

**Rafter D Improvement & Service District
Budget Hearing / Regular Meeting Minutes
Monday, June 27, 2016, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Wade Howie, Charity Knopp, Delight Harris
OTHERS PRESENT: Helenanne Cathey

Budget Hearing

Wade Howie called the budget hearing to order at 5:30 p.m. The budget was reviewed. There was an opportunity for public comment. The budget hearing was adjourned at 5:32 p.m.

Regular Meeting

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

- I. Minutes** – The minutes for the last regular meeting on April 12, 2016, were reviewed. The minutes were e-mailed and mailed after the meeting and posted online. Wade Howie moved to approve the minutes as written. Charity Knopp seconded. Motion carried unanimously.
- II. Treasurer’s Report** – The Treasurer’s Report and financial information were reviewed. Delight Harris moved to accept the Treasurer’s Report and pay bills as presented. Charity Knopp seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:	\$11,907.20
04/27/16 Deposit	\$340.00
Bills Paid in May:	
<u>CHK # VENDOR</u>	<u>PURPOSE</u>
AUTO Powder River Energy	Acct 3230726 3/9/16-4/9/16
	\$123.56
	Acct 3284226 3/9/16-4/10/16
	\$77.18
1156 Cathey Consulting, LLC	Inv. 3364 – April. Admin./Books/Compl/Post. \$368.46
	\$374.93
	Inv. 3341 – Cert. letter \$6.47
1157 Energy Laboratories, Inc.	Inv. 360400297 – Testing
	\$25.00
1158 Local Gov’t Liab. Pool	Insurance/Directors & Officers Coverage
	\$500.00
1159 US Postal Service	Annual box fee
	\$48.00
1160 Water Guy, LLC	Inv. 2016-439 – April Water Operator \$484.50
	\$1,499.76
	Inv. 2016-384 – Distribution meter installed \$950.00
1161 Lubnau Law Office	Warranty Deed legal fees
	\$134.32
TOTAL BILLS PAID:	\$2,782.75
05/10/16 Deposit	\$695.00
05/10/16 Deposit	\$450.00
05/13/16 Deposit	\$550.00
05/26/16 Deposit-Assessments	\$234.00
06/01/16 Deposit	\$85.00
06/02/16 Deposit	\$255.00
06/10/16 Deposit	\$1,145.00
06/13/16 Deposit-Assessments	\$1,050.74
06/24/16 Deposit	\$345.00
Bank Balance Prior to Meeting;	\$14,274.19
Bills Paid for June	
<u>CHK # VENDOR</u>	<u>PURPOSE</u>
AUTO Powder River Energy	Acct 3230726 4/10-5/9/16
	\$122.07
	Acct 3284226 4/10-5/9/16
	\$63.26
1162 Cathey Consulting, LLC	Inv. 3408 – May Admin./Books/Compl/Postage
	\$369.40
1163 Energy Laboratories	Inv. 360500334 – Testing/CCR
	\$75.00
1164 Gillette News-Record	Ad 00315482 – budget hearing
	\$59.81

1165	Hawkins, Inc.	Inv. 3885196 – Azone 15, misc.	\$252.30
1166	Water Guy, LLC	Inv. 2016-537 – May Water Operator & Meters	\$546.50
TOTAL BILLS PAID:			\$1,488.34

Bills Paid for July:

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230726 5/10-6/10/16	\$148.86
		Acct 3284226 5/10-6/10/16	\$45.85
1167	Cathey Consulting, LLC	Inv. 3423 – June Admin./Books/Compliance	\$360.00
1168	Water Guy, LLC	June Water Operator	\$546.50
TOTAL BILLS PAID:			\$1,101.21

Bank Balance After Bills:

\$11,684.64

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	Average Usage Per Month Per Customer (16 Customers)	Distr. Meter Read with Meters	Meter Readings Total Gallons	Meter Readings Rounded Total	# / \$ Billed	Difference from Main Meter
June, 2016						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					

April, 2013									
March, 2013	141,710	4,571			8,856				
February, 2013									
January, 2013	138,640	4,472			8,665				
December, 12	190,950	6,159			11,934				
November, 12	125,740	4,191			7,858				
October, 2012	229,030	7,388			14,314				
September, 12	526,820	17,560			32,926				
August, 2012	626,270	20,202			39,141				
July, 2012	915,150	29,520			57,196				
June, 2012	446,370	14,879			27,898				

IV. Unfinished Business

- a. Conservation District / Donkey Creek – Frank and Sue Latta are working on a community garden and more paths, etc. around the pond. They are looking at options for controlling thistle and cattails around the pond. No update. There was discussion on spraying for thistles.
- b. Legal paperwork to have recreation area deeded over to the District from Doud – The Warranty Deed was received. It has been filed with the Courthouse.
- c. Mailboxes – Mailboxes have been installed. This will be removed from the agenda. If anyone has questions, contact the post office. Anyone who did not have a mailbox there could get a locked box if they want. Contact the post office directly.
- d. Budget – Wade Howie moved to adopt the budget for 7/1/16 – 6/30/17 for \$35,726.72 as discussed. Charity Knopp seconded. Motion carried unanimously. The budget is attached to these minutes.
- e. Assessments – Charity Knopp moved to adopt the resolution to assess and to assess as reported in the budget. Delight Harris seconded. Motion carried unanimously.

V. New Business

- a. Public Records Notice – Wade Howie completed the Public Records Notice to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette.
- b. Official Depository – Charity Knopp moved to designate Bank of the West as the official depository for 7/1/16 – 6/30/17. Delight Harris seconded. Motion carried unanimously.
- c. Director Election – November 8, 2016 (Howie – 4 years / Harris – 2 years) – The following ad will run on July 12, 2016, in the Gillette News-Record.

