

**Stone Gate Estates Improvement & Service District**  
**Budget Hearing / Regular Meeting**  
**MINUTES**  
**Monday, July 10, 2017, 7:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Dave Daigle, Charlotte Terry  
BOARD MEMBERS NOT PRESENT: Bobby Schmitz  
OTHERS PRESENT: Helenanne Cathey, Duaine Faucett, Kent Terry

**BUDGET HEARING**

President Dave Daigle called the Budget Hearing to order at 7:05 p.m. The budget was reviewed. There was an opportunity for public comment. Charlotte Terry moved to adjourn the budget hearing. Dave Daigle seconded. The budget hearing adjourned.

**REGULAR MEETING**

President Dave Daigle called the regular meeting to order at 7:07 p.m.

- I. Water System Update** – The water system information was reviewed. Duaine Faucett was at the meeting. He reported on various items with the water system. The water loss is within 4%, which is really good. There is an issue with one homeowner – there is air coming up the water line and going to her service line, and it is air locking her service. Every hill top should have an air relief valve. For a couple hundred dollars, Water Guy can install an air relief valve in the pit. The consensus was to have Water Guy install the air relief valve as needed. They will be installing some guards. The signs are in the pump house, and they will be put up when needed. They bolt to the posts. The EPA enforcement people called today. Weston Engineering was supposed to take some lead and copper samples in 2015 but they didn't. EPA asked if Water Guy will take them this year, and Duaine Faucett told them that Water Guy would take care of it. They need 10 sample sites out there and need to test the oldest houses. Duaine Faucett asked that the Board line up the 10 sample sites and let Duaine Faucett know the names of homeowners and addresses. They have to submit the addresses to EPA for approval. They then test 5 and have 5 backup sites. The homeowner has to pull the sample. They need to know what year the house was built and what type of piping is in the house.
- 1) Master Meter (on distribution side of water tanks) to compare with meter readings – The County approved the District Support Grant on 4/18/17 for \$2,891 (33% of \$8,760 estimate from Black Cat Construction). The meter was installed. The bill was received and paid 6/12/17. The grant paperwork was submitted to receive reimbursement and close out the grant 6/12/17.
  - 2) Reverse Dial system (Reverse 911) set up – Charlotte Terry will send Helenanne Cathey a form letter to send to everyone to get information to set up the Reverse 911. Hopefully everyone will send in their information so that the District can communicate with everyone with this system. When homeowners received the information, please fill it out and send it back.
  - 3) Billing structure to accommodate regional water / monthly billing year round – Water Guy presentation at March 15<sup>th</sup> meeting. On hold. Duaine Faucett reported that the City is just starting the design for the line. It won't be done this year but possibly next year.
  - 4) Tank Coating – Water Guy received and forwarded a quote from M & M Tank Coating Company for coating the two tanks. There was discussion on the tanks. They were built in 1992 and 2000. The coating should extend the life of the tanks. The District will need to use the regional system during the project because the tanks will need to be out of service to do the project. It will have to wait until the regional system is available. The tanks would need to be down at least a couple of weeks.
- II. Minutes / Treasurer's Report** – Charlotte Terry moved to approve the minutes for the May 8, 2017, regular meeting as presented. Dave Daigle seconded. Motion carried unanimously.
- III. Treasurer's Report** – Charlotte Terry moved to approve the Treasurer's Report as presented and transfer \$5,200.00 from the money market account to the checking account. Dave Daigle seconded. Motion carried unanimously.

Charlotte Terry moved to transfer \$8,500 from the money market to checking account to cover the transfer to the infrastructure fund. Dave Daigle seconded. Motion carried unanimously.

