

Rafter D Improvement & Service District
Regular Meeting Minutes
Tuesday, May 5, 2020, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Michele, Hayden, Scott Peyrot, Wade Howie
 OTHERS PRESENT: Helenanne Cathey

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

- I. Minutes** – The minutes for the last regular meeting on March 2, 2020, were reviewed. The minutes were e-mailed after the last meeting and posted online. Wade Howie moved to approve the minutes as written. Michele Hayden 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:		\$23,449.92
Interest 2/20/19:	\$2.96	
Adjusted Balance Forward:		\$23,452.88
03/30/20 Powder River Energy	Acct 3230728 1/30-2/28/20	\$115.46
03/30/20 Powder River Energy	Acct 3284226 1/30-3/01/20	\$144.07
Deposits through 3/31/20:	\$2,147.40	
Interest 3/31/20:	\$2.45	
Bills paid in April:		
CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230728 2/28-3/30/20	\$122.94
AUTO Powder River Energy	Acct 3284226 3/1-3/30/20	\$143.90
1100 Cathey Consulting, LLC	Inv. 5418 – Mar. Admin./Books/Compliance	\$384.90
1101 City of Gillette	Inv. 1021001 – Regional water 2/4-4/1/20 (0 gal)	\$80.00
1102 Local Gov't. Liab. Pool	Inv. 12552 – Insurance 7/1/20-6/30/21	\$500.00
1103 Water Guy, LLC	Inv. 2019-1309 – Mar. Water Oper/Meter Rdgs.	\$548.50
TOTAL BILLS PAID:		\$1,780.24
Deposits 4/1-4/30/20:	\$1,385.00	
Interest 4/30/20:	NO BANK STATEMENT YET.	
Deposits 5/1-5/5/20:	\$255.00	
Bank Balance Prior to Meeting:		\$25,202.96
Bills Paid at Current Meeting:		
CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230728 3/30/20 –	NO BILL YET.
	Acct 3284226 3/30/20 –	NO BILL YET.
1104 Cathey Consulting, LLC	Inv. 5456 – Apr. Admin./Books/Compliance	\$385.45
1105 City of Gillette	Regional water Apr.	\$80.00
1106 US Post Office	Annual post office box fee	\$56.00
1107 Water Guy, LLC	Inv. 2019-1416 – Apr. Water Oper/Meter Rdgs.	\$548.50
TOTAL BILLS PAID:		\$1,069.95
Bank Balance End of Meeting:		\$24,133.01
Receivables balances were reviewed.		

