct., 2016	129,820	4,188	59,678	1,925	3,729	91,544	83,390	83,000	0/$0	8,154
Sept., 2016	289,460	9,649	282,538	8,310	17,658	250,912	243,730	242,000	6/$178	7,182
August, 2016	459,585	15,316	419,585	13,986	26,224	419,546	415,560	417,000	8/$480	3,986
July, 2016	400,430	13,348	382,191	12,740	23,886	382,191	383,100	383,000	8/$410	-909
June, 2016	363,300	8,449	253,459	12,110	15,841	253,369	242,100	240,000	6/$174	11,269
May, 2016	229,360	6,371	142,736	3,965	8,921	115,118	112,850	115,000	1/$30	2,268
April, 2016	172,230	6,151	112,906	3,893	7,056		266,750-3mo	266,000	1/$64	No #
March, 2016	189,520	4,058			11,845					
February, 2016	146,090	4,058			9,130					
January, 2016	134,530	5,174			8,408		225,850-3mo	229,000	0	356,580-3m
Dec., 2015	273,790	7,823			17,111					
Nov., 2015	174,110	6,218			10,881					
October, 2015	294,520	9,817			18,407		117,530	113,000	0 / $0	176,990
Sept., 2015	435,900	14,530			27,243		267,160	268,000	0 / $0	168,740
August, 2015	475,520	15,850			29,270		330,410	333,000	0 / $0	145,110
July, 2015	459,750	15,325			28,734		303,400	302,000	0 / $0	156,350
June, 2015	279,840	9,328			17,490		89,130	89,000	0 / $0	190,710
May, 2015	222,700	7,170			13,918		72,420	71,000	0 / $0	149,850
April, 2015	322,700	9,220			20,168		88,560	82,000	0 / $0	134,140
March, 2015	304,270	8,452			19,016					
February, 2015	223,060	7,195			13,941					
January, 2015	207,150	7,672			12,946					
December, 14	210,390	7,514			13,149					
November, 14	212,100	7,575			13,256					
October, 2014	290,380	8,799			18,148					
Sept., 2014	329,050	10,968			20,565					
August, 2014	566,560	18,885			35,410					
July, 2014	406,930	14,533			25,433					
June, 2014	241,200	7,781			15,075					
May, 2014	224,740	8,026			14,046					
April, 2014	203,240	6,775			12,702					
March, 2014	285,350	9,205			17,834					
February, 2014	175,440	6,266			10,965					
January, 2014	229,600	7,406			14,350					
December, 13	216,600	6,987			13,537					
November, 13	261,670	8,722			16,354					
October, 13	285,570	9,211			17,848					
September, 13	402,660	13,422			25,166					
August, 2013	798,980	25,774			49,936					
July, 2013	564,170	18,199			35,260					
June, 2013	457,910	15,264			28,619					
May, 2013	296,120	9,552			18,507					

IV. Unfinished Business

a. EPA Sanitary Survey – Water Guy provided a written quote that included tank cleaning, disinfecting, hatch installation and painting for $3,750.00. Duaine Faucett explained the reason for the work and the work that would be done. The regional is ready to go. While completing this project, the District will need to run off of regional water. Charity Knopp moved to authorize Water Guy to do the work for $3,750. Delight Harris seconded. Motion carried unanimously. Charity Knopp moved to send a letter out to everyone telling them no outdoor watering and no unnecessary watering during the time the District is doing this project and is on City water. Delight Harris seconded. Motion carried unanimously. Water Guy will also try to put up some signs by the entrances to notify people when the work is being done.

