

**Stone Gate Estates Improvement & Service District**  
**Budget Hearing / Regular Meeting**  
**MINUTES**  
**Monday, July 11, 2016, 7:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Bobby Schmitz (by telephone), Charlotte Terry (by telephone)  
 BOARD MEMBERS NOT PRESENT: Dave Daigle  
 OTHERS PRESENT: Helenanne Cathey

**BUDGET HEARING**

Charlotte Terry called the budget hearing to order at 7:10 p.m. The budget was discussed. There were no changes to the budget since the preliminary approval other than the bank balance adjusted to actual balances. There was an opportunity for public comment. Charlotte Terry adjourned the budget hearing at 7:12 p.m.

**REGULAR MEETING**

Charlotte Terry called the regular meeting to order at 7:12 p.m.

- I. Water System Update** – The water meter readings were reviewed.
- II. Minutes / Treasurer’s Report** – Bobby Schmitz moved to approve the minutes for the May 9, 2016, regular meeting as presented. Charlotte Terry seconded. Motion carried unanimously.
- III. Treasurer’s Report** – Bobby Schmitz moved to accept and pay bills as presented and transfer \$2,700 from the money market account to the checking account. Charlotte Terry seconded. Motion carried unanimously.

Money Market Account Balance end of last meeting:	\$137,008.42
04/30/16 Interest	\$14.89
Adjusted Balance Forward:	\$137,023.31
05/11/16 Deposit – Assessments	\$10,080.00
05/31/16 Interest	\$15.97
06/06/16 Ck# 144 – Xfer to checking	\$6,800.00
06/13/16 Deposit – Assessments	\$13,496.81
06/23/16 Deposit – Water	\$344.00
06/28/16 Deposit – Water	\$137.98
06/30/16 Deposit – Assessments	\$973.50
06/30/16 Interest	\$16.00
<b>Balance in Account Prior to Meeting:</b>	<b>\$155,287.57</b>
07/11/16 Ck# 145 – Xfer to checking	\$2,700.00
<b>Balance in Account End of Meeting:</b>	<b>\$152,587.57</b>
Money Market Account – Infrastructure Fund end of last meeting:	\$107,060.72
04/30/16 Interest	\$11.41
05/31/16 Interest	\$11.79
06/30/16 Interest	\$11.41
<b>Ending Money Market – Infrastructure Fund Balance:</b>	<b>\$107,095.33</b>
Money Market Account – Pump Replacement end of last meeting:	\$20,254.78
04/30/16 Interest	\$1.66
05/31/16 Interest	\$1.72
06/30/16 Interest	\$1.66
<b>Ending Money Market – Pump Replacement Account Balance:</b>	<b>\$20,259.82</b>
Checking Account Balance end of last meeting:	\$6,982.94
06/06/16 Ck# 144 – Stone Gate (June bills) – Deposit	\$6,800.00

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	3126125 4/10/16-5/9/16	\$194.25
AUTO	Powder River Energy	8443000 4/10/16-5/9/16	\$236.37
2131	Cathey Consulting	Inv. 3378 – magnets \$192.00	\$635.93
		Inv. 3414 – May Admin/Books/postage \$432.43	
		Inv. 3417 – Printing \$11.50	
2132	Hawkins, Inc.	Inv. 3875520 – Chlorine \$10.00	\$339.00
		Inv. 2098023 – Chlorine \$329.00	
2133	HUB International	Insurance	\$2,970.00
2134	Water Guy, LLC	Inv. 2016-488 – Locates \$62.00	\$2,288.10
		Inv. 2016-548 – May Oper./Meters \$936.50	
		Inv. 2016-572 – Repairs \$1,289.60	
TOTAL:			\$6,663.65
Checking Account Balance Prior to Current Meeting:		\$7,119.29	
Bills Paid At Meeting:			
Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	3126125 5/9/16-6/10/16	\$734.53
AUTO	Powder River Energy	8443000 5/9/16-6/10/16	\$394.96
2135	Cathey Consulting	Inv. 3421 – Meter Billing extras \$100	\$532.99
		Inv. 3456 – June Admin/Books/Postage \$432.99	
2136	Energy Laboratories	Inv. 360500341 – Testing/CCR	\$75.00
2137	Gillette News-Record	Ad 00315291 – budget hearing	\$53.63
2138	Hawkins, Inc.	Inv. 3890685 – Chlorine	\$5.00
2139	Water Guy, LLC	Inv. 2016-689 – June water oper./meters	\$936.50
TOTAL:			\$2,732.61
05/09/16	Ck# 145 – Stone Gate (July bills) – Deposit	\$2,700.00	
<b>Checking Account Balance End of Meeting:</b>			<b>\$7,086.68</b>
Receivables were reviewed.			

