

**Rafter D Improvement & Service District  
Regular Meeting Minutes  
Wednesday, October 26, 2016, 5:30 p.m.  
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Wade Howie, Charity Knopp  
BOARD MEMBERS NOT PRESENT: Delight Harris  
OTHERS PRESENT: Helenanne Cathey, Sue Latta, Frank Latta

Wade Howie called the meeting to order at 5:30 p.m.

- I. Minutes** – The minutes for the last regular meeting on August 30, 2016, were reviewed. A correction was made – the checks written for September 1, 2016, should be numbers 1173 and 1174 instead of 1167 and 1168. The minutes were e-mailed and mailed after the meeting and posted online. Wade Howie moved to approve the minutes as corrected. 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. Wade Howie seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:	\$12,535.28
09/01/16 Deposit	\$85.00
Adjusted Balance Forward:	\$12,620.28
09/13/16 Deposit	\$1,254.00
09/27/16 Deposit	\$85.00
10/07/16 Deposit	\$763.00
10/11/16 Deposit – Assessments	\$450.00
10/12/16 Deposit	\$410.00
10/25/16 Deposit	\$521.00
Bank Balance Prior to Meeting;	\$16,103.28

**Bills Paid:**

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	Powder River Energy	Acct 3230726 8/10-9/9/16	\$247.56
		Acct 3284226 8/10-9/10/16	\$65.77
1175	Campbell County Treasurer	Property Taxes	\$364.58
1176	Cathey Consulting, LLC	Inv. 3559 – cert. letter \$6.47	\$455.41
		Inv. 3584 – Sept. Admin./Books/Compliance	\$413.40
		Inv. 3603 – Election mailing	\$35.54
1177	Hawkins, Inc.	Inv. 3952549 – Azone 15	\$311.90
1178	Powder River Energy	Acct 3230726 9/9-10/12/16	\$137.67
		Acct 3284226 9/10-10/12/16	\$44.04
1179	Water Guy, LLC	Inv. 2016-1013 – Sept. Water Operator	\$546.50
TOTAL BILLS PAID:			\$2,173.43

**Bank Balance After Bills: \$13,929.85**

Receivables balances were reviewed.

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

Month	Water Usage (Main Meter)	Average Daily Usage Main	Water Usage (Distr. Meter)	Avg. Daily Usage Distr	Average Usage Per Month Per Cust. (16 Cust’s)	Distr. Meter Read with Meters	Meter Readings Total Gallons	Meter Readings Rounded Total	# / \$ Billed	Difference from Main Meter
Oct., 2016						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

August, 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
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					
February, 2016	146,090	4,058			9,130					
January, 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					
October, 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
August, 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					
February, 2015	223,060	7,195			13,941					
January, 2015	207,150	7,672			12,946					
December, 14	210,390	7,514			13,149					
November, 14	212,100	7,575			13,256					
October, 2014	290,380	8,799			18,148					
Sept., 2014	329,050	10,968			20,565					
August, 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					
March, 2014	285,350	9,205			17,834					
February, 2014	175,440	6,266			10,965					
January, 2014	229,600	7,406			14,350					
December, 13	216,600	6,987			13,537					
November, 13	261,670	8,722			16,354					
October, 13	285,570	9,211			17,848					
September, 13	402,660	13,422			25,166					
August, 2013	798,980	25,774			49,936					
July, 2013	564,170	18,199			35,260					
June, 2013	457,910	15,264			28,619					
May, 2013	296,120	9,552			18,507					
April, 2013										
March, 2013	141,710	4,571			8,856					
February, 2013										
January, 2013	138,640	4,472			8,665					
December, 12	190,950	6,159			11,934					
November, 12	125,740	4,191			7,858					
October, 2012	229,030	7,388			14,314					
September, 12	526,820	17,560			32,926					
August, 2012	626,270	20,202			39,141					
July, 2012	915,150	29,520			57,196					
June, 2012	446,370	14,879			27,898					

#### IV. Unfinished Business

- a. Director Election – November 8, 2016 (Howie – 4 years / Harris – 2 years) – Ballots were mailed on October 14<sup>th</sup>. The following ad ran October 25, 2016:

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

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Rafter D Improvement & Service District for the purpose of electing one director to serve a two (2) year term and one director to serve a four (4) year term on the Rafter D Improvement & Service District Board

of Directors. Candidates for the two year term includes Wade Howie. There are no candidates on the ballot for the four year term. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helenanne Cathey at 307-685-8235. An "Elector Affidavit" form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Rafter D Improvement & Service District by mail at P.O. Box 432, Gillette, Wyoming, 82717, or at the office of Cathey Consulting by 5:00 p.m. on Tuesday, November 8, 2016. There will be no polling place.