III. The water system information was reviewed (see table below).

Month	Water Usage (Main Meter)	Avg. Daily Usage Main	Water Usage (Distr. Meter)	Avg. Daily Usage Distr	Avg Usage Per Month Per Cust. (16) (Dist. Meter)	Water Loss	Distr. Meter Read with Meters	Meter Readings Total Gallons	Meter Rdgs Rounded Total	# / \$ Billed (Over ages)	Diff. from Main Meter
Apr., 2020						8%	110,803	101,940	103,000	0	8,863
Mar., 2020	133,680	4,610	76,640	2,643	4,790	11%	76,640	67,920	67,000	0	8,720
Feb., 2020	146,680	4,732	80,980	2,612	5,061	13%	80,980	70,650	70,000	0	10,330
Jan., 2020	144,940	4,675	78,238	2,524	4,889	13%	78,238	67,690	70,000	0	10,548
Dec., 2019	143,000	4,767	78,567	2,619	4,910	13.8%	78,567	67,690	67,000	0	10,877
Nov., 2019*	165,260	5,331	96,747	3,225	6,046	27.7%	96,747	69,9809	69,000	0	26,767
Oct., 2019	254,520	8,484	213,821	6,897	13,363	3.3%	213,821	206,760	206,000	4/\$158	7,061
Sep., 2019	344,950	11,127	309,912	9,997	19,369	-5.2%	309,806	326,190	329,000	7/\$316	-16,384
Aug., 2019	480,980	15,515	467,911	15,094	29,244	1.52%	467,985	460,890	460,000	8/\$552	7,095
July, 2019	345,660	11,522	332,490	11,083	20,780	-4.2%	332,425	346,310	345,000	7/\$342	-13,885
June, 2019	163,470	5,273	145,585	4,696	9,099	6.8%	139,222	129,730	131,000	2/\$32	9,492
May, 2019*	123,220	4,249	101,003	3,483	6,312	7.8%	104,536	96,300	97,000	1/\$22	8,236
Apr., 2019	119,160	3,845	103,130	3,327	6,445	7.7%	106,010	97,850	97,000	1/\$32	8,160
Mar., 2019	116,350	4,012	95,805	3,304	7,271	7.7%	95,743	88,380	89,000	1/\$26	7,363
Feb., 2019	122,940	3,842	105,036	3,282	6,564	7.4%	104,320	96,550	93,000	1/\$26	7,770
Jan., 2019	121,559	3,921	105,697	3,410	6,606	7.3%	106,946	99,180	101,000	1/\$28	7,766
Dec., 2018	116,731	4,169	101,867	3,638	6,366	6.2%	101,468	95,190	96,000	2/\$26	6,278
Nov., 2018	134,770	4,347	115,349	3,721	7,209	6.9%	111,836	104,160	102,000	1/\$44	7,676
Oct., 2018	167,370	5,399	156,053	5,034	9,753	3.3%	159,782	154,500	156,000	2/\$90	5,282
Sep., 2018	358,170	8,068	358,045	11,189	22,377	1.8%	357,699	351,250	352,000	8/\$356	6,449
Aug., 2018	386,110	11,356	386,552	11,369	24,159	.39%	386,860	385,370	383,000	9/\$418	1,490
July, 2018	315,360	9,855	319,674	9,990	19,810		319,396	321,210	325,000	8/\$304	-1,814
June, 2018	233,730	7,540	222,141	7,166	13,883	1.3%	222,173	219,350	218,000	6/\$140	2,823
May, 2018	191,410	6,175	180,036	5,626	11,252	1.2%	181,619	179,410	178,000	3/\$146	2,209
Apr., 2018	105,970	3,312	92,933	2,904	5,808	11%	91,284	81,160	83,000	0	10,124
Mar., 2018	96,690	3,334	90,706	3,128	5,669	23%	90,706	69,660	68,000	0	21,046
Feb., 2018	96,880	3,028	72,726	2,597	6,055		83,989	73,120	73,000	0	10,869
Jan., 2018	116,780	3,434	91,240	2,683	5,702		82,087	73,170	74,000	0	8,917
Dec., 2017	94,360	3,145	74,005	2,467	4,625		74,005	67,080	68,000	0	6,925
Nov, 2017	97,380	3,246	81,155	2,705	5,072		81,155	74,440	73,000	0	6,715
Oct., 2017	119,070	3,969	105,385	3,513	6,586		105,385	110,770	111,000	1/\$6	-5,385
Sept., 2017	320,570	11,054	316,823	10,925	19,801		316,823	310,310	310,000	7/\$318	6,513
*Aug., 2017	259,490	10,810	323,682	13,487	20,230		323,683	324,470	325,000	6/\$340	-787
July, 2017	451,210	11,874	358,760	9,441	22,422		358,760	360,680	362,000	7/\$396	-1,920
June, 2017	237,390	7,913	227,585	7,586	14,224		227,585	221,420	220,000	5/\$148	6,165
May, 2017	133,820	4,461	94,825	3,059	5,926		97,674	92,320	91,000	0/\$0	5,354
April, 2017	92,140	4,006	76,004	3,304	4,750		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
Aug., 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						
Feb., 2016	146,090	4,058			9,130						

*Indicates Flushing was done

IV. Unfinished Business

- Roads – No update.

