

**Rafter D Improvement & Service District
Budget Hearing and Regular Meeting Minutes
Monday, June 24, 2024, 6:00 p.m.
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Gary Bissonette, Albert Hernandez
BOARD MEMBERS NOT PRESENT: Scott Peyrot
OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Albert Hernandez called the budget hearing to order at 6:04 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Albert Hernandez adjourned the budget hearing at 6:09 p.m.

REGULAR MEETING

Albert Hernandez called the regular meeting to order at 6:10 p.m.

- I. **Budget** – Gary Bissonette moved to adopt the budget for 7/1/24 – 6/30/25 for \$48,490 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Albert Hernandez seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. **Officers** – Annual officer elections are usually in November or December, but since Wade Howie, who was President, resigned and Gary Bissonette was appointed as Director, the consensus was to elect officers to serve until November or December. Albert Hernandez moved that Scott Peyrot serve as President. Gary Bissonette seconded. Motion carried unanimously. Gary Bissonette moved that Albert Hernandez continue to serve as Treasurer. Albert Hernandez seconded. Motion carried unanimously. Albert Hernandez moved that Gary Bissonette serve as Secretary. Gary Bissonette seconded. Motion carried unanimously.
- III. **Customer / Billing Concerns** – None
- IV. **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 April 8, 2024, as written. Gary Bissonette seconded. Motion carried unanimously.
- V. **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. Gary Bissonette seconded. Motion carried unanimously. There was discussion on the budget and the amount that is assessed for roads. The lots paying just for roads aren’t currently paying for administrative and indirect costs. There was also discussion on having a reserve fund for the long-term funding of the water system (tank and equipment replacement / major repairs).

Bank Balance at End of Last Meeting:		\$16,015.18
Water Deposits 4/1-4/8/24	\$100.00	
Xpress bill pay deposit 04/08/24	\$500.00	
Adjusted Balance Forward:		\$16,615.18
Water Deposits 4/9-4/30/24:	\$1,800.00	
Powder River Energy – Electricity 3/1-4/1/24		\$375.88
Acct 3230728 \$203.93		
Acct 3284226 \$171.95		
Interest 4/30//24:	\$6.87	
Water Deposits 5/1-5/31/24	\$2,400.00	
Xpress bill pay deposit 05/05/24	\$500.00	
Assessments Deposits 05/10/24	\$150.00	
Bills paid in May, 2024		

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	City of Gillette	Inv. 1852383 – regional Water 4/2-5/2/24 0 gallons	\$96.00

AUTO	Powder River Energy	Acct 3230728 4/1-5/1/24 \$198.13	\$365.65
		Acct 3284226 4/1-5/1/24 \$167.52	
1292	Cathey Consulting	Inv. 7575 – Apr. Admin./Books/Compliance	\$393.75
1293	Delayne Howie	Refund credit balance / property sold	\$100.00
1294	Energy Laboratories	Inv. 621625 – Water Testing / water report \$125.00	\$561.00
		Inv. 621624 – Water Testing \$436.00	
1295	Hawkins, Inc.	Inv. 6736940 – Azone 15	\$437.20
1296	US Postal Service	Annual box renewal	\$170.00
1297	Water Guy	Inv. 2024-374 – Apr. Water Op./Meter Rdgs/ Billing	\$792.30

TOTAL BILLS PAID: \$2,915.90

Interest 5/31/24: \$7.41
Xpress bill pay deposit 06/05/24 \$500.00
Assessments Deposits 06/10/24 \$1,066.12
Bank Balance Prior to Meeting: \$19,753.80
Bills Paid at Current Meeting

CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	City of Gillette	Inv. 1869438 – regional Water 5/2-6/4/24 0 gallons	\$96.00
AUTO	Powder River Energy	Acct 3230728 5/1-6/1/24 \$175.76	\$413.35
		Acct 3284226 5/1-6/1/24 \$237.59	
1298	Cathey Consulting	Inv. 7616 – May Admin./Books/Compliance	\$393.75
1299	Gillette News-Record	Inv. 23402 – Budget hearing ad	\$92.30
1300	Water Guy	Inv. 2024-493 – May Water Op./Meter Rdgs/ Billing \$792.30	\$829.80
		Inv. 2024-531 = Locate 4/24/24 \$37.50	

TOTAL BILLS PAID: \$1,825.20

Bank Balance End of Meeting: **\$17,928.60**
Receivables balances were reviewed.

