

Rafter D Improvement & Service District
Regular Meeting Minutes
Tuesday, May 8, 2018, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Michele Hayden, Wade Howie, Charity Knopp
 OTHERS PRESENT: Helenanne Cathey

Wade Howie called the meeting to order at 5:32 p.m.

- I. Minutes** – The minutes for the last regular meeting on April 10, 2018, were reviewed. The minutes were e-mailed after the meetings and posted online. Wade Howie moved to approve the minutes as written. Charity Knopp seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Charity Knopp moved to accept the Treasurer's Report and pay bills as presented. Michele Hayden seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:		\$17,303.53
Deposits through 4/30/18:	\$720.00	
Interest 4/30/18:	NO BANK STATEMENT YET	
Deposits through 5/08/18:	\$702.00	
Bank Balance Prior to Meeting:		\$18,725.53

Bills Paid at Current Meeting:

CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230728 3/31/18-4/30/18	NO BILL YET
	Acct 3284226 3/31/18-4/30/18	NO BILL YET
1007 Cathey Consulting, LLC	Inv. 4404 – Apr. Admin./Books/Compl. \$369.00	\$375.70
	Inv. 4380 – Cert. letter \$6.70	
1008 City of Gillette	Inv. 633228 – Regional water 4/1/18-4/30/18	\$80.00
1009 Energy Laboratories	Inv. 148653 – Testing	\$1,232.00
1010 Hawkins, Inc.	Inv. 4264540 – Azone 15	\$218.98
1011 Local Gov't Liab. Pool	Inv. 11507 – Insurance	\$500.00
1012 US Post Office	Annual Box Fee	\$54.00
1013 Water Guy, LLC	Inv. 2018-348 – Apr. Water Oper/Meter Rdgs.	\$548.50
TOTAL BILLS PAID:		\$3,009.18

Bank Balance End of Meeting: **\$15,716.35**

(This Fiscal Year – Assessment for Roads = \$4,200 - \$1,128.64 spent = \$3,071.36)

Balance for Water System: **\$12,644.99**

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 Readings Rounded Total	# / \$ Billed	Diff. from Main Meter
Apr., 2018						11%	91,284	81,160	83,000	0	10,124
Mar., 2018	96,690	3,334	90,706	3,128		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						
Jan., 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						
Oct., 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
Aug., 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						
Feb., 2015	223,060	7,195			13,941						
Jan., 2015	207,150	7,672			12,946						
Dec., 14	210,390	7,514			13,149						
Nov., 14	212,100	7,575			13,256						
Oct., 2014	290,380	8,799			18,148						
Sep., 2014	329,050	10,968			20,565						
Aug., 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						
Mar., 2014	285,350	9,205			17,834						
Feb., 2014	175,440	6,266			10,965						
Jan., 2014	229,600	7,406			14,350						
Dec., 2013	216,600	6,987			13,537						

IV. Unfinished Business

- a. Budget – The budget was reviewed. Wade Howie moved to approve the preliminary budget as discussed. Michele Hayden seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record 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 7/1/18 – 6/30/19 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 July 5, 2018, at 5:30 p.m. Budget summary:

Expenses: Administrative \$5,150 / Indirect \$500 / Operations \$35,536 / Roads Fund \$2,700

Revenue / Cash Carryover: \$43,886

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 – Rafter D Minutes from May 8, 2018.

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

V. New Business

- a. Election (November 6, 2018 – all directors: 2 directors for 4 years and 1 director for 2 years) – The following legal ad will run in the News-Record on July 11, 2018:

NOTICE OF DIRECTOR ELECTION
RAFTER D IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 6, 2018, an election shall be held for the purpose of electing two Directors to serve four (4) year terms and one Director to serve a two (2) year term on the Board of the Rafter D Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 6, 2018, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 8, 2018, and August 28, 2018. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net – click on Election Documents.

Charity Knopp, Secretary / Filing Officer
Rafter D Improvement & Service District

Wade Howie adjourned the meeting at 5:49 p.m.

