Rafter D Improvement & Service District
Regular Meeting Minutes
Tuesday, May 3, 2022, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Michele Hayden, Wade Howie, Scott Peyrot
OTHERS PRESENT: Helenanne Cathey, Frank Latta, Sue Latta, Stacie Hernandez, Albert Hernandez, Pat Schweitzer

This meeting was originally scheduled for April 25th but was rescheduled for today.

Wade Howie called the meeting to order at 5:33 p.m.

I. **Minutes –** The minutes for the last regular meeting on March 14, 2022, 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.

II. **Treasurer's Report –** The Treasurer's Report and financial information were reviewed. Wade Howie moved to accept the Treasurer's Report and pay bills as presented. Scott Peyrot seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:			$31,250.71
Deposits 3/14-3/31/22:	$800.00		
Interest 3/31/22:	$1.94		
Deposit – Assessments 04/11/22	$159.17		
Bank Balance Prior to Meeting;			$32,211.82

Bills Paid at Current Meeting (April and May – except most recent electric bill):

CHK #	VENDOR	PURPOSE		AMOUNT
AUTO	Powder River Energy	Acct 3230728 2/28-4/1/22	$165.58	$337.69
		Acct 3284226 2/28-4/1/22	$172.11	
1198	Cathey Consulting, LLC	Inv. 6508 – Mar. Admin./Books/Compliance		$375.00
1199	City of Gillette	Inv. 1425625 – Regional water 3/2-4/4/22 (0 gal.)		$80.00
1200	Local Gov't Liab. Pool	Inv. 13762 – Insurance 7/1/22 – 6/30/23		$500.00
1201	Water Guy	Inv. 2022-276 – Mar. Water Op./Meter Rdgs./Billing & supplies (deposit tickets)		$827.62
1202	Cathey Consulting	Inv. 6547 – Apr. Admin./Books/Compliance		$375.00
1203	City of Gillette	Regional water estimated 4/4-5/2/22		$80.00
1204	Water Guy	Inv. 2022-381 – Apr. Water Op./Meter Rdgs/Billing		$692.50
1205	US Postal Service	Annual box fee		$156.00
TOTAL BILLS PAID:				$3,423.81
Bank Balance End of Meeting:				**$28,788.01**

Receivables balances were reviewed.

III. There was discussion on the water system.

IV) **Unfinished Business**

a) Roads – Wade Howie reported that he talked to County Road and Bridge, and Road and Bridge will not be blading the District's roads. Pat Schweitzer bladed the road today, and he was at the meeting and explained that he has several blades sitting right now, and he doesn't mind blading the roads. It took an hour to blade today. Pat Schweitzer recommended crushed asphalt on the roads (an estimated 500 yards) and also recommends a mix of 80% crushed asphalt and 20% crushed concrete. More concrete will be dustier. It's just not always available. There was a great deal of discussion on the blading and ditches. There are areas that need work. Red rock is needed up to the new gate. Pat Schweitzer explained how the edges were knocked off the road and ended up in the ditch when he bladed last time and didn't charge the District anything, and Wade Howie explained that the County advised that the edges needed to be knocked down. The reason Pat Schweitzer didn't go back and remove the dirt from the ditch was he heard that there were a lot of complaints on the work he did after he did the work without charging anything for the blading. He can go back and clean out the ditches. Pat Schweitzer will provide a bid for the work. There was discussion on using the County grant, but the County won't consider it until July. The consensus is to look at Pat Schweitzer's bid, and it may be beneficial to proceed with the work prior to summer. A special meeting will be scheduled as soon as a bid is ready for review.

b) At the September meeting there was discussion on a gate that had been constructed on the north end of the common area (recreation area). A letter was sent to the landowner 3/14/22 asking them to remove the gate. The gate was not at the landowner's property – it was blocking off public access on a public road. Scott Peyrot reported that he talked to the landowner, and the landowner has torn the gate down and is beginning to fully fence off his property and put his access on his property line. This item will be removed from the agenda.

c) Budget for 7/1/22 – 6/30/23 – The budget was reviewed. Michele Hayden moved to approve the proposed budget. Scott Peyrot seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on July 5, 2022.

LEGAL NOTICE OF PUBLIC BUDGET HEARING
RAFTER D IMPROVEMENT & SERVICE DISTRICT

Rafter D Improvement & Service District will hold a public hearing to review the 7/1/22 – 6/30/23 budget followed by the regular District meeting to adopt the budget and conduct regular business at the Office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (City Hall Mall/K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Monday, July 18, 2022, at 5:30 p.m. Budget summary:

Expenses: Administrative $5,050 / Indirect $500 / Operations $57,792
Revenue / Cash Carryover: $63,342

Monthly fees will increase to $100 per tap on the water system, and the assessment for roads will continue for $300. A complete copy of the budget is available online at www.catheyconsulting.net – Rafter D Minutes from May 3, 2022.

