

**Rafter D Improvement & Service District
Budget Hearing and Regular Meeting Minutes
Wednesday, September 18, 2024, 6:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Gary Bissonette, Albert Hernandez, Scott Peyrot
OTHERS PRESENT: Helenanne Cathey, Stacie Hernandez, John & Kathy Cattles

BUDGET HEARING – Amended budget for 7/1/24 – 6/30/25

Scott Peyrot called the budget hearing to order at 6:01 p.m. The amended budget was reviewed. There was an opportunity for public comment. There was discussion on the water system and the emergency repairs. The well is down, and we are waiting on parts to get here to get it repaired. The increase in the budget was due to the repairs.

Scott Peyrot adjourned the budget hearing at 6:08 p.m.

REGULAR MEETING

Scott Peyrot called the regular meeting to order at 6:08 p.m.

- I. Adoption of Budget** – Scott Peyrot moved to adopt the amended budget of \$115,867.00 for 7/1/24 – 6/30/25. Albert Hernandez seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Customer / Billing Concerns** – None
- III. Minutes** – Minutes are posted online and e-mailed to those who provide their e-mail addresses. Albert Hernandez moved to approve the minutes for the regular meeting on August 26, 2024, as written. Scott Peyrot seconded. Motion carried unanimously.
- IV. Treasurer’s Report** – The Treasurer’s Report and financial information were reviewed. Albert Hernandez 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:		\$9,984.05
Water Deposits 8/1-8/26/24:	\$1,603.00	
Adjusted Balance Forward:		\$11,587.05
Water Deposits 8/27-8/31/24:	\$0	
Interest 8/31/24:	\$7.28	
Deposit – Loan from First Northern Bank:	\$40,000.00	
Xpress bill pay deposit 9/5/24	\$1,271.00	
Bank Balance Prior to Meeting;		\$52,865.33

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	City of Gillette	Inv. 1921868 – regional Water 8/2-9/4/24 376,000 gallons	\$1,281.84
AUTO	Powder River Energy	Acct 3230728 8/1-9/1/24 \$45.00 Acct 3284226 8/1-9/1/24 \$90.95	\$135.95
1309	Cathey Consulting	Inv. 7736 – Aug. Admin./Books/Compliance	\$393.75
1310	First Northern Bank	Loan payment 1	\$1,274.28
1311	Gillette News-Record	Inv. 29236 – Legal ad for budget hearing	\$102.70
1312	Water Guy	Inv. 2024-723 – Regional water tied into Pumphouse \$3,908.97 (of \$8,908.97 original bill)	\$5,477.84
		Inv. 2024-977 – Sanitary survey prep \$768.57	
		Inv. 2024-909 – Aug. Water Op./Meter Rdgs/ Billing \$800.30	
TOTAL BILLS PAID:			\$8,666.36
Bank Balance End of Meeting:			\$44,198.97
Receivables balances were reviewed.			

V. Water System Update – Water system and billing reports were available.

- a. Tie in to Regional Water and Water Well Repairs
 - i. Tie in to Regional Water \$8,908.97 / Water Guy – project complete
 - ii. Well repairs (Pump and Motor replacement) \$29,242.50 / Red Tiger Well Service – 8/15/24 – Board approved Red Tiger Well Service to proceed with the project – Gary Bissonette reported that they should be able to start on the tank repair either the end of this week or beginning of next week.
 - iii. County Grant approved on 8/6/24 for \$10,250.59 –
 1. Pay Request 1 – Water Guy invoice \$8,908.97 / grant request \$2,939.96 (33%) – 8/6/24
 2. Grant Amount Remaining: \$7,310.63
 - iv. Loan from First Northern Bank – The Board signed the paperwork, and the total loan amount is \$40,250 / 8.5% / Matures 10/10/26 / \$1,274.28 due by the 10th of each month with first payment due 10/10/24. Balloon payment of unpaid balance 10/10/26 (or refinance).
- b. Water System projects – Clean the water tank and replace the control wire that runs from the well to the pump house (will include trenching and running conduit). Project estimate \$6,500 / County grant request of \$1,625 was delivered after the last meeting.
- c. Lead Service Line Inventory – No update.
- d. Water quality concerns (Paul Schlosser, 5260 Force Road)

8/26/24:

Spoke with the water guy about our water being dirty/red. Both 5260 and 5202 force Road have the same problem and have had water filters installed in the house we have to change monthly. He recommended a blowout/cleanout valve be installed on the main line.

Paul Schlosser

8/26/24

The Board addressed your concerns at the meeting today. Because the District has been on City water for about 2 months and the issues with the water system this spring/summer, the Board would like to see if the situation resolves itself when the District is back on the water well rather than on City water. If the problem continues after that, the Board explore options with Water Guy to resolve the issue.

Helennane Cathey after Board meeting

8/27/24

This water issue has been for 8 years.

Paul Schlosser

9/18/24 – The Board was not aware that this homeowner was having problems for 8 years until the e-mail on August 26th. Another homeowner at the meeting reported that they had problems with discolored water about 6 weeks before the well went down. Another homeowner had a problem when they first moved into their home. Water Guy had suggested they let the water run for a while and see if it didn't clear up. The homeowner did that and hasn't had problems since. The consensus of the Board is to check in with the homeowner when the system is back on the well water. This will be on the next meeting agenda.

VI. Unfinished Business

- a. Spectrum / Petition for those interested in service was submitted (December, 2023) – Albert Hernandez reported that he talked to Spectrum, and they reported that the case was closed because of inactivity so a whole new case has to be opened with them. Albert Hernandez will start the process again.
- b. Review agreement with Visionary – This will be discussed at the next meeting.

