Rafter D Improvement & Service District
Regular Meeting Minutes
Monday, May 8, 2023, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Wade Howie, Scott Peyrot
BOARD MEMBERS NOT PRESENT: Albert Hernandez
OTHERS PRESENT: Helenanne Cathey

Wade Howie called the meeting to order at 5:37 p.m.

I. **Customer / Billing Concerns**
None

II. **Minutes –** The minutes for the last regular meeting on March 30, 2023, 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.

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

Bank Balance at End of Last Meeting:		$12,331.36
Water Deposits 3/1-3/13/23:	$200.00	
Adjusted Balance Forward:		$12,531.36
Water Deposits 3/14-3/31/23:	$1,115.00	
Interest 3/31/23:	$4.20	
Water Deposits 4/1-4/30/23:	$830.00	
Xpress Bill Pay 4/5/23:	$440.76	
Assessments Deposit 4/10/23:	$300.00	
Interest 4/30/23:	$4.10	

Bills paid in April:

CHK #	VENDOR	PURPOSE		AMOUNT
AUTO	Powder River Energy	Acct 3230728 3/1-4/1/23	$174.80	$347.94
		Acct 3284226 3/1-4/1/23	$173.14	
1247	Cathey Consulting, LLC	Inv. 7002 – Mar. Admin./Books/Compliance		$375.00
1248	City of Gillette	Inv. 1628690 – Regional water 2/2/23-3/2/23 (0 gal.)		$96.00
1249	Local Gov't. Liab. Pool	Insurance for 7/1/23-6/30/24 (D & O & Liability)		$500.00
1250	Water Guy	Inv. 2023-256 – Mar. Water Op./Meter Rdgs./Billing		$789.80
TOTAL:				$2,108.74

Xpress Bill Pay 5/6/23:	No statement yet.	
Bank Balance Prior to Meeting;		$13,116.68

Bills Paid at Current Meeting

CHK #	VENDOR	PURPOSE		AMOUNT
AUTO	Powder River Energy	Acct 3230728 4/1-5/1/23	$180.55	$351.74
		Acct 3284226 4/1-5/1/23	$171.19	
1251	Cathey Consulting, LLC	Inv. 7048 – Apr. Admin./Books/Compliance $375.00		$375.00
1252	US Post Office	Annual Box Fee		$166.00
1253	Water Guy	Inv. 2023-357 – Apr. Water Op./Meter Rdgs/Billing		$789.80
1254	City of Gillette	Regional water 4/4-5/2/23 (0 gal.)		$96.00
TOTAL BILLS PAID:				$1,778.54
Bank Balance End of Meeting:				**$11,338.14**

Receivables balances were reviewed.

IV. Water System Update – Reports were available on the water system, meter readings and billing from the month before last, but last month's reports haven't been received yet. There was no update on the lead and copper rule / service lines inventory.

V. Unfinished Business

a. Signs – Board members to check on signs (two signs missing - Flying D Avenue and Force Road) – Scott Peyrot reported that he looked in the ditches, and the signs are gone. Wade Howie reported that he couldn't get the sign back in the hole on his corner. A new hole may be needed as there may be concrete in the ground. It isn't clear how the post came out of the ground in the first place.

b. Budget for 7/1/23 – 6/30/24 – The budget was reviewed. Wade Howie moved to approve the proposed budget and run the following legal ad on June 20, 2023. Scott Peyrot seconded. Motion carried unanimously. The budget is attached to these minutes.

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

Rafter D Improvement & Service District will hold a public hearing to review the 7/1/23 – 6/30/24 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 3, 2023, at 5:30 p.m. Budget summary:

Expenses: Administrative $5,125 / Indirect $500 / Operations $44,672
Revenue / Cash Carryover: $50,297

No change in rates is anticipated. A complete copy of the budget is available online at www.catheyconsulting.net – Rafter D Minutes from May 8, 2023.

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

VI. New Business

a. None

Wade Howie adjourned the meeting at 5:47 p.m.

Next Meeting: Monday, July 3, 2023, 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 STREET).

