

**Rafter D Improvement & Service District  
Special Meeting Minutes  
Monday, March 14, 2016, 5:30 p.m.  
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Wade Howie, Charity Knopp  
BOARD MEMBERS NOT PRESENT: Delight Harris  
OTHERS PRESENT: Helenanne Cathey, Bruce Hokanson

Wade Howie called the meeting to order at 5:30 p.m.

The purpose of the special meeting is for the purpose of discussing mailboxes and the option of purchasing lock boxes. The City wants to move the Rafter D mailboxes 30 feet to the north so they can put an approach into the building for the regional connection. The City has \$400 that they will use to either:

- a) move the old mailboxes – (no cost to the District, less secure, mailboxes are all different, have to go to post office to pick up packages)

or

- b) tear down the old boxes and install the cluster boxes (pour a concrete pad, and install the boxes). There are 13 lots currently in the Rafter D subdivision and a total of 16 that are in the District (lock boxes are more secure, look nice/uniform, could get packages delivered there)

Wade Howie provided price sheets from two companies. The cluster boxes have to be ordered from approved suppliers. The prices for the cluster boxes from the two companies were \$1,189 or \$1,475, but it wasn't clear if those amounts include shipping. The Board will check to see if the cost includes shipping. Charity Knopp moved to purchase a 16 tenant door cluster box unit and have the City install it north 30 feet from where the mailboxes are currently located. Wade Howie seconded. Motion carried unanimously.

The Board will check with the post office to see how they want to transition to the new cluster boxes.

Wade Howie adjourned the meeting at 5:53 p.m.

**Next Regular Meeting: Tuesday, April 12, 2016, 5:30 P.M.**

**MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K<sup>2</sup> TECHNOLOGIES BUILDING – USE ENTRANCE ON 4<sup>TH</sup> 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 (682-4837) / Date