

**Rafter D Improvement & Service District
Regular Meeting Minutes
Wednesday, March 29, 2017, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette**

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

Wade Howie called the meeting to order at 5:34 p.m.

- I. Minutes** – The minutes for the last regular meeting on January 10, 2017, were reviewed. The minutes were e-mailed and mailed after the meeting and posted online. Wade Howie 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. Delight Harris moved to accept the Treasurer’s Report and pay bills as presented, including the bills for April (received after the agenda was printed). Wade Howie seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:	\$16,239.58
01/18/17 Deposit	\$170.00
01/18/17 Deposit	\$90.00
01/20/17 Deposit	\$200.00
01/26/17 Deposit	\$520.00
01/26/17 Deposit	\$85.00
01/30/17 Auto Deduction – PR Energy	\$107.99

February Bills Paid:

CHK #	VENDOR	PURPOSE	AMOUNT
1188	Cathey Consulting, LLC	Inv. 3753 – Jan. Admin./Books/Compliance/Postage	\$369.80
1189	Water Guy, LLC	Inv. 2017-79 – Jan. Water Operator	\$546.50
TOTAL BILLS PAID:			\$916.30

02/09/17 Deposit	\$150.00
02/10/17 Deposit – Assessments	\$595.00
02/14/17 Deposit	\$170.00
02/28/17 Deposit	\$440.00
02/28/17 Auto Deduction - PR Energy	\$101.21
02/28/17 Auto Deduction – PR Energy	\$137.84
03/08/17 Deposit	\$306.14
03/15/17 Deposit	\$855.00

Bank Balance Prior to Meeting; \$18,557.38

Bills Paid:

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230728 1/31/17-2/22/17	\$84.83
		Acct 3284226 1/31/17-2/26/17	\$126.55
1190	Cathey Consulting, LLC	Inv. 3794 – Feb. Admin./Books/Compl. \$368.82	\$375.41
		Inv. 3771 – Cert. letter \$6.59	
1191	Hawkins, Inc.	Inv. 4025878 – Azone 15	\$236.28
1192	Water Guy, LLC	Inv. 2017-190 – Feb. Water Operator	\$546.50
TOTAL BILLS PAID:			\$1,369.57

Bank Balance After Bills: \$17,187.81

April Bills Paid:

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	NO BILLS YET	
1193	Cathey Consulting, LLC	Inv. 3834 – Mar. Admin./Books/Compl. \$367.84	\$374.43
		Inv. 3809 – Cert. letter \$6.59	

1194 Water Guy, LLC

Inv. 2017-332 – Mar. Water Operator

\$546.50

TOTAL BILLS PAID:

\$920.93

Bank Balance After April Bills to Date:**\$16,521.88**

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 Cust. (16 Cust's)	Distr. Meter Read with Meters	Meter Readings Total Gallons	Meter Readings Rounded Total	# / \$ Billed	Difference from Main Meter
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	8,395					
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
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. EPA Sanitary Survey – Tank Cleaning authorized (estimated at \$1,500 to \$1,800) at the November 15, 2016, meeting. Hatch for tank – quote to be provided by Duaine Faucett (Nov. 15, 2016 meeting discussion). No update.

V. New Business

- a. County District Support Grant – The County now requires a 3rd party inspection of a project and the Board to complete an Affidavit Concerning Verification and Acceptance of Project before the District can receive final payment on a grant through the County.
- b. Local Government Liability Pool
 - 1) The renewal application was reviewed and signed to renew the insurance for the next fiscal year.
 - 2) Information was reviewed from the Local Government Liability Pool regarding various issues that were liabilities for other entities this past year.
- c. Budget – A preliminary budget needs to be submitted to the State and County by June 1st. The budget was reviewed and updated. There was discussion on working on the roads. Drainage work needs to be done and then rock added. The consensus was to assess through the County for roads this year instead of water. Those who do not drive District roads will not be assessed for roads. The assessment will stay at \$300 per lot, but only for the 14 lots that use the roads. The funds will be set reserved for roads.
- d. A landowner requested putting a mailbox out there because they want a larger box. The District just installed locked mailboxes this past year. The consensus was that the District would not approve that request. They need to talk to the post office anyway to see if the post office would even allow a box since the lock boxes were installed.
- e. There will be a vacancy on the Board of Directors for the District this year. Anyone interested in being on the Board is asked to please come to the next meeting or contact a board member.
- f. Sue Latta reported that she is having a garage sale April 8th and 9th and will be putting up signs. Traffic will be coming through if you want to have one at your house too.

Delight Harris moved to adjourn the meeting. Wade Howie seconded. The meeting adjourned at 6:04 p.m.

Next Regular Meeting: Thursday, May 4, 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

Wade Howie, President (299-3763) / Date

Delight Harris, Treasurer (689-4122) / Date

Charity Knopp, Secretary / Date