Money Market Account Balance end of last meeting:		\$95,352.56	
05/31/17	Interest	\$10.49	
06/12/17	Deposit – Assessments	\$16,885.46	
06/12/17	Ck# 158 – Xfer to checking	\$14,000.00	
06/13/17	Deposit – Water	\$2.00	
06/27/17	Deposit – Cap. Credits	\$292.39	
06/30/17	Deposit – Assessments	\$1,944.15	
06/30/17	Interest	\$11.05	
07/06/17	Deposit – Water	\$152.00	
07/10/17	Deposit – Assessments	\$1,037.67	
<b>Balance in Account Prior to Meeting:</b>			<b>\$101,687.77</b>
07/10/17	Ck# 159 – Xfer to checking	\$5,200.00	
07/10/17	Ck# 9001 – Xfer to checking	\$8,500.00	
<b>Ending Money Market Balance:</b>			<b>\$87,987.77</b>

Money Market Account – Infrastructure Fund end of last meeting:		\$125,311.52	
05/31/17	Interest	\$19.16	
06/30/17	Interest	\$18.75	
<b>Ending Money Market – Infrastructure Fund Balance:</b>			<b>\$125,349.43</b>
07/10/17 (this meeting) – Transfer from Checking Account (Water Overages last fiscal year)		\$8,494.00	
<b>Ending Money Market – Infrastructure Fund Balance:</b>			<b>\$133,843.43</b>

Money Market Account – Pump Replacement end of last meeting:		\$5,268.45	
05/31/17	Interest	\$0.45	
06/30/17	Interest	\$0.44	
<b>Ending Money Market – Pump Replacement Account Balance:</b>			<b>\$5,269.34</b>
<b>No money was received for road surface use agreement last fiscal year so no transfer at this time.</b>			

Checking Account Balance end of last meeting:		\$7,295.64	
05/23/17	Ck# 2185 – Fuller & Schaedler Law Firm (legal fees)	\$140.00	
06/12/17	Ck# 158 – Stone Gate (June bills) – Deposit	\$14,000.00	
<b>Check #</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
AUTO	Powder River Energy	3126125 4/27-5/28/17	\$462.40
AUTO	Powder River Energy	8443000 4/27-5/28/17	\$153.10
2186	Black Cat Construction	Inv. 1893 – Install 6” meter and pit	\$8,760.00
2187	Cathey Consulting	Inv. 3891 – special payment \$50.00	\$566.87
		Inv. 3930 – postcards mailed / CCR \$88.44	
		Inv. 3924 – May Admin/Books/postage \$428.43	
2188	Energy Laboratories	Inv. 79967 – CCR	\$75.00
2189	Hawkins, Inc.	Inv. 4065637 – Chlorine	\$10.00
2190	HUB International	706295 – Insurance policy annual fee	\$3,008.00
2191	Water Guy, LLC	Inv. 2017-581 – May Oper./Meters	\$936.50
<b>TOTAL:</b>			<b>\$13,971.87</b>

Checking Account Balance Prior to Current Meeting: \$7,183.77

Bills Paid At The Meeting:

<b>Check #</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
AUTO	Powder River Energy	3126125 5/28/17-7/1/17	\$1,725.31
AUTO	Powder River Energy	8443000 5/28/17-7/1/17	\$364.22
2192	Cathey Consulting	Inv. 3973 – June Admin/Books/postage	\$456.71
2193	Gillette News-Record	Ad 00329252 – Budget hearing	\$53.63
2194	Hawkins, Inc.	Inv. 4082822 – Chlorine	\$10.00
2195	One Call of Wyoming	Inv. 45550 – Locate Tickets	\$15.00
2196	Water Guy, LLC	Inv. 2017-691 – June Oper./Meters \$936.50	\$2,580.25
		Inv. 2017-711 – Signs \$1,643.75	

2197	Stone Gate Estates ISD Transfer to Infrastructure Fund	\$8,494.00
TOTAL:		\$13,699.12
07/10/17	Ck# 159 – Stone Gate (July bills) – Deposit	\$5,200.00
07/10/17	Ck# 9001 – Stone Gate (Infrastructure Funds Transfer) - Deposit	\$8,500.00

**Checking Account Balance End of Meeting: \$7,184.65**

Receivables were reviewed. The two properties under the Road Use and Maintenance Agreement (signed with Tom Simons) were billed \$624 each (65% of the annual assessment).