#### IV. Unfinished Business

- a. Review customer / construction issues
  - i. No construction requests.
- b. Road Connecting to Red Hills – No action or update.
- c. Road work – Gravel surfacing on Stone Crest and mag chloride all of the roads- County approved grant on 4/19/16 of \$8,745 (project estimate: \$34,980).
- d. Budget for 7/1/16 – 6/30/17 – Bobby Schmitz moved to adopt the budget for 7/1/16 – 6/30/17 for \$382,122.01. Charlotte Terry seconded. Motion carried unanimously. The budget is attached to these minutes.
- e. Assessments – Bobby Schmitz moved to adopt the resolution to assess and assess the same amount (\$960 per lot). Charlotte Terry seconded. Motion carried unanimously.

#### V. New Business

- a. Annual Water Quality Report (Consumer Confidence Report) – Available for review. The report is available from Water Guy at [www.wateryuywyoming.com](http://www.wateryuywyoming.com) or by calling 307-299-3544 or visiting Water Guy at 512 State Hwy 50, Gillette.
- b. Public Records Notice – The Public Records Notice will be completed to send to the County indicating that the District’s records are stored at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette.
- c. Official Depository – Bobby Schmitz moved to continue to utilize and designate First National Bank as the official depository for 7/1/16 – 6/30/17. Charlotte Terry seconded. Motion carried unanimously.

VI. **Date for next meeting** – Monday, September 12, 2016, 7:00 p.m. (Regular Meeting)

VII. **Meeting adjourn** – Bobby Schmitz moved to adjourn the meeting. Charlotte Terry seconded. The meeting adjourned at 7:18 p.m.

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

**UPCOMING MEETINGS:**

**MONDAY, SEPTEMBER 12, 2016, 7:00 P.M. / REGULAR MEETING**

**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.

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)



Charlotte Terry, Treasurer / Date					
		Actual	Budget	Actual	Budget
		7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17
<b>Cash On Hand End of Prior FY</b>		<b>285,563.67</b>	<b>314,946.23</b>	<b>314,946.23</b>	<b>289,762.01</b>
	Assessments	63,360.00	63,360.00	63,360.00	63,360.00
	Capital Credits	0.00		91.95	
	Grants				
	Campbell County District Support Grants	0.00		15,188.00	
	Campbell County Grant (Water Meters)		6,930.00		
	Campbell County District Sup.	0.00	8,750.00	0.00	8,750.00
	Total Grants	0.00	15,680.00	15,188.00	8,750.00
	Interest Income				
	Bank Interest	188.49	155.00	174.87	100.00
	Interest on Late Assessments	90.91	36.00	120.02	50.00
	Money Market Interest	166.65	174.00	174.25	100.00
	Total Interest Income	446.05	365.00	469.14	250.00
	Late Fees	70.00			
	Meter Repairs Reimbursement				
	Methane Company Road Payment	5,000.00	5,000.00	5,000.00	5,000.00
	Water Overage Charges	14,350.97	20,000.00	18,069.96	15,000.00
	Total Revenue	83,227.02	104,405.00	102,179.05	92,360.00
	<b>Total Revenue Plus Cash on Hand Start of FY</b>	<b>368,790.69</b>	<b>419,351.23</b>	<b>417,125.28</b>	<b>382,122.01</b>
	Expense				
	Administration Expenses				
	Advertising and Promotion	199.57	317.00	300.06	175.00
	Auditing (Add per 11/10/14 meeting)		1,000.00		
	Bookkeeping / Clerical	4,900.00	4,800.00	5,100.00	5,100.00
	Photocopies	112.59	100.00	87.00	100.00
	Postage and Mailing	62.80	350.00	426.75	200.00
	Total Administration Expenses	5,274.96	6,567.00	5,913.81	5,575.00
	Indirect Costs				
	Insurance Expense				
	Bond / Treasurer	105.00	105.00	105.00	105.00
	Insurance Expense - Other	2,844.00	2,900.00	2,970.00	3,100.00
	Total Insurance Expense	2,949.00	3,005.00	3,075.00	3,205.00
	Total Indirect Costs	2,949.00	3,005.00	3,075.00	3,205.00

