

**Rafter D Improvement & Service District
Regular Meeting Minutes
Tuesday, May 20, 2025, 5:30 p.m.
400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Gary Bissonette, Albert Hernandez, Scott Peyrot
OTHERS PRESENT: Helenanne Cathey, Frank Latta

Scott Peyrot called the meeting to order at 5:37 p.m.

- I. Customer / Billing Concerns – None**
- II. Minutes –** Scott Peyrot moved to approve the minutes for the regular meeting on April 15, 2025, as written. Albert Hernandez seconded. Motion carried unanimously.
- III. Treasurer’s Report –** The Treasurer’s Report and financial information were reviewed. A concern was noted that the District went backwards this month (bills were more than income). There was discussion on this issue and it also shows the importance of adding an administrative assessment for the next fiscal year. The District can’t keep going backwards, and the District administrative fees have always been paid for by the monthly water fee, even though there are 9 other lots that should be assisting in those administrative costs which are required for running the District. Gary Bissonette moved to accept the Treasurer’s Report and pay the bills as presented. Scott Peyrot seconded. Motion carried unanimously.

Bank Balance at End of Last Meeting:		\$18,503.75
Water Deposits 4/1-4/15/25	\$175.00	
Adjusted Balance Forward:		\$18,678.75
Water Deposits 4/16-4/30/25	\$1,225.00	
Interest 04/30/25	\$7.89	
Xpress bill pay deposit 5/5/25	\$925.00	
Assessments deposit 5/10/25	\$150.00	
Bank Balance Prior to Meeting;		\$20,986.64

Bills Paid at Meeting:			
CHK #	VENDOR	PURPOSE	AMOUNT
AUTO	City of Gillette	Regional Water 4/2-5/5/25	\$120.00
AUTO	Powder River Energy	Acct 3230728 4/1-5/1/25 \$99.05	\$276.29
		Acct 3284226 4/1-5/1/25 \$177.24	
1341	Cathey Consulting	Inv. 8101 – Apr. Admin./Books/Compliance	\$393.75
1342	First Northern Bank	Loan payment	\$1,274.28
1343	Local Gov’t. Liab. Pool	Inv. 15856 – Dir. & officers/general liability	\$600.00
		Insurance 7/1/25 – 6/30/26	
1344	US Post Office	Annual box fee	\$188.00
1345	Water Guy	Inv. 2025-425 – Apr. Water Op./Meter Rdgs/ Billing	\$800.30
TOTAL BILLS PAID:			\$3,652.62

Bank Balance End of Meeting: **\$17,334.02***

**Does not include water billing deposits since the first of the month.*

- IV. Water System Update –** Water system and billing reports were available. Water system projects and specific concerns are listed below.
 - a. Tank Cleaning 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 (DSG 2024.10) \$1,625
 - i. Pay Request 1 (Water Guy invoice \$1,500 for tank cleaning / grant \$375)
Grant Remaining \$1,250.00
 - ii. There was discussion on whether the control wire work was included in another invoice. Gary Bissonette will e-mail Water Guy to see if there are any outstanding invoices or if there are costs coming up in the next budget year.

- b. Lead Service Line Inventory – No update from Water Guy. Gary Bissonette will follow up with Water Guy to see if there is anything else that the District or homeowners need to do.
- c. Flushing hydrant (Paul Schlosser, 5260 Force Road, concerns) – Written estimate received from Water Guy on 4/8/25. Project on hold for now as of 4/15/25.
- d. Insurance quotes – Gary Bissonette continues to try to get quotes for property insurance. He has had a tough time getting anyone to provide a quote, but one agent is currently trying to put together a quote.
- e. Option for using water / City (regional) water in the event of a fire – There was discussion. Gary Bissonette will reach out to someone at the County fire station and ask them how they fight fires when they come out to Rafter D. The understanding is that the fire department in Campbell County brings tanker trucks to fight fires and doesn't fill up from most subdivisions. Could they fill a tanker from the District's water system? The Board would like additional information.