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

Charity Knopp, Helenanne Cathey and Sue Latta will canvass ballots prior to the November 15<sup>th</sup> meeting at 5:30 p.m.

## V. New Business

- a. The Local Government Liability Pool sent some information for review. A list of issues that came up over the past year for members of the entity was reviewed. A nomination form for the Joint Powers Board that manages the LGLP will be filed.
- b. An EPA 2015 Sanitary Survey Report was reviewed. Water Guy generally takes care of any issues that arise from a sanitary survey. It looks like the water tank needs to be cleaned. Charity Knopp will call Duaine Faucett regarding tank cleaning.
- c. Frank and Sue Latta reported that they hired a certified weed sprayer who came in and sprayed the whole pond area. The person spraying recommended spraying a year or two in a row. A reminder to landowners that there is a mowed walking path that goes all around the pond. There is also a parking area on the end of Lazy D. Landowners are encouraged to use that area.
- d. There was discussion on the seismographers that are in the area. The District will need to sign some paperwork. Frank Latta reported that he explained to the seismographer that the recreation area is now owned by the District and not Doud. Any payment should be made to the District. Charity Knopp moved to authorize Wade Howie to sign the paperwork to authorize seismography in the recreation area owned by the District. Wade Howie seconded. Motion carried unanimously. Frank Latta recommended writing on the paperwork that there will be a \$200 a day fine for any vehicles that drive into the recreation area and also that they will be responsible for any damage done to the well or waterway or any District areas.
- e. A few concerns were noted regarding covenants, and specifically non-running vehicles. A reminder to landowners that there are covenants for the subdivision. Please review the covenants, and if you are in violation, please clean things up. Covenants have been posted online at [www.catheyconsulting.net](http://www.catheyconsulting.net). A few of the concerns that have been raised recently include:

### Article IV – Use of Residential Lots and Common Area

Section 1 – Use: Each lot within the properties, except for the Common Area, shall be constructed, improved, used and occupied only for private residential purposes consistent with the Zoning Regulations for Campbell County in effect on the date that said construction, improvement, use or occupation begins. **(NOTE: In other words – NO COMMERCIAL BUSINESS USE.)**

Section 5 – Vehicles: Only those motor vehicles in normal operating condition, licensed for the current year, and in general daily use shall be kept on the property. No major repairs can be made to any vehicle unless performed inside the homeowner's garage. **(NOTE: Vehicles seem to be accumulating on some properties that do not meet this requirement. Please help us clean things up!)**

Section 6 – Nuisances: No nuisances or offensive activity shall be carried on within the subdivision, nor shall anything be done or permitted which shall constitute a public nuisance; nor shall anything be done or permitted which will endanger any person. No speeding or reckless driving will be permitted in the subdivision.

Section 8 – Easements: No owner shall place any permanent structure, foundation, accessory building, or object over an easement. The Homeowner’s Association has the right to require owners to remove said permanent structure, foundation, accessory building, or object from an easement. Permanent includes, but is not limited to, a foundation, etc. attached to the land. *(NOTE: This includes fences – fences should not be put in any easements.)*

Section 11 – Other Structures: No structure of a temporary character, trailer, basement, tent, shack, garage, barn, or other out-building shall be used on any lot at any time as a residence, either temporarily or permanently, except for a development construction or sales office, which shall be removed upon the sale of the last lot. No trailer, camper, boat, truck larger than a three-quarter (3/4) ton pickup, or similar equipment shall be permitted to remain upon any property within the Properties, unless placed or maintained within an enclosed area or properly stored.

Section 12 – Private Recreation Area: No motorized vehicles or boats are allowed within the area except on designated parking areas. Authorized maintenance vehicles are allowed within the entire area. The use of the area is limited to subdivision landowners, their immediate family living on the property and guests of the landowners. Guests must be physically accompanied by a landowner or immediate family member at all times the guests are within the area.

The County also has a Nuisance Regulation that prohibits the accumulation of non-running vehicles and tires on any property.

Please help us keep our District clean and clean things up if needed. We all see a drop in property value if non-operative vehicles and junk begin to accumulate. Thank you for helping us keep Rafter D a great place to live!

- f. A suggestion was made to get a load of rock hauled in for the road by the mailboxes. Wade Howie moved to get a load of limestone for the area by the mailboxes and talk to Road and Bridge about spreading it. Charity Knopp seconded. Motion carried unanimously. Wade Howie and Charity Knopp will call a few contractors for prices and get the work scheduled as soon as possible.

Wade Howie adjourned the meeting at 6:05 p.m.

**Next Regular Meeting: Tuesday, November 15, 2016, 5:30 p.m.**

**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> STREET).**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

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Wade Howie, President (299-3763) / Date

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Delight Harris, Treasurer (689-4122) / Date

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Charity Knopp, Secretary / Date