Charlotte Terry moved to send Justin Holcomb (6905 Stone Trail Ave) and Janell Paris (6900 Stone Trail Ave) a statement for the annual road assessment in the amount of \$624 each along with a Road Use and Maintenance Agreement. Dave Daigle seconded. Motion carried unanimously. Letters will be mailed to these two landowners.

**IV. Unfinished Business**

- a. New construction – None at this time.
- b. Road Connecting to Red Hills – No action or update.
- c. Dust Control on Roads – The County approved a District Support Grant on April 18, 2017, for \$3,000 (25% of a \$12,000 project. The work was done in June. No bill was received yet.
- d. Budget – Charlotte Terry moved that the Stone Gate Estates Improvement and Service District budget for 7/1/17 – 6/30/18 in the amount of \$192,540 be adopted and also moved that the assessments be submitted to the County as approved in the budget. Dave Daigle seconded. Motion carried unanimously. The budget is attached to these minutes.

**V. New Business**

- a. Public Records Notice – Dave Daigle completed the notice to submit to the County indicating that the District’s records are stored at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette.
- b. Official Depository – Charlotte Terry moved that Stone Gate Estates Improvement & Service District name First National Bank as the official depository for 7/1/17 – 6/30/18. Dave Daigle seconded. Motion carried unanimously.
- c. A letter was received from an organization called American Transparency requesting records. Charlotte Terry reported that the County Attorney and Attorney General are researching the letter. It doesn’t look legitimate. It looks like someone is digging for information.
- d. A letter was available regarding the possible formation of a special district association in the state. No action was required.

**VI. Date for next regular meeting** – Monday, September 11, 2017, 7:00 p.m.

**VII. Meeting adjourn** – Charlotte Terry moved that the July 10, 2017, meeting of the Stone Gate Estates Improvement & Service District be adjourned. Dave Daigle seconded. The meeting adjourned at 7:44 p.m.

***MEETINGS ARE NORMALLY HELD ON THE 2<sup>ND</sup> MONDAY OF EVERY OTHER MONTH  
UPCOMING MEETINGS:***

***REGULAR MEETING: MONDAY, SEPTEMBER 11, 2017, 7:00 P.M.***

***Location: Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K<sup>2</sup> Technologies Building, Suite 106) –  
Entrance is on 4<sup>th</sup> Street***

**NOTES:** The board reminds homeowners of the following:

- a. Water meter repair costs are to be split equally between the District and the homeowner.
- b. Only authorized people are to be opening water meter pits. Any damages that occur because of an unauthorized person entering the meter pit will be 100% the homeowner’s responsibility.
- c. Keep the area mowed and/or free of debris around meter pits and readouts. If necessary, the District will hire someone to mow and/or clean it up and the homeowner will be billed.
- d. If you see the red light flashing on the water tank, please call Water Guy at 307-299-9911.
- e. **Check out Water Guy’s Facebook page for information regarding water system issues. They will post information there when they are working on projects and when they are having issues with water systems. Go to [www.wateryuywvoming.com](http://www.wateryuywvoming.com) for a link and for other information.**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board of Directors, Stone Gate Estates Improvement & Service District

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Dave Daigle, President (687-1785)

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Charlotte Terry, Treasurer (670-2725)

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Robert (Bobby) Schmitz, Secretary (686-0991)