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

Public Notice is hereby given that on Tuesday, November 8, 2016, an election shall be held for the purpose of electing one Director to serve a four (4) year term and one Director to serve a two (2) year term 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. There will be no polling place.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 10, 2016, and August 30, 2016. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net – click on Election Documents.

Charity Knopp, Secretary / Filing Officer
 Rafter D Improvement & Service District

- d. A letter was received from the County Public Works office regarding whether or not the District will require the County get a letter from the District for any new construction going through the permitting process with the County regarding water service. The consensus was to send a letter to the County stating the District wants to be notified and require a letter from the District for any new construction.

- e. Annual Water Quality Report / Consumer Confidence Report – The annual report is available from Water Guy at www.wateryuywyoming.com or by calling 307-299-3544 or going to Water Guy’s office at 512 State Hwy 50, Gillette.

Wade Howie adjourned the meeting at 5:57 p.m.

Next Regular Meeting: Tuesday, August 30, 2016, 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

Delight Harris, Treasurer (689-4122) / Date

Charity Knopp, Secretary (682-4837) / Date

Rafter D Improvement and Service District Budget - 7/1/16 - 6/30/17

Budget Hearing: Monday, June 27, 2016, 5:30 p.m. at the office of Cathey Consulting, 400 S Gillette Ave/PO Box 432, Gillette, WY 82717

						Actual 7/1/14 - 6/30/15	Budget 7/1/15 - 6/30/16	Actual 7/1/15 - 6/30/16	Budget 7/1/16 - 6/30/17	NOTES
Cash Carryover						\$9,971.68	\$10,355.45	\$10,355.45	\$12,882.72	
Revenue						\$49,869.04	\$22,844.00	\$21,508.19	\$22,844.00	
TOTAL						\$59,840.72	\$33,199.45	\$31,863.64	\$35,726.72	
Expenses										
Administrative						\$4,176.51	\$4,750.00	\$4,725.45	\$4,795.00	
Indirect						\$500.00	\$500.00	\$500.00	\$500.00	
Operations						\$12,431.44	\$17,594.00	\$13,830.91	\$17,549.00	
Major Repairs / Capital / Reserves						\$28,800.80	\$4,800.00	\$0.00	\$0.00	
Miscellaneous						\$0.00	\$10,355.45	\$0.00	\$12,882.72	
TOTAL						\$45,908.75	\$37,999.45	\$19,056.36	\$35,726.72	
APPROVALS:						BUDGET MESSAGE: The Rafter D Improvement and Service District will continue with a \$300 per year assessment for the 16 lots on the water system. The regular monthly billing will continue at \$85 per month. The members of the District who are not on the water system are not assessed nor are they billed a monthly fee. The fees are all for the water system at this time.				
Wade Howie, President										
Charity Knopp, Secretary										

				Actual 7/1/14 - 6/30/15	Budget 7/1/15 - 6/30/16	Actual 7/1/15 - 6/30/16	Budget 7/1/16 - 6/30/17	NOTES
			Operations					
			Mailboxes			1,269.00		
			Recreation Area / Pond				300.00	
			Roads					
			Major Repairs / Capital / Reserves		4,800.00		4,800.00	\$300 X 16 lots (Assessments)
			Water System Expenses					
			Call Outs			209.93	226.00	
			Chemicals	974.00	1,200.00	797.90	1,100.00	
			Consumer Confidence Report	60.00	60.00	75.00	60.00	
			Distribution Meter			950.00		
			Improvements to Water System	112.00				
			Locates	62.00				
			Meter Reading	62.00	744.00	124.00	744.00	62 X 12 months
			Repairs to Water System	169.13	726.00	1,701.59	1,000.00	
			Testing	2,210.00	1,050.00	200.00	605.00	
			Utilities	2,844.31	2,900.00	2,686.23	2,900.00	
			Water Operator	5,814.00	5,814.00	5,817.26	5,814.00	\$484.50 X 12 rate incr. 1/1/14)
			Water Shut Off / Turn On	124.00				
			Well House Expense					
			Water System Expenses - Other		300.00			
			Total Water System Expenses	12,431.44	12,794.00	12,561.91	12,449.00	OPERATIONS:
								778.06
								Cost per lot per year (16 lots)
								64.84
			Total Operations	12,431.44	17,594.00	13,830.91	17,549.00	Cost per month
			Total Expense	17,107.95	22,844.00	19,056.36	22,844.00	
			Net Revenue	32,761.09	0.00	2,451.83	0.00	SHORTAGE PER MO.
			Water Meters Project	28,800.80				0.00
			Net After Capital Improvements / Major Repairs Savings	3,960.29	0.00	2,451.83	0.00	SHORTAGE PER LOT - PER YR.
			Miscellaneous Expenses (Cash on hand Start of FY)		10,355.45		12,882.72	0
			Additional Revenue due to increased grant (2/11/15) - offsets costs (to cash on hand)					\$0.00
			Total Exp. Plus Misc. Exp.	45,908.75	33,199.45	19,056.36	35,726.72	- per month
			Bank Balance	\$7,729.00	\$9,971.68	\$10,355.45	\$12,882.72	
			Rate History:	\$85 per mo. Starting 1/1/14	\$80 per mo. Starting 10/1/11	\$40 per mo. Prior to that		
				10/1/11 - Special assessment direct billed for one time only down hole pump replacement \$1,091.80 per lot (X 16) = \$17,468.80 total				
				7/1/14 - \$300 capital reserves and \$1,125 water meters project assessment (\$1,425)				
				7/1/15 - \$300 capital reserves				