To contact the District or for special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

II. New Business

a) Pat Schweitzer reported that he has a permit to drill a well because he wants to irrigate his pasture and it will fill up a pond nearby. No one had any issues with that.

Wade Howie adjourned the meeting at 6:13 p.m.
Next Regular Meeting and Budget Hearing: Monday, July 18, 2022, 5:30 p.m.
A special meeting will be scheduled as soon as bids are available to review for road work.
MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K^2 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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Michele Hayden, Treasurer (307-680-7171) / Date

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

Budget - RAFTER D ISD - 7/1/22 - 6/30/23					
Budget Hearing: Monday, July 18, 2022, 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	
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23	
TOTAL FUNDS ON HAND START OF FY	**26,039**	**28,802**	**28,802**	**30,545**	
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	5	50	6	50	
Grants - County	0	5,207	0	6,018	*(25% of roads expenditures)*
Interest - Bank	20	30	16	30	
Monthly Rates	16,320	16,320	16,320	19,200	$100 X 16
Water Overages	2,874	3,000	3,750	3,000	$2 per 1,000 gal over 15,000
Other Fees (Late, Collections, etc.)	185	300	150	300	
Receivables End of Prior Yr		*931*		*0*	*Receivables End of Prior Yr*
TOTAL REVENUE	23,604	30,038	24,442	32,798	
TOTAL CASH ON HAND + REVENUE	**49,643**	**58,840**	**53,244**	**63,343**	
Expenditures					
Administrative					
Contract Admin./Bks ($375/mo.)	4,500	4,500	4,500	4,500	
Contract Legal		150		150	
Office/Adver./Postage/Collec./ +	473	500	300	400	
Travel					
TOTAL ADMINSTRATIVE	4,973	5,150	4,800	5,050	*Cost per month (16)*
					26.30
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)		*13,131*		*10,674*	
Mailboxes					
Roads - Cash Carryover	0	*15,671*	0	*19,871*	If Not Spent, bal. 6/30/23:
Roads - Assessment ($4,200)		4,200		4,200	24,071
Roads - Additional Expenditure due to Cty Grant		5,156		6,018	*Road Project=approx.*
Recreation Area / Pond (Taxes $365)		365		365	*$30,089*
Water System					
Opeator/Meters/Billing ($789.80 per mo.)	6,582	6,582	7,158	9,478	
Chemicals	1,763	1,246	2,000	1,246	
Electricity	4,079	3,900	5,161	3,900	
Testing / CCR	2,036	500	512	500	*SOC/VOC 4/16/18 $1,232*
Operations (all other fees)	97				
Regional Water ($6.00 per mo. per tap/16 taps)	960	960	960	1,152	96 per mo. X 12
Regional Water Usage ($6.01 per 1,000)					
Repairs	23	162	705	389	
Tank Cleaning					*Tank Clean 9/21/17 $1,379*
Payables End of Prior Yr		*1,834*		*0*	*Payables end of Prior Yr*
TOTAL OPERATIONS (NO MISC./ROLLOVER)	15,540	40,576	16,496	47,118	
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	15,540	53,707	16,496	57,792	*Water Cost:*
					16,665
TOTAL EXPENDITURES	21,013	59,357	21,796	63,342	*Cost per tap per month. (16)*
					$86.79
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	59,357	0	63,342	
NET REVENUE MINUS EXP. - RESERVES + MISC	2,591	-517	2,646	0	
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		-517		0	
Receivables Start of FY	835		931		
Payables Balance Start of FY	1,566		1,834		
	6/30/2020	**6/30/21 (EST.)**	**6/30/2021**	**6/30/21 (EST.)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	26,039	28,802	28,802	30,545	
RESERVES BALANCES		0		0	Roads / Assigned Funds
TOTAL FUNDS BEGINNING OF YEAR	26,039	28,802	28,802	30,545	
Receivables Balance End of FY	931				
Payables Balance End of FY	1,834				
End of Year Bank Balance (Estimated)	28,802		30,545		

Budget Message: Rafter D ISD manages the water system and roads. The assessment for roads will continue this next fiscal year to build up funds to spend on road improvements (drainage and rock). A road project will be done in the next fiscal year, if possible, utilizing the County Grant program. Otherwise, the amount will be carried over again in the general fund. There are no dedicated reserves. Water Guy has taken over the billing for the water system, and due to rising costs, the monthly fee will increase to $100 starting in July. The annual assessment amount will stay the same.

Board Member Signature

Board Member Signature

Directors: Wade Howie (Pres.) term ends Nov., 2024 / Scott Peyrot (Secretary) & Michele Hayden (Treasurer) terms end Nov., 2022
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.