Budget - Stone Gate Estates I & S District - 7/1/17 - 6/30/18				
Budget Hearing July 10, 2017, 7:00 p.m. at office of Cathey Consulting / PO Box 992, Gillette, WY 82717				
	Actual	Budget	Actual	Budget
	7/1/15 - 6/30/16	7/1/16 - 6/30/17	7/1/16 - 6/30/17	7/1/17 - 6/30/18
<b>Revenue</b>				
Assessments	63,360	63,360	63,360	63,360
Assessments - Interest	120	50	128	50
Simple Simon Property Assessments				1,248
Grant - County - Roads (Mag Chloride 25%)	15,188	8,750	8,460	3,000
Grant - Count- Dist. Meter (33%)			2,891	
Interest	349	200	317	200
Methane Company Surface Use Payment	5,000	5,000		5,000
Other Fees (Late, Coll., Tap, etc.)	92		1,195	2,000
Water Overages	18,070	15,000	8,494	10,000
TOTAL REVENUE	102,179	92,360	84,845	84,858
<b>CASH CARRYOVER</b>	<b>165,007</b>	<b>162,407</b>	<b>162,407</b>	<b>107,682</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>267,186</b>	<b>254,767</b>	<b>247,252</b>	<b>192,540</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping	5,100	5,100	5,850	6,000
Contract Legal			167	300
Office / Postage / Advertising / Other	814	475	421	250
Travel			69	75
TOTAL ADMINSTRATIVE	5,914	5,575	6,507	6,625
<b>Indirect</b>				
Insurance - Liab., Bonding	105	105	105	105
Insurance - Property	2,970	3,100	3,008	3,250
TOTAL INDIRECT COSTS	3,075	3,205	3,113	3,355
<b>Operations</b>				
Misc (Cash Carryover less reserves)				<b>107,682</b>
Water Operator / Meter Reading	10,301	11,362	12,175	17,350
Water System Chemicals (Chlorine)	1,365	1,500	1,400	1,500
Water System Electricity	12,616	13,500	10,882	13,500
Water System Repairs & Maintenance	33,591		52,098	3,650
Water System Maintenance/Upgrades	21,355		8,760	7,240
Water System Testing	125	500	2,015	1,600
Water Tank Cleaning & Inspection			1,500	1,500
Water System - Other Items	424	1,718	2,475	2,000
Roads	35,800	35,000	33,841	12,000
TOTAL OPERATIONS COSTS	115,577	63,580	125,146	168,022
<b>TOTAL EXPENDITURES</b>	<b>124,566</b>	<b>72,360</b>	<b>134,766</b>	<b>178,002</b>
<b>Capital Improvements / Reserves</b>				
Deposits into Reserves	25,851	20,000	23,070	14,538
Payments from Reserves	48,610		20,000	
TOTAL DEPOSITS TO RESERVES	-22,759	20,000	3,070	14,538
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>101,807</b>	<b>92,360</b>	<b>137,836</b>	<b>192,540</b>
Receivables Start of FY	564		3,652	
Payables Balance Start of FY	1,071		1,363	
	<b>7/1/2015</b>	<b>7/1/2016</b>	<b>7/1/2016</b>	<b>6/30/2017</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	165,007	162,407	162,407	107,682
RESERVES BALANCES	149,940	127,355	127,355	130,618
RESTRICTED FUND BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>314,946</b>	<b>289,762</b>	<b>289,762</b>	<b>238,300</b>
Receivables Balance End of FY	3,652		6,473	
Payables Balance End of FY	1,363		2,643	
End of Year Bank Balance	289,764		238,300	
	<b>6/30/2016</b>	<b>6/30/2017</b>	<b>6/30/2017</b>	<b>6/30/2018</b>
<b>END OF YEAR PROJECTED AMOUNT</b>				
GENERAL FUNDS				
RESERVES BALANCES	127,181	147,355	130,425	145,156
<b>TOTAL FUNDS END OF YEAR</b>	<b>127,181</b>	<b>147,355</b>	<b>130,425</b>	<b>145,156</b>

Net per year (Revenue minus Expenses) -22,387 20,000 -49,921 14,538  
Net (including cash carryover) 165,379 162,407 109,416 0

Budget Message: The District manages the roads and water and covenants. Rates are anticipated to stay the same. Capital improvements include preliminary costs to connect to regional water supply and installation of system distribution meter. The District transfers the amount billed for meter readings as well as the amount received from the road surface use agreement to Reserves each year.

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Dave Daigle (Pres.) and Bobby Schmitz (Secretary) terms end March, 2018 / Charlotte Terry (Treasurer) term ends March, 2020.  
Meetings are held every other odd month at 400 S Gillette Ave., Suite 106, Gillette, at 7:00 p.m.  
Records are stored at 400 S Gillette Ae, Suite 106, Gillette.