66 X \$960

25% of road wk. budget

\$425 X 12

ADMIN. COST PER YR/MO:

84

7

INDIR. COST PER YR/MO:

49

4

		Actual	Budget	Actual	Budget	
		7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/16 - 6/30/17	
<b>Operations Expenses</b>						
	<b>Roads</b>					
	Traffic Count	0.00		0.00		<b>ROAD COST PER YR/MO:</b>
	Fencing	79.29		0.00		<b>530</b>
	Roads - Rock	0.00		24,909.53	25,000.00	<b>44</b>
	Roads - Other	0.00	35,000.00	10,890.94	10,000.00	Approx. .75 mile of gravel and
	<b>Total Roads</b>	<b>79.29</b>	<b>35,000.00</b>	<b>35,800.47</b>	<b>35,000.00</b>	about 1/2 application
	<b>Water System Management</b>		1,800.00			of mag chloride
	Chlorine	454.00	1,100.00	1,364.50	1,500.00	
	Chlorination system (valves)					
	Locates			124.00	100.00	
	Materials for Water System					
	Meter Reading	550.00	600.00	2,728.00	3,100.00	\$248 X 12
	Miscellaneous		600.00			
	Mowing			200.00	200.00	
	Tank Cleaning					
	Testing	625.00	1,000.00	125.00	500.00	
	Utilities	12,031.93	12,500.00	12,616.22	13,500.00	
	Water Management - Water Operator	6,315.00	8,262.00	7,573.50	8,262.00	\$688.50 X 12
	Water Management - Off Hours		500.00			
	Water Meters / Radio Read Eq.			19,698.00		
	Water Well - Other			100.00	1,418.00	
	<b>Total Water System</b>	<b>19,975.93</b>	<b>26,362.00</b>	<b>44,529.22</b>	<b>28,580.00</b>	
	<b>Repairs and Maintenance</b>		1,541.00			
	Water Line Repairs			1,272.93		
	Water Meter Upgrades/Repairs	0.00	21,000.00	40.05		
	Well / Pumphouse Repairs	0.00		30,988.63		
	Repairs and Maintenance - Other			2,946.60		
	<b>Total Repairs and Maintenance</b>	<b>0.00</b>	<b>22,541.00</b>	<b>35,248.21</b>	<b>0.00</b>	
	<b>Total Water System Management</b>	<b>19,975.93</b>	<b>48,903.00</b>	<b>79,777.43</b>	<b>28,580.00</b>	<b>OPER. COST PER YR/MO:</b>
	<b>Total Operations Expenses</b>	<b>20,055.22</b>	<b>83,903.00</b>	<b>115,577.90</b>	<b>63,580.00</b>	<b>963</b>
	<b>Total Expense</b>	<b>28,279.18</b>	<b>93,475.00</b>	<b>124,566.71</b>	<b>72,360.00</b>	<b>80</b>
	<b>Net (Revenue - Expenses)</b>	<b>54,947.84</b>	<b>10,930.00</b>	<b>-22,387.66</b>	<b>20,000.00</b>	
	Transfer to Pump Replacement Fund Reserves		5,000.00		5,000.00	Amt. of gas co. rd. pmnt.
	Transfer to Infrastructure Fund Reserves		20,000.00		15,000.00	Amt. of water overages
	Net (To Stay in Checking / General Fund)	54,947.84	-14,070.00	-22,387.66	0.00	(FROM MISC. - CARRYOVER)
	Reserves (Cash on Hand End of Prior Year FY)	130,770.07	149,939.56	149,939.56	127,355.15	Infr. & Pump Accounts
	Misc. Expenses (Cash on Hand End of Prior Year FY)		165,006.67		162,406.86	Checking & Money Mkt accts
	<b>Total Expenses Plus Miscellaneous Expenses</b>		<b>433,421.23</b>		<b>382,122.01</b>	
	<b>TOTAL CASH PLUS REVENUE MINUS ALL EXPENSES</b>		<b>-14,070.00</b>		<b>0.00</b>	<b>SHOULD BE ZERO</b>

