

**Rafter D Improvement & Service District  
Regular Meeting Minutes  
Thursday, May 4, 2017, 5:30 p.m.  
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Wade Howie, Delight Harris  
BOARD MEMBERS NOT PRESENT: Charity Knopp  
OTHERS PRESENT: Helenanne Cathey, Michele Hayden

Wade Howie called the meeting to order at 5:50 p.m.

**I. Minutes** – The minutes for the last regular meeting on March 29, 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. Wade Howie 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:	\$16,521.88
04/07/17     Deposit	\$150.00
04/13/17     Deposit	\$1,150.00
04/19/17     Deposit	\$255.00
04/26/17     Deposit	\$170.00
04/27/17     Auto Deduction – PR Energy	\$96.90
04/27/17     Auto Deduction – PR Energy	\$111.89
Bank Balance Prior to Meeting;	\$18,038.09

**Bills Paid:**

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230728 1/31/17-2/22/17	NO BILL YET
		Acct 3284226 1/31/17-2/26/17	NO BILL YET
1195	Cathey Consulting, LLC	Inv. 3879 – April Admin./Books/Compl. \$36.80	\$376.39
		Inv. 3855 – Cert. letter \$6.59	
1196	Energy Laboratories, Inc.	Inv. 74457 – Testing	\$380.00
1197	Local Gov’t Liab. Pool	Inv. 10862 – Insurance	\$500.00
1198	US Postal Service	Annual Box Fee	\$52.00
1199	Water Guy, LLC	Inv. 2017-437 – April Water Operator	\$546.50
TOTAL BILLS PAID:			\$1,854.89

**Bank Balance End of Meeting:** **\$16,183.20**

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
April, 2017						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					
April, 2013										
March, 2013	141,710	4,571			8,856					

**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).
- b. Budget – Delight Harris move to approve the preliminary budget of \$39,682. Wade Howie seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record at least one week prior to the budget hearing.

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

Rafter D Improvement & Service District will hold a public hearing to review the 7/1/17 – 6/30/18 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 4<sup>th</sup> Street across from Arrow Printing) on July 6, 2017, at 5:30 p.m. Budget summary:

Expenses: Administrative \$4,820 / Indirect \$500 / Operations \$12,924 / Misc/Rollover \$17,238 /  
Reserves \$4,200

Revenue / Cash Carryover: \$39,682

Monthly fees will remain at last year's rate of \$85 per lot on the water system. A special assessment of \$300 for reserves for roads will be assessed. A complete copy of the budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Rafter D Minutes from May 4, 2017.

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

**V. New Business**

- a. A letter was reviewed from the Department of Audit regarding changes to Special District Budget Laws.
- b. Delight Harris moved to revise the by-laws to reflect the statute change on the date for the annual budget hearing (no later than the third Thursday in July instead of no later than five days after the third Thursday in July). Wade Howie seconded. Motion carried unanimously.
- c. A letter and new form were reviewed from the Department of Public Works for County District Support Grants for road projects.

Delight Harris moved to adjourn the meeting. Wade Howie seconded. The meeting adjourned at 5:58 p.m.

**Next Regular Meeting: Thursday, July 6, 2017, 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 / Date

**Budget - RAFTER D ISD - 7/1/17 - 6/30/18 (DRAFT)**

**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 7/1/15 - 6/30/16	Budget 7/1/16 - 6/30/17	Actual (Estim.) 7/1/16 - 6/30/17	Budget 7/1/17 - 6/30/18
<b>TOTAL FUNDS ON HAND START OF FY</b>	<b>10,345</b>	<b>13,273</b>	<b>13,273</b>	<b>17,238</b>
<b>Revenue</b>				
Assessments (\$300 X 16 lots) - Water	4,800	4,800	4,800	
Assessments (\$300 X 14 lots) Roads				4,200
Assessments - Interest	59		10	
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		850	200
<b>TOTAL REVENUE</b>	<b>21,513</b>	<b>22,844</b>	<b>23,222</b>	<b>22,444</b>
<b>TOTAL CASH ON HAND + REVENUE</b>	<b>31,858</b>	<b>36,117</b>	<b>36,495</b>	<b>39,682</b>
<b>Expenditures</b>				
<b>Administrative</b>				
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	325	350
Miscellaneous				
Travel				
<b>TOTAL ADMINSTRATIVE</b>	<b>4,779</b>	<b>4,795</b>	<b>4,645</b>	<b>4,820</b>
<b>Indirect</b>				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
<b>TOTAL INDIRECT COSTS</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Operations</b>				
Miscellaneous (Rollover)		13,273		17,238
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	6,558	6,558
Chemicals	798		790	
Electricity	2,686	2,900	2,900	2,900
Testing / CCR	275			
Operations (all other fees)	1,160	1,991	1,900	1,991
Repairs	1,702	1,000		1,110
<b>TOTAL OPERATIONS (NO MISC./ROLLOVER)</b>	<b>13,831</b>	<b>17,549</b>	<b>13,075</b>	<b>12,924</b>
<b>TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)</b>	<b>13,831</b>	<b>30,822</b>	<b>13,075</b>	<b>30,162</b>
<b>TOTAL EXPENDITURES</b>	<b>19,110</b>	<b>36,117</b>	<b>18,220</b>	<b>35,482</b>
<b>Capital Improvements / Reserves</b>				
Deposits into Reserves	0	0	0	4,200
Payments from Reserves				
<b>DEDICATED TO RESERVES (For Roads)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,200</b>
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,682</b>
<b>NET REVENUE MINUS EXP. - RESERVES + MISC</b>	<b>2,403</b>	<b>0</b>	<b>5,002</b>	<b>0</b>
<b>TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0</b>		<b>0</b>		<b>0</b>
Receivables Start of FY	(177)		(685)	
Payables Balance Start of FY	231		248	
	<b>7/1/2015</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>6/30/17 (est.)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	<b>10,345</b>	<b>13,273</b>	<b>13,273</b>	<b>17,238</b>
<b>RESERVES BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>10,345</b>	<b>13,273</b>	<b>13,273</b>	<b>17,238</b>
Receivables Balance End of FY	(685)			
Payables Balance End of FY	248			
End of Year Bank Balance	13,273		17,342	

**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](http://www.catheyconsulting.net).  
 Meetings are held at 400 S Gillette Ave., Suite 106, Gillette.  
 Records are stored at 400 S Gillette Ac, Suite 106, Gillette.