Next Regular Meeting: Thursday, July 5, 2018, 5:30 p.m. (Budget Hearing / 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 STREET).

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Wade Howie, President (299-3763) / Date

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

Charity Knopp, Secretary / Date

Budget - RAFTER D ISD - 7/1/18 - 6/30/19				
Budget Hearing: Thursday, July 5, 2018, 5:30 p.m. at 400 S Gillette Ave, Suite 106, Gillette / Rafter D ISD, PO Box 432, Gillette, WY 82711				
	Actual	Budget	Actual (EST)	Budget
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/18 - 6/30/19
TOTAL FUNDS ON HAND START OF FY	13,273	19,196	19,196	20,666
Revenue				
Assessments (\$300 X 16 lots) - Water	4,800			
Assessments (\$300 X 14 lots) Roads		4,200	4,200	4,200
Assessments - Interest	11		6	
Grants - County				
Interest - Bank			1	
Monthly Rates (\$85 X 16)	17,562	16,320	16,320	16,320
Water Overages		1,724	2,653	2,500
Other Fees (Late, Collections, etc.)	769	200	300	200
Receivables End of Prior Yr				0
TOTAL REVENUE	23,142	22,444	23,480	23,220
TOTAL CASH ON HAND + REVENUE	36,415	41,640	42,676	43,886
Expenditures				
Administrative				
Contract Admin./Bks (\$375/mo.)	4,320	4,320	4,420	4,500
Contract Legal		150		150
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +	412	350	570	500
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	4,732	4,820	4,990	5,150
Indirect				
Insurance - Liab., Bonding	500	500	500	500
Insurance - Property				
Miscellaneous				
TOTAL INDIRECT COSTS	500	500	500	500
Operations				
Miscellaneous (Rollover)		19,196		20,666
Mailboxes				
Roads	562		1,129	1,500
Recreation Area / Pond (Taxes \$365)	365	365		365
Water System				
Oper (\$486.50) & Meters (\$62)	7,043	6,558	6,582	6,582
Chemicals	1,036		755	755
Electricity	2,510	2,900	3,128	3,200
Testing / CCR	455		1,607	500
Operations (all other fees)	62	1,991		
Regional Water (\$5.00 per mo. per tap)			960	960
Regional Water Usage (\$6.01 per 1,000)				
Repairs		1,110		1,008
Tank Cleaning			1,379	
Payables End of Prior Yr				0
TOTAL OPERATIONS (NO MISC./ROLLOVER)	12,033	12,924	15,540	14,870
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	12,033	32,120	15,540	35,536
TOTAL EXPENDITURES	17,265	37,440	21,030	41,186
Roads - Assigned Funds				
Roads Funds - Assessed / Collected		4,200	4,200	4,200
Roads Expenditures		0	1,129	1,500
Balance Remaining For Roads		4,200	3,071	5,771
Capital Improvements / Reserves				
Deposits into Reserves	0		0	0
Payments from Reserves				
DEDICATED TO RESERVES	0	0	0	0
TOTAL EXP. PLUS NET RESERVES	0	37,440	0	43,886
NET REVENUE MINUS EXP. - RESERVES + MISC	5,877	0	5,521	0
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		0		0
Receivables Start of FY	(685)		(60)	
Payables Balance Start of FY	248		920	
	7/1/2016	6/30/2017	6/30/2017	6/30/2018
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	13,273	19,196	19,196	17,595
RESERVES BALANCES / ASSIGNED FUNDS				3,071
TOTAL FUNDS BEGINNING OF YEAR	13,273	19,196	19,196	20,666
Receivables Balance End of FY	(60)			
Payables Balance End of FY	920			
End of Year Bank Balance	19,197		20,666	

Receivables End of Prior Yr

5% incr.

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.) & Charity Knopp (Secretary) & Michele Hayden (Treasurer) terms end Nov., 2018 (2 will be 4 yr terms & 1 a 2 yr term)
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.