V. Unfinished Business

- a. Road work – Gary Bissonette called Earth Works and never heard back from them after requesting someone call him about blading the District's roads. The construction company putting in all of the pipe for fiber in the District is tearing up the roads. No one knows how they are going to leave it when they are done. There are concerns about mowing – the way the ditches are right now, people can't mow their ditches. However, they aren't done with the project. Pat Schweitzer has said that he will rent a blade and blade the roads for just the cost to rent the equipment (\$500 per day). The consensus is to not plan any road work right now, at least until the construction is done as they may blade the roads when they are done (hopefully). However, the Board would like to be ready to do some road work if the construction company doesn't clean up when they are finished.
- b. Visionary Agreement / Discussions on requesting compensation (for electricity) – Gary Bissonette will talk to Visionary about paying the District a monthly or annual amount for having their equipment on the District's tank. They use the District's electricity, and the Board would like to see some contribution from them for that cost.
- c. Letters to homeowners regarding covenants – The Board will review the covenants, and there was discussion on sending letters to homeowners reminding them that properties cannot be used for running a business. The lots are single family residential properties. A letter will be drafted.
- d. Mosquitoes and spraying weeds around the recreation area – Gary Bissonette reported that he contacted Weed and Pest. They will be treating the pond for mosquitoes as they do every year. Last year they treated the pond on May 23rd, so if they haven't been out already, they will be soon. As far as weed control, they do not do that. They recommend that the District hire a commercial sprayer or do the spraying internally. They recommend a product called Milestone. It is not currently set up with an aquatic certification, but they said it is aquatic safe. Weed and Pest said that you can use Milestone right up to the water's edge. They recommend dealing with a number of other weeds, including knapweed. The District can get Milestone from them – they have a cost sharing program so the District can get it at a discount. There was discussion on the chemical. The original concern was about the thistle around the pond and on cleaning up around the pond – knocking down weeds, mowing around the pathways, etc. Frank Latta reported that they have mowed everything already. The consensus is that since the County is taking care of the mosquitoes, and homeowners are mowing, which will keep the thistle under control, this item will be removed from the agenda.
- e. Budget for 7/1/25 – 6/30/26 – There was discussion on the assessments and costs in the next fiscal year. The proposed assessments include \$264 per lot for administrative costs (25 of 28 lots assessed) and \$240 per lot for roads (only those on roads - 14 lots). The monthly billing for water (16 lots) will stay at \$175 per month plus \$4 per 1,000 gallons over 10,000 gallons a month. The proposed budget was approved by consensus. The budget is attached to these minutes. The budget hearing is scheduled for Monday, June 30, 2025, at 5:30 p.m. The following legal ad will run in the Gillette News-Record on June 17, 2025:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
RAFTER D IMPROVEMENT & SERVICE DISTRICT**

Rafter D Improvement & Service District will hold a public hearing to review the 7/1/25 – 6/30/26 budget followed by the regular District meeting to adopt the budget and conduct regular business at the Office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (City Hall Mall/K2

Technologies Building – entrance is on 4th Street across from Arrow Printing) on Monday, June 30, 2025, 5:30 p.m. Budget summary:

Expenses: Administrative \$7,000 / Indirect \$780 / Operations \$49,044 / Loan payment \$15,291
Revenue / Cash Carryover: \$72,115

The monthly water fees are anticipated to stay the same (\$175 plus \$4.00 per 1,000 gallons over 10,000 gallons a month). An assessment of \$264 per lot will be added to all lots (except government entities) for administrative costs, and the assessment for roads will be reduced to \$240 per lot. A copy of the budget is available online at www.catheyconsulting.net.

To contact the District or for special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

VI. New Business

- a. The Local Government Liability Pool Renewal Application was submitted online as required. The application is for directors and officers and general liability insurance for the next fiscal year. It was reviewed and signed by the Board.