The water rates were discussed.

b. Budget – Charity Knopp moved to adopt the budget for 7/1/17 – 6/30/18 for $41,640 and adopt the Resolution to Assess and assess as approved in the budget. Wade Howie seconded. Motion carried unanimously. The budget is attached to these minutes

V. New Business

a. A letter was reviewed regarding the formation of a Special District Association in Wyoming. No action was required. The information will be filed.
b. Public Records Notice – Charity Knopp signed the form to submit to the County indicating that the District's records are stored at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette).
c. Official Depository – Charity Knopp moved to designate Bank of the West as the official depository for the District for 7/1/17 – 6/30/18. Delight Harris seconded. Motion carried unanimously.
d. Delight Harris submitted a letter of resignation. This will be her last meeting. Anyone interested in serving on the board is asked to please contact Charity Knopp or Wade Howie or come to the next meeting.

Charity Knopp adjourned the meeting at 5:50 p.m.

Next Regular Meeting: Monday, September 18, 2017, 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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Delight Harris, Treasurer (689-4122) / Date

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Charity Knopp, Secretary / Date

Budget - RAFTER D ISD - 7/1/17 - 6/30/18				
Budget Hearing: July 6, 2017, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Rafter D ISD, PO Box 432, Gillette, WY 82717				
	Actual	Budget	Actual	Budget
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
TOTAL FUNDS ON HAND START OF FY	**10,345**	**13,273**	**13,273**	**19,196**
Revenue				
Assessments ($300 X 16 lots) - Water	4,800	4,800	4,800	
Assessments ($300 X 14 lots) Roads				4,200
Assessments - Interest	59		11	
Grants - County				
Interest - Bank				
Monthly Rates ($85 X 16)	16,414	16,320	17,562	16,320
Water Overages		1,724		1,724
Other Fees (Late, Collections, etc.)	240		769	200
TOTAL REVENUE	21,513	22,844	23,142	22,444
TOTAL CASH ON HAND + REVENUE	**31,858**	**36,117**	**36,415**	**41,640**
Expenditures				
Administrative				
Contract Admin./Bks ($360/mo.)	4,320	4,320	4,320	4,320
Contract Legal	134	150		150
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	325	325	412	350
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	4,779	4,795	4,732	4,820
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		*13,273*		*19,196*
Mailboxes	1,269			
Major Repairs / Rollover		4,800		
Roads			562	
Recreation Area / Pond (Taxes $365)		300	365	365
Water System				
Oper ($484.50) & Meters ($62)	5,941	6,558	7,043	6,558
Chemicals	798		1,036	
Electricity	2,686	2,900	2,510	2,900
Testing / CCR	275		455	
Operations (all other fees)	1,160	1,991	62	1,991
Repairs	1,702	1,000		1,110
TOTAL OPERATIONS (NO MISC./ROLLOVER)	13,831	17,549	12,033	12,924
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	13,831	30,822	12,033	32,120
TOTAL EXPENDITURES	19,110	36,117	17,265	37,440
Capital Improvements / Reserves				
Deposits into Reserves	0	0	0	4,200
Payments from Reserves				
DEDICATED TO RESERVES (For Roads)	0	0	0	4,200
TOTAL EXP. PLUS NET RESERVES	0	0	0	41,640
NET REVENUE MINUS EXP. - RESERVES + MISC	2,403	0	5,877	0
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		0		0
Receivables Start of FY	(177)		(685)	
Payables Balance Start of FY	231		248	
	7/1/2015	**7/1/2016**	**7/1/2016**	**6/30/2017**
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	10,345	13,273	13,273	19,196
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	10,345	13,273	13,273	19,196
Receivables Balance End of FY	(685)		(60)	
Payables Balance End of FY	248		920	
End of Year Bank Balance	13,273		19,197	

Budget Message: Rafter D ISD manages the water system and roads. The assessment for water will be removed and replaced by an assessment to build up a fund to spend on road improvements (drainage and rock). This amount will be dedicated to reserves for road work. There are no dedicated reserves for the water system. The monthly fee and annual assessment amount will stay the same.

Board Member Signature

Board Member Signature

Directors: Wade Howie (Pres.) & Charity Knopp (Secretary) & Delight Harris (Treasurer) terms end Nov., 2018
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 Ae, Suite 106, Gillette.