

**Rafter D Improvement & Service District
Regular Meeting Minutes
Monday, November 21, 2022, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Albert Hernandez, Wade Howie, Scott Peyrot
OTHERS PRESENT: Helenanne Cathey, Frank Latta, Sue Latta, Stacie Hernandez

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

I. Director Election (November 8, 2022 – Hayden, Peyrot – 4 year terms). Results:

Votes for two directors to serve 4-year terms:

Albert Hernandez – 7 votes

Scott Peyrot – 6 votes

Michele Hayden – 3 votes

Albert and Scott completed the oaths as required.

II. Election of Officers (President, Secretary and Treasurer) – Wade Howie moved to have the following slate of officers:

Wade Howie, President
Albert Hernandez, Treasurer
Scott Peyrot, Secretary

Scott Peyrot seconded. Motion carried unanimously.

III. Motion to update signature card at the bank – Scott Peyrot moved to update the signature card at the bank, removing Michelle Hayden and adding Albert Hernandez. Wade Howie seconded. Motion carried unanimously.

IV. Minutes – The minutes for the last regular meeting on September 12, 2022, 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.

V. Treasurer’s Report – The Treasurer’s Report and financial information were reviewed. There was discussion on the road work that was done. Everyone at the meeting is happy with the work that was done. 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:		\$15,511.77
Water Deposits 09/01-09/12/22:	\$277.34	
Adjusted Balance Forward:		\$15,789.11
Water Deposits 9/13-9/30/22:	\$2,133.72	
Interest 09/30/22:	\$1.98	
Water Deposits 10/1-10/31/22:	\$2,514.92	
Xpress Bill pay 10/5/22	100.80	

Bills paid in October:

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230728 9/1-10/1/22	\$315.90
		Acct 3284226 9/1-10/1/22	\$82.64
1225	Cathey Consulting, LLC	Inv. 6744 – Sep. Admin./Books/Compliance	\$375.00
		Inv. 6766 – Director election mailing	\$136.80
1226	City of Gillette	Inv. 1527438 – Regional water 9/1-10/4/22 (0 gal.)	\$96.00
1227	Hawkins, Inc.	Inv. 6287142 – Azone 15	\$347.64

1228	Water Guy	Inv. 2022-927 – Sep. Water Op./Meter Rdgs./Billing	\$789.80
TOTAL:			\$2,143.78
	Interest 10/31/22:	\$3.87	
	Xpress Bill pay 11/07/22	\$318.28	
	Deposit – Assessments 11/10/22	\$300.00	
	Bank Balance Prior to Meeting;		\$19,018.90
Bills Paid at Current Meeting			
<u>CHK #</u>	<u>VENDOR</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
AUTO	Powder River Energy	Acct 3230728 10/1-11/1/22	\$221.12
		Acct 3284226 10/1-11/1/22	\$74.22
1229	Cathey Consulting, LLC	Inv. 6799 – Oct. Admin./Books/Compliance	\$375.00
1230	City of Gillette	Inv. 1544470 – Regional water 10/1-11/2/22 (0 gal.)	\$96.00
1231	Gillette News-Record	Ad 00376432 – Director election ad	\$77.00
1232	PS Services, LLC	Inv. 12213 – Blade and rock road as per bid (Lazy D recrown, build up & reshape corner of Rafter D & Lazy D Ave)	\$8,000.25
1233	Water Guy	Inv. 2022-1054 – Oct. Water Op./Meter Rdgs/ Billing \$789.80	\$891.85
		Inv. 2022-1113 – Changed out pump tube & rollers \$102.05	
TOTAL BILLS PAID:			\$9,735.44
Bank Balance End of Meeting:			\$9,283.46
Receivables balances were reviewed.			

VI. Water System Update – Reports were available on the water system, meter readings and billing.

VII. Unfinished Business

- a. Roads – \$9,500 maximum amount approved for road work to recrown Lazy D Avenue and build up/reshape the corner of Rafter D and Lazy D Avenue. Pull rock from the edges of the road back onto the road and recrown the road. Top with 2" of crushed concrete asphalt/50/50 blend. The project has been finished. The bill from PS Services was \$8,000.25, which was below the bid amount.

The County grant was approved by the County Commissioners (project estimate \$8,412.25 and grant amount of \$2,103.06). The Board reviewed and signed the grant agreement, the completion report, and the affidavit to close out the grant.

VIII. New Business

- a. E-mail from Cheyenne at Water Guy:

“Hey just wanted to send out an fyi regarding non payment water turn off/ons. We have a lot of homeowners that choose to pay towards the end of the day after their water has been shut off and it requires our water operators to go out after hours to turn them on. We have not been charging our after hours rate for this, however, it pulls them away from their personal time so going forward, for anyone who has been shut off for non payment and they pay after 4:00pm, we will offer an option to pay an extra \$50 for us to come out that night/weekend if it's a weekend, to turn the water back on or they can wait until the next business day. We will be charging after hours labor on our invoices so we want to ensure the subdivision is paid back for that charge.”
- b. If anyone ever experiences low water pressure or other issues with their water, call Water Guy (307-299-3544 or 299-9911).
- c. A suggestion was made to increase the annual assessment amount for roads. Scott Peyrot will talk to PS Services about estimated costs for annual maintenance. This will be discussed at the next meeting.

Wade Howie adjourned the meeting at 6:02 p.m.

Next Regular Meeting: Tuesday, January 17, 2023, 5:30 p.m.

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