Albert Hernandez moved to adjourn. Scott Peyrot seconded. The meeting was adjourned at 7:24 p.m.

Next Meeting: Monday, June 30, 2025, 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

Minutes Approval:



Signature



Printed Name

6-30-25

Date



Signature

Albert Hernandez

Printed Name

6/30/2025

Date

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

Budget - Rafter D ISD - 7/1/25 - 6/30/26				
Budget Hearing: Monday, June 30, 2025, 5:30 p.m. at the office of Cathey Consulting / PO Box 432, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
CASH CARRYOVER	14,515	18,987	18,987	16,475
Revenue				
Assessments (24-25 was \$300 X 14 lots for roads)	4,200	4,200	4,200	
Assessments - Admin./Indirect - ALL lots \$264 X 25 lots				6,600
Assessments - Roads \$240 X 14 lots				3,360
Assessments - Interest	23	50		50
Customer Billing \$175/mo. X 16	17,472	33,600	31,300	33,600
Customer Overages (\$4 per 1,000 gal. over 10,000 gal.)	1,667	4,000	6,000	6,000
Grants - County		15,000	14,564	6,000
Loan - First Northern Bank		40,000	40,250	
Interest from bank	75	30	200	30
TOTAL REVENUE	23,437	96,880	96,514	30,474
TOTAL REVENUE PLUS CASH CARRYOVER	37,952	115,867	115,501	72,115
Expenditures				
Capital Expenditures			54,000	
Administrative	4,987	7,000	6,622	7,000
Operations - Water	16,035	77,822	22,000	26,708
Operations - Roads	0	18,976	0	22,336
Loan payment - Principle (Total payment \$1,274.28 per mo.)		9,169	9,169	13,291
Loan payment - Interest		2,300	3,573	2,000
Indirect (D & O / General Liability)	600	600	600	780
To Reserves				
TOTAL EXPENDITURES	21,622	115,867	95,964	72,115
Reserves-Amount to be Added (See above)				0
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	1,146	1,146	(1,692)	
Payables Balance Start of FY	1,551	1,551	1,870	
Undeposited Funds (Xpress Bill Pay)			500	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	14,515	18,987	18,987	16,475
RESERVES BALANCES				
UNDEPOSITED FUNDS				
TOTAL FUNDS BEGINNING OF YEAR	14,515	18,987	18,987	16,475
Receivables Balance End of FY	(1,692)			
Payables Balance End of FY	1,870			
Undeposited Funds (Xpress bill pay)	500			
End of Year Bank Balance	18,987		16,475	
Net per year (Revenue minus Expenses)	16,330	0	19,537	0

Budget Message: Rafter D ISD manages the water system and roads. An assessment will be added to all lots in the District and a reduced amount will continue for roads. There are no reserves at this time, but the District intends to start saving for reserves for anticipated expenses (water tank, pump replacement, major repairs) in the future.

Board Member Signature _____ Board Member Signature _____

Directors: Gary Bissonette, (Secretary) term ends Nov., 2028 / 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 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 6/30/25:
Flying D Ave	1,348	0.26	\$18,976.07
Rafter D Drive	1,294	0.25	
Stone Gate Ave	1,284	0.24	25-26 Assessment \$3,360.00
Lazy D Ave	1,737	0.33	24-25 & 25-26 Road Wk.
TOTAL	5,663	1.07	Balance 6/30/26: \$25,696.07

Rates
 9/30/24 billing \$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

Assessment history
 2025 \$264 X 25 lots (all lots except Rafter D, City and Cemetery District) for administrative + \$240 X 14 lots for roads (for everyone on roads)
 2018 \$300 X 14 lots for roads (for everyone on roads)
 2015 \$300 capital improvements / major repairs (for everyone on water)
 2014 \$1,125 for water meters + \$300 capital improvements/major repairs (for everyone on water)