

**Rafter D Improvement & Service District  
Regular Meeting Minutes  
Tuesday, January 19, 2016, 5:30 p.m.  
400 South Gillette Avenue, Suite 106, Gillette**

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

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

- I. Minutes** – The minutes for the last regular meeting on November 17, 2015, were reviewed. The minutes were e-mailed and mailed after the meeting and posted online. Wade Howie moved to approve the minutes as written. Delight Harris seconded. Motion carried unanimously.
- II. Treasurer’s Report** – The Treasurer’s Report and financial information were reviewed. Delight Harris 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:	\$11,212.21
11/18/15     Deposit	\$85.00
11/24/15     Deposit	\$85.00
11/25/15     Deposit	\$700.00
12/04/15     Deposit	\$425.00
12/10/15     Deposit – Assessments	\$150.00

**Bills Paid in December:**

CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230726 10/10/15-11/10/15	\$148.41
	Acct 3284226 10/9/15-11/9/15	\$64.93
1144 Cathey Consulting, LLC	Inv. 3151 – Nov. Admin./Books/Compl/Postage	\$382.05
	Inv. 3114 – letters mailed – rates	\$26.00
	Inv. 3160 – cert. letter	\$6.74
1145 Water Guy, LLC	Inv. 2015-1129 – Nov., Operator	\$484.50
	Inv. 2015-1190 – no water complaint	\$209.93
	Inv. 2015-1189 – sodium hypochloride	\$40.00
<b>TOTAL DECEMBER BILLS PAID</b>		<b>\$1,362.56</b>

12/15/15     Deposit	\$425.00
12/29/15     Deposit	\$225.00
01/08/16     Deposit	\$850.00
01/08/16     Deposit – PR Energy	\$25.30
01/11/16     Deposit – Assessments	\$150.00
01/19/16     Deposit	\$340.00
Bank Balance Prior to Meeting;	\$13,309.95

**Bills Paid at This Meeting:**

CHK # VENDOR	PURPOSE	AMOUNT
AUTO Powder River Energy	Acct 3230726 11/10/15-12/09/15	\$147.71
	Acct 3284226 11/9/15-12/9/15	\$58.00
1146 Cathey Consulting, LLC	Inv. 3190 – Dec. Admin./Books/Compl/Postage	\$367.84
	Inv. 3198 – cert. letter	\$6.74
1147 Hawkins, Inc.	Inv. 3812842 – Chemicals & pump tube	\$319.27
1148 Water Guy, LLC	Inv. 2015-1294 – Dec., Operator	\$484.50
<b>TOTAL BILLS PAID:</b>		<b>\$1,384.06</b>
Bank Balance at End of Meeting:		\$11,925.89

Receivables balances were reviewed.

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

Month	Water Usage (Main Meter)	Average Daily Usage	Average Usage Per Month Per Customer (16 Customers)	Meter Readings Total Gallons	Meter Readings Rounded Total	# / \$ Billed	Difference from Main Meter
December, 2015	273,790	7,823	17,111				
November, 2015	174,110	6,218	10,881				
October, 2015	294,520	9,817	18,407	117,530	113,000	0 / \$0	176,990
September, 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, 2014	210,390	7,514	13,149				
November, 2014	212,100	7,575	13,256				
October, 2014	290,380	8,799	18,148				
Sept. (Corrected)	329,050	10,968	20,565				
<del>September, 2014</del>	<del>1,288,880</del>	<del>42,962</del>	<del>80,555</del>				
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, 2013	216,600	6,987	13,537				
November, 2013	261,670	8,722	16,354				
October, 2013	285,570	9,211	17,848				
September, 2013	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, 2012	190,950	6,159	11,934				
November, 2012	125,740	4,191	7,858				
October, 2012	229,030	7,388	14,314				
September, 2012	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. Water Rates (for meter readings) – There were no comments from landowners regarding the rates. Delight Harris moved to do the final acceptance of \$2.00 per 1,000 gallons over 15,000 gallons per month starting with the April 1, 2016 billing. Wade Howie seconded. Motion carried unanimously. The Rates Guideline was signed. It is attached to these minutes.
- b. Water Usage – A letter was sent to homeowners 10/27/15 asking if anyone knows of any leaks and if they are aware of any lines that are not being metered. There has been no feedback from landowners following the distribution of the letter. There was discussion on the water system and the difference between the total of the meters and the total main meter. The difference is still unexplained. Wade Howie said he contacted Duaine Faucett, and Duaine checked to make sure the water wasn't recycling and being metered twice. It is working correctly. There were several water quality concerns. A couple of landowners reported that the water has a very strong chlorine smell. One landowner said that their water is cloudy. As for the high water usage on the main meter, a landowner suggested that the main meter be calibrated. Another landowner asked if the lines had been pressured. The road by Latta's is a different color – like it's been wet. Could there be a leak there? Wade Howie will follow up with Water Guy. It was suggested that Wade Howie call and talk to Don at DRM to see if he has any ideas on what else to look for with the water usage. There was discussion on the map of the District – a concern is that there are lines running on the water system that aren't being metered (is someone hooked onto the water system that we don't know about). There was discussion on pressuring the lines and closing off all of the individual lines to check to see if the main meter still runs and if water is still moving. Wade Howie will make some phone calls and follow up on the items discussed at this meeting.