VI. Water System Update – Water system and billing reports were available. No update on the lead service line inventory.

VII. Unfinished Business
a. Spectrum / Petition for those interested in service – No update.

VIII. New Business

- a. Officers – Officers were elected at the start of the meeting.
- b. Albert Hernandez moved to update the signature card at the bank – adding Gary Bissonette and removing Wade Howie. Gary Bissonette seconded. Motion carried unanimously.
- c. Albert Hernandez moved to designate First National Bank as the official depository for 7/1/24 – 6/30/25. Gary Bissonette seconded. Motion carried unanimously.
- d. Two Board members reviewed and signed the Public Records notice to submit to the County stating that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- e. A form was completed for Water Guy regarding homeowner requested water shut offs / turn ons. The consensus is to have Water Guy bill the customer (from Rafter D) the same amount that is billed to the District from Water Guy
- f. Water Guy sent a memo reporting that there will be a cost increase for monthly bacteria samples to \$30 starting in July due to a price increase from Energy Labs.
- g. Director Election (November 5, 2024 – Bissonette – 4 years) – The following legal ad will run in the Gillette News-Record on July 16, 2024:

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

Public Notice is hereby given that on Tuesday, November 5, 2024, an election shall be held for the purpose of electing one Director to serve a four (4) year term on the Board of the Rafter D Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. 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.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District between August 7, 2024, and August 27, 2024. An application may be obtained by calling Cathey Consulting at 307-685-8235 or going to www.catheyconsulting.net – click on Election Documents.

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

- h. Draft meeting minutes will no longer be e-mailed to the full e-mail list or posted online until the Board has officially approved and signed them at the monthly meeting. Signed minutes will be posted.
- i. **The Board thanks Pat Schweitzer for blading the roads. It is appreciated.**
- j. There was discussion on the number of lots that are in the District.
- k. There was discussion on having a tour of the water system. Gary Bissonette will contact Water Guy.

Albert Hernandez moved to adjourn. Gary Bissonette seconded. The meeting was adjourned at 7:07 p.m.

Next Meeting: Monday, August 26, 2024, 6:00 p.m. (Regular Meeting)

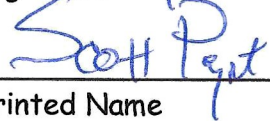
MEETINGS ARE HELD AT THE OFFICE OF CATHEY CONSULTING AT 400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE, WYOMING (K² TECHNOLOGIES BUILDING – USE ENTRANCE ON 4TH STREET).

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Minutes Approval:



Signature



Printed Name



Date



Signature



Printed Name



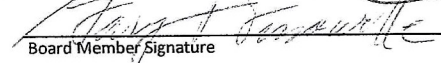
Date

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				
Budget Hearing: Monday, June 24, 2024, 6:00 p.m. at office of Cathey Consulting / PO Box 432, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	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
CASH CARRYOVER	31,955	19,823	14,516	18,016
Revenue				
Assessments	4,200	4,200	4,200	4,200
Assessments - Interest	12	50	5	50
Customer Billing	20,493	22,500	20,000	22,500
Grants - County	2,000	3,694		3,694
Interest from bank	43	30		30
TOTAL REVENUE	26,748	30,474	24,205	30,474
TOTAL REVENUE PLUS CASH CARRYOVER	58,703	50,297	38,721	48,490
Expenditures				
Capital Expenditures				
Administrative	5,288	5,125	5,000	5,125
Operations	31,164	44,672	14,700	42,765
Indirect	500	500	600	600
TOTAL EXPENDITURES	36,952	50,297	20,300	48,490
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	(386)		1,146	
Payables Balance Start of FY	7,254		1,551	
Undeposited Funds (Xpress Bill Pay)				
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	31,955	19,823	14,516	18,016
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	31,955	19,823	14,516	18,016
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		
Net per year (Revenue minus Expenses)	21,751	0	18,421	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	
Flying D Ave	1,348	0.26	Roads Amount Estimated 6/30/24:
Rafter D Drive	1,294	0.25	\$10,576.07
Stone Gate Ave	1,284	0.24	24-25 Assessment: \$4,200.00
Lazy D Ave	1,737	0.33	24-25 RoadWork
TOTAL	5,663	1.07	Balance 6/30/25: \$14,776.07