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

____
Wade Howie, President (299-3763) / Date

____
Albert Hernandez, Treasurer (626-372-3645) / Date

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

Budget - RAFTER D ISD - 7/1/23 - 6/30/24					
Budget Hearing: Monday, July 3, 2023, 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**	
	7/1/21 - 6/30/22	**7/1/22 - 6/30/23**	**7/1/22 - 6/30/23**	**7/1/23 - 6/30/24**	
TOTAL FUNDS ON HAND START OF FY	**28,802**	**30,545**	**31,954**	**19,823**	
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	15	50	6	50	
Grants - County	0	6,018	0	3,694	*(25% of roads expenditures)*
Interest - Bank	22	30	16	30	
Monthly Rates	18,302	19,200	16,320	19,200	$100 X 16
Water Overages	38	3,000	3,750	3,000	$2 per 1,000 gal over 15,000
Other Fees (Late, Collections, etc.)	322	300	150	300	
Receivables End of Prior Yr		*0*		*0*	*Receivables End of Prior Yr*
TOTAL REVENUE	22,899	32,798	24,442	30,474	
TOTAL CASH ON HAND + REVENUE	**51,701**	**63,343**	**56,396**	**50,297**	
Expenditures					
Administrative					
Contract Admin./Bks ($375/mo.)	4,500	4,500	4,500	4,725	5% increase ($393.75/mo.)
Contract Legal		150		100	
Office/Adver./Postage/Collec./ +	507	400	300	300	
Travel					
TOTAL ADMINSTRATIVE	5,007	5,050	4,800	5,125	*Cost per month (16)*
					26.69
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)		*10,674*		*9,247*	
Mailboxes					
Roads - Cash Carryover	0	*19,871*	0	*10,576*	If Not Spent, bal. 6/30/24:
Roads - Assessment ($4,200)		4,200	15,495	4,200	14,776
Roads - Additional Expenditure due to Cty Grant		6,018		3,694	*Road Project=approx.*
Recreation Area / Pond (Taxes $365)		365		365	*$18,470*
Water System					
Operator/Meters/Billing ($789.80 per mo.)	6,582	9,478	6,478	9,478	
Chemicals	1,981	1,246	1,300	1,246	
Electricity	4,794	3,900	5,200	3,900	
Testing / CCR	689	500	512	500	*SOC/VOC 4/16/18 $1,232*
Operations (all other fees)	180				
Regional Water ($6.00 per mo. per tap/16 taps)	1,008	1,152	960	1,152	96 per mo. X 12
Regional Water Usage ($6.01 per 1,000)					
Repairs	5,743	389	425	314	
Tank Cleaning					*Tank Clean 9/21/17 $1,379*
Payables End of Prior Yr		*0*		*0*	*Payables end of Prior Yr*
TOTAL OPERATIONS (NO MISC./ROLLOVER)	20,977	47,119	30,370	35,425	
TOTAL OPERATIONS (INCLUDING MISC./ROLLOVER)	20,977	57,793	30,370	44,672	*Water Cost:*
					16,590
TOTAL EXPENDITURES	26,484	63,343	35,670	50,297	*Cost per tap per month. (16)*
					$86.40
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	63,343	0	50,297	
NET REVENUE MINUS EXP. - RESERVES + MISC	-3,585	0	-11,228	0	
TOTAL REV. - TOTAL EXP. - RESER. BALANCE S/B 0		0		0	
Receivables Start of FY	931		931		
Payables Balance Start of FY	1,834		1,834		
	6/30/2021	**6/30/22 (EST.)**	**6/30/2022**	**6/30/23 (EST.)**	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	28,802	30,545	31,954	19,823	
RESERVES BALANCES		0		0	Roads / Assigned Funds
TOTAL FUNDS BEGINNING OF YEAR	28,802	30,545	31,954	19,823	
Receivables Balance End of FY	(386)				
Payables Balance End of FY	7,254				
End of Year Bank Balance (Estimated)	31,954		19,823		

Budget Message: Rafter D ISD manages the water system and roads. The assessment for roads will continue this next fiscal year for ongoing road work. There are no dedicated reserves. No change in rates or assessment is anticipated.

Board Member Signature

Board Member Signature

Directors: Wade Howie (Pres.) term ends Nov., 2024 / Scott Peyrot (Secretary) & Albert Hernandez (Treasurer) terms end Nov., 2026
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.

Rafter D	**Feet**	**Miles**
Flying D Ave	1,348	0.26
Rafter D Drive	1,294	0.25
Stone Gate Ave	1,284	0.24
Lazy D Ave	1,737	0.33
TOTAL	5,663	1.07