**V. New Business**

- a. Budget – There was discussion on the budget for 7/1/16 – 6/30/17. There aren't any major projects planned. The assessment will likely stay the same at \$300 per lot.
- b. Frank and Sue Latta reported that they are going to the Conservation District tomorrow because a study is being done on the water quality on Donkey Creek. The Conservation District want to do something about the weeds along Donkey Creek. They are concerned about spraying weeds and getting chemicals into the water system. Frank and Sue will report back on what happens at this meeting.
- c. Frank Latta discussed the common area (recreation area). A map of the area was reviewed. There is land (Tract A) that was supposed to be deeded over to Rafter D when 60% of the lots were sold, but that hasn't happened yet. Frank reported that he talked to Doud about it, and Doud is fine with transferring the land over to the District. Frank contacted his attorney and asked him to draw up the legal document. The surface rights from the two wells on that land all went to Doud. The District should have been receiving those dollars. The taxes are \$500 a year. Wade Howie moved to have the attorney draw up the paperwork to get the property deeded over to the District and to check on liability issues and what can be done about them. Delight Harris seconded. Motion carried unanimously. Frank Latta will take care of this project.
- d. There was discussion on covenants and liability issues.

Wade Howie adjourned the meeting at 6:29 p.m.

**Next Regular Meeting: Tuesday, February 16, 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 (682-4837) / Date

**Rafter D**  
**General Water System / Rates Guideline – Revised 1/18/16**

**MONTHLY FEE**

\$85 per month (Effective 1/1/14) – Invoices are e-mailed or mailed monthly. Payment is due by the 5<sup>th</sup> and is considered late on the 25<sup>th</sup>. The monthly fees may be increased at the discretion of the Board, based on District expenses.

**LATE FEES**

A \$5 late fee will be assessed on the 25<sup>th</sup> for EACH month that the account is past due. At 3 months, accounts are shut off for nonpayment following these guidelines:

- 1) First month past due - \$5 late fee / statement sent regular mail
- 2) Second month past due - \$10 late fee (plus \$10 certified letter fee) / statement sent certified mail
- 3) Third month past due - \$15 late fee (plus \$10 certified letter fee) / statement and letter sent certified mail. Water will be shut off in 10 days from date of letter.

**WATER USAGE FEES**

Water usage is billed at the rate of \$2.00 per 1,000 gallons for anything over 15,000 gallons per month.

**WATER SHUT OFF SPECIAL FEES**

All fees connected with the water shut off will be billed or assessed to the property. If there are issues that prevent a simple water shut off (shut off cannot be located or it is buried, or for any reason), the water line will be dug up using any and all equipment necessary to locate the shut off. Any and all of these fees will be billed to the property and MUST be paid prior to water being turned back on to the property.

All past due balances, late fees, special fees, shut off, turn on fees, etc. must be paid prior to water being turned back on.

**OTHER FEES**

\$100.00 = Shut off Fee

\$100.00 = Turn on Fee

\$10.00 = Certified Letter Fee (For Shut Off Notice)

\$5.00 = Late fee for EACH month past due

**ASSESSMENTS**

If for some reason the water cannot be shut off and/or the account remains past due, the District, at its discretion, may assess the amount through the Campbell County Assessor on County taxes.

**LIEN**

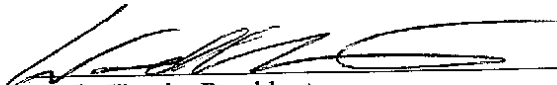
At its discretion, the District may file a lien against the property for any past due fees. The cost of filing and any attorney's and other related fees will be billed or assessed to the property.

**SPECIAL ASSESSMENTS**

The District follows Wyoming statutes for special improvement projects. Fees can be assessed or billed directly.

**AMENDMENTS**

This Guideline may be amended, at a regular or special meeting of the Board of Directors, by a majority vote of the Board of Directors.

  
Wade Howie, President

  
Delight Harris, Treasurer