

**Rafter D Improvement & Service District**  
**Regular Meeting Minutes**  
**Monday, November 11, 2019, 5:30 p.m.**  
**400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Michele, Hayden, Wade Howie  
 BOARD MEMBERS NOT PRESENT: Scott Peyrot  
 OTHERS PRESENT: Helenanne Cathey, Tracy Hayden

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

- I. Minutes** – The minutes for the last regular meeting on September 18, 2019, 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. Michele Hayden seconded. Motion carried unanimously.

|                                       |                                                       |                    |
|---------------------------------------|-------------------------------------------------------|--------------------|
| Bank Balance at End of Last Meeting:  |                                                       | \$22,837.69        |
| Deposits through 09/30/19:            | \$170.00                                              |                    |
| Interest 09/30/19:                    | \$2.95                                                |                    |
| Deposits 10/1-10/31/19:               | \$1,165.00                                            |                    |
| <b>CHK # VENDOR</b>                   | <b>PURPOSE</b>                                        | <b>AMOUNT</b>      |
| AUTO Powder River Energy              | Acct 3230728 8/31-9/30/19                             | \$272.78           |
| AUTO Powder River Energy              | Acct 3284226 8/31-10/1/19                             | \$78.19            |
| 1079 Cathey Consulting, LLC           | Inv. 5146 – Sep. Admin./Books/Compliance              | \$385.45           |
|                                       | Inv. 5120 – Cert. letter                              | \$6.85             |
| 1080 City of Gillette                 | Inv. 920070 – Regional water 9/3-10/1/19 (26,000 gal) | \$236.78           |
| 1081 Hawkins                          | Inv. 4582950 – Azone 15                               | \$208.44           |
| 1082 ProElectric                      | Inv. 201908866 – Repair/lightning                     | \$1,262.41         |
|                                       | Inv. 20190920 – Repair/lightning                      | \$355.77           |
| 1083 Water Guy, LLC                   | Inv. 2019-804– Sep. Water Oper/Meter Rdgs.            | \$548.50           |
|                                       | Inv. 2019-842 – Locates July & Sept.                  | \$97.50            |
| <b>TOTAL BILLS PAID:</b>              |                                                       | <b>\$3,452.67</b>  |
| Interest 10/31/19:                    | NO BANK STATEMENT YET                                 |                    |
| Deposits 11/1-11/08/19:               | \$255.00                                              |                    |
| Bank Balance Prior to Meeting;        |                                                       | \$20,977.97        |
| <b>Bills Paid at Current Meeting:</b> |                                                       |                    |
| <b>CHK # VENDOR</b>                   | <b>PURPOSE</b>                                        | <b>AMOUNT</b>      |
| AUTO Powder River Energy              | Acct 3230728 9/30-10/30/19                            | \$142.49           |
|                                       | Acct 3284226 10/1-10/27/19                            | \$113.78           |
| 1084 Cathey Consulting, LLC           | Inv. 5200 – Oct. Admin./Books/Compliance              | \$386.00           |
|                                       | Inv. 5172 – Cert. letter                              | \$6.85             |
| 1085 City of Gillette                 | Inv. 935689 – Regional water Oct.                     | \$80.00            |
| 1086 Water Guy, LLC                   | Inv. 2019-895– Oct. Water Oper/Meter Rdgs.            | \$548.50           |
| <b>TOTAL BILLS PAID:</b>              |                                                       | <b>\$1,277.62</b>  |
| <b>Bank Balance End of Meeting:</b>   |                                                       | <b>\$19,700.35</b> |
| 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 | Diff. from Main Meter |
|-------------|--------------------------|-----------------------|----------------------------|------------------------|--------------------------------------------------|------------|-------------------------------|------------------------------|--------------------------|---------------|-----------------------|
| Oct., 2019  |                          |                       |                            |                        |                                                  | 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                                            |            |                               |                              |                          |               |                       |
| Jan., 2016  | 134,530                  | 5,174                 |                            |                        | 8,408                                            |            |                               | 225,850-3mo                  | 229,000                  | 0             | 356,580               |
| 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               |

\*Indicates flushing was done.

### IV. Unfinished Business

- Roads – There was discussion on roads. A couple of culverts were installed.

**V. New Business**

- a. A ballot was received for the Joint Powers Board that manages the Local Government Liability Pool. It will be filed.
- b. Wade Howie moved to keep the same slate of officers for the next year (Wade Howie, President / Michele Hayden, Treasurer / Scott Peyrot, Secretary). Michele Hayden seconded. Motion carried unanimously.

Michele Hayden moved to adjourn. Wade Howie seconded. The meeting adjourned 5:43 p.m.

**Upcoming Meetings: Monday, January 6, 2020, 5:30 p.m. (Regular Meeting)**

**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> 5<sup>STREET</sup>).**

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