- b. Budget for 7/1/20 – 6/30/21 – Michele Hayden moved to approve the preliminary budget. 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 a 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 7/1/20 – 6/30/21 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 Thursday, July 2, 2020, at 5:30 p.m. Budget summary:

Expenses: Administrative \$5,150 / Indirect \$500 / Operations \$47,850
Revenue / Cash Carryover: \$53,500

Monthly fees will remain at \$85 per lot on the water system, and the assessment of \$300 for reserves will continue for roads. A complete copy of the budget is available online at www.catheyconsulting.net – Rafter D Minutes from May 5, 2020.

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

V. New Business
a. None

Wade Howie adjourned the meeting at 5:39 p.m.

Upcoming Meetings: Thursday, July 2, 2020, 5:30 p.m. (Budget Hearing and Regular Meeting)

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 5ST STREET).

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Wade Howie, President (299-3763) / Date

Michele Hayden, Treasurer (307-680-7171) / Date

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

Budget - RAFTER D ISD - 7/1/20 - 6/30/21				
Budget Hearing: Thursday, July 2, 2020, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Rafter D ISD, PO Box 432, Gillette, WY 82711				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
TOTAL FUNDS ON HAND START OF FY	17,442	23,724	23,725	28,499
Revenue				
Assessments (\$300 X 16 lots) - Water				
Assessments (\$300 X 14 lots) Roads	4,200	4,200	4,200	4,200
Assessments - Interest	46		0	50
Grants - County		1,101		1,101
Interest - Bank	32		30	30
Monthly Rates (\$85 X 16)	16,320	16,320	16,320	16,320
Water Overages	2,904	3,000	2,500	3,000
Other Fees (Late, Collections, etc.)	261	300	200	300
Receivables End of Prior Yr		557		0
TOTAL REVENUE	23,763	25,478	23,250	25,001
TOTAL CASH ON HAND + REVENUE	41,205	49,202	46,975	53,500
Expenditures				
Administrative				
Contract Admin./Bks (\$375/mo.)	4,500	4,500	4,500	4,500
Contract Legal		150		150
Office/Adver./Postage/Collec./ +	478	500	300	500
Travel				
TOTAL ADMINSTRATIVE	4,978	5,150	4,800	5,150
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Cash Carryover - Road Cash Carryover)		16,453		17,028
Mailboxes				
Roads - Cash Carryover	0	7,271	0	11,471
Roads - Assessment		4,200		4,200
Recreation Area / Pond (Taxes \$365)		365		365
Water System				
Oper (\$486.50) & Meters (\$62)	6,582	6,582	6,582	6,582
Chemicals	1,127	1,000	1,200	1,200
Electricity	3,212	3,200	3,289	3,400
Testing / CCR	260	500	260	500
Operations (all other fees)	32		32	
Regional Water (\$5.00 per mo. per tap)	960	960	960	960
Regional Water Usage (\$6.01 per 1,000)				
Repairs	66	1,363	66	2,144
Tank Cleaning				
Payables End of Prior Yr		1,658		0
TOTAL OPERATIONS (NO MISC./ROLLOVER)	12,239	27,099	12,389	30,822
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	12,239	43,552	12,389	47,850
TOTAL EXPENDITURES	17,717	49,202	17,689	53,500
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	49,202	0	53,500
NET REVENUE MINUS EXP. - RESERVES + MISC	6,046	0	5,561	0
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		0		0
Receivables Start of FY	527		527	
Payables Balance Start of FY	1,314		1,314	
	6/30/2018	6/30/19 (EST)	6/30/2019	6/30/20 (EST.)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	17,442	23,724	23,725	28,499
RESERVES BALANCES		0		0
TOTAL FUNDS BEGINNING OF YEAR	17,442	23,724	23,725	28,499
Receivables Balance End of FY	557			
Payables Balance End of FY	1,581			
End of Year Bank Balance (Estimated)	23,725		28,499	

28 parcels / 14 assessed

Receivables End of Prior Yr

If Not Spent, bal. 6/30/21: 15,671

SOC/VOC 4/16/18 \$1,232

80 X 12

Tank Clean 9/21/17 \$1,379
Payables end of Prior Yr

Roads / Assigned Funds

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). This amount will be committed funds 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.) term ends Nov., 2020 / 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.