- c. Director Election (November 5, 2024 – Bissonette – 4 years) – The draft ballot was reviewed and approved to mail between October 11th and 21st, and the following legal ad will run in the Gillette News-Record on October 22, 2024:

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 four (4) year term on the Board of Directors. Candidates include Gary Bissonette. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helennane 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 5, 2024. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 5, 2024, between 9:00 a.m. and 2:00 p.m.

Gary Bissonette, Secretary / Filing Officer
Rafter D Improvement & Service District

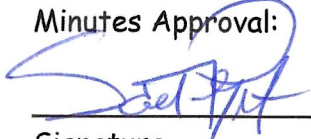
Scott Peyrot moved to adjourn. Albert Hernandez seconded. The meeting was adjourned at 6:46 p.m.

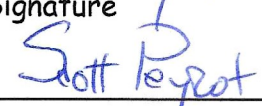
Next Meeting: Tuesday, October 29, 2024, 6:00 p.m.

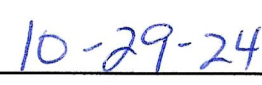
MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K² TECHNOLOGIES BUILDING – USE ENTRANCE ON 4TH STREET).

Respectfully submitted,
Helennane Cathey, Assistant to the Board

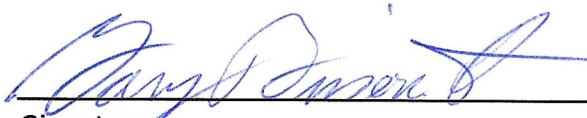
Minutes Approval:




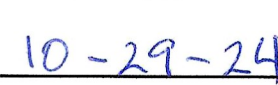
Signature


Printed Name


Date



Signature


Printed Name


Date

Scott Peyrot, President (307-680-1658) / Albert Hernandez, Treasurer (626-372-3645) / Gary Bissonette, Secretary (253-370-9070)

Budget - Rafter D ISD - 7/1/24 - 6/30/25 - AMENDED

Hearing to Amend the Budget for 7/1/24 - 6/30/25: Wednesday, September 18, 2024, 6:00 p.m. at office of Cathey Consulting / PO Box 432, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget	AMENDED Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25
CASH CARRYOVER	31,955	19,823	14,516	18,016	18,987
Revenue					
Assessments	4,200	4,200	4,200	4,200	4,200
Assessments - Interest	12	50	5	50	50
Customer Billing \$175/mo. X 16	20,493	22,500	20,000	22,500	33,600
Customer Overages (\$4 per 1,000 gal. over 10,000 gal.)					4,000
Grants - County	2,000	3,694		3,694	15,000
Loan - First Northern Bank					40,000
Interest from bank	43	30		30	30
TOTAL REVENUE	26,748	30,474	24,205	30,474	96,880
TOTAL REVENUE PLUS CASH CARRYOVER	58,703	50,297	38,721	48,490	115,867
Expenditures					
Capital Expenditures					
Administrative	5,288	5,125	5,000	5,125	7,000
Operations - Water	31,164	44,672	14,700	42,765	77,822
Operations - Roads					18,976
Loan payment - Principle (Total payment \$1,274.28 per mo.)					9,169
Loan payment - Interest					2,300
Indirect	500	500	600	600	600
TOTAL EXPENDITURES	36,952	50,297	20,300	48,490	115,867
Reserves-Amount to be Added					
Reserves-Amount to be spent					
Ending Reserves balance					
Receivables Start of FY	(386)		1,146		1,146
Payables Balance Start of FY	7,254		1,551		1,551
Undeposited Funds (Xpress Bill Pay)					

	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)	6/30/2024
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	31,955	19,823	14,516	18,016	18,987
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	31,955	19,823	14,516	18,016	18,987
Receivables Balance End of FY	1,146				
Payables Balance End of FY	1,551				
Undeposited Funds (Xpress bill pay)					
End of Year Bank Balance	14,516		18,016		
Undeposited Funds were included in the General Fund 22-23 Actual			18,421		
Net per year (Revenue minus Expenses)	21,751	0	18,421	0	0

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: Gary Bissonette, (Secretary) term ends Nov., 2024 / Scott Peyrot (President) & 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	Roads Amount Estimated 6/30/24:
Flying D Ave	1,348	0.26	
Rafter D Drive	1,294	0.25	
Stone Gate Ave	1,284	0.24	24-25 Assessment: \$10,576.07
Lazy D Ave	1,737	0.33	24-25 RoadWork: \$4,200.00
TOTAL	5,663	1.07	Balance 6/30/25: \$14,776.07

Rates
 7/1/24 \$175 per month plus \$4 per 1,000 gallons over 10,000 gallons
 7/1/22 \$100 per month plus \$2 per 1,000 gallons over 15,000 gallons
 1/1/14 \$85
 10/1/2011 \$80 / \$1,091.80 special assessment also billed for downhole pump replacement \$40 per month prior to that

First Northern Bank Loan 08/28/24 \$40,250 / 8.5% interest
 Maturity Date 10/10/26 - \$1,274.28 due by the 10th of each month starting 10/10/24
 Balloon payment of unpaid balance 10/10/26 or refinance

Additional Expenses	City	Grant
Red Tiger	30000	10251
Water Guy regional	9000	
Water Guy tank cleaning	3500	3375
Water Guy control wire / trenching	10000	
TOTAL	52500	
Self-audit will be required + additional admin./bookkeeping	1300	