

Stone Gate Estates Improvement & Service District
Budget Hearing and Regular Meeting
MINUTES
Monday, July 11, 2022, 9:00 a.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 7/11/22

BOARD MEMBERS PRESENT: Travis Given, Bobby Schmitz
 BOARD MEMBERS NOT PRESENT: Jodi Schilling
 OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Bobby Schmitz called the budget hearing to order at 9:10 a.m. the budget was reviewed. There was an opportunity for public comment. There were no public comments. Bobby Schmitz adjourned the budget hearing at 9:12 a.m.

REGULAR MEETING

Bobby Schmitz called the regular meeting to order at 9:12 a.m.

- I. Budget Adoption** – Travis Given moved to adopt the budget for 7/1/22 – 6/30/23 for \$248,045 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Bobby Schmitz seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Water System Update** – The water system information was reviewed. The direct bill program was discussed. It seems to work well.
- III. Minutes / Treasurer’s Report** – Travis Given moved to approve the May 23, 2022 regular meeting minutes. Bobby Schmitz seconded. Motion carried unanimously.
- IV. Treasurer’s Report** – The financial information was reviewed. Travis Given moved to accept the Treasurer’s Report and pay bills, transfer \$10,000 from the money market to checking account for bills and transfer \$27,655.24 from the money market to WyoStar II for reserves. Bobby Schmitz seconded. Motion carried unanimously.

WyoStar I Account – Balance End of Last Meeting:	\$47,321.50	
04/30/22 Interest	\$10.07	
05/31/22 Interest	\$26.12	
06/30/22 Interest	NO STATEMENT YET	
Ending WyoStar Account Balance:		\$47,357.69

WyoStar II Account – Balance End of Last Meeting:	\$219,607.88	
04/30/22 Interest	\$173.24	
05/31/22 Interest	\$224.34	
06/30/22 Interest	NO STATEMENT YET	
WyoStar II Account Balance Prior to Meeting:		\$220,005.46
07/11/22 Transfer from Money Market	\$27,655.24	
(for Reserves – water overages 7/1/22-6/30/23)		
Ending WyoStar II Account Balance:		\$247,660.70

Money Market Account Balance end of last meeting:	\$71,133.50	
5/1-5/16/22 Deposits – Water	\$70.12	
05/10/22 Deposit – Assessments	\$10,863.00	
Adjusted Balance Forward	\$82,066.62	
5/23-5/31/22 Deposits	\$106.89	
05/31/22 Interest	\$13.49	
6/1-6/30/22 Deposits - Water	\$266.50	
06/06/22 Xpress Bill Pay	\$1,580.39	
06/10/22 Deposit – Assessments	\$21,147.58	
06/30/22 Deposit – Assessments	\$2,599.39	

06/30/22	Interest	NO STATEMENT YET	
07/06/22	Xpress Bill Pay	\$126.98	
Balance in Account Prior to Meeting:			\$107,907.84
07/11/22	Ck# 9053 – Stone Gate Estates – Transfer to Checking	\$10,000.00	
07/11/22	Transfer to WyoStar II	\$27,655.24	
Money Market Account Balance End of Meeting:			\$70,252.60
*Balance does not reflect any water overage payments since the end of the prior month Except for Xpress bill pay deposit (if applicable)			

Checking Account Balance end of last meeting: \$28,604.71

Bills Paid in June:

Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	Acct 3126125 5/1-6/1/22	\$121.85
AUTO PAY	Powder River Energy	Acct 8443000 5/1-6/1/22	\$589.74
2484	Cathey Consulting	Inv. 6593 – May Admin/Books/post.	\$600.00
2485	City of Gillette	Bill 1458912 – 5/3-6/1/22 Regional water/15,000 gal.	\$533.85
2486	Energy Laboratories	Inv. 477197 – Water testing	\$52.00
2487	Hawkins	Inv. 6185477 – Chlorine \$20.00	\$815.00
		Inv. 6188797 – Chlorine \$795.00	
2488	Melgaard Construction	Inv. 38919 – 5/18/22 Blade roads in district	\$2,790.00
2489	Water Guy	Inv. 2022-496 – May Oper../Meters	\$1,541.50
TOTAL:			\$7,043.94

Checking Account Balance Prior to Meeting: \$21,560.77

Bills Paid at This Meeting:

Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	Acct 3126125 6/1-7/1/22	No Statement Yet.
AUTO PAY	Powder River Energy	Acct 8443000 6/1-7/1/22	
2490	Cathey Consulting	Inv. 6633 – June Admin/Books/post.	\$600.00
2491	City of Gillette	Bill 1476719 – 6/1-7/5/22 Regional water/142,000 gal.	\$926.28
2492	Dustbusters, Inc.	Inv. 71592 – Dustguard	\$14,997.12
2493	Gillette News-Record	Ad 00374487 – Budget hearing ad	\$74.25
2494	HUB International	Inv. 2784655 – Insurance 6/25/22-6/25/23	\$2,595.00
2495	One-Call of Wyoming	Inv. 64045 – April – June Locates	\$24.00
2496	Water Guy	Inv. 2022-583 – June Oper../Meters	\$1,541.50
TOTAL:			\$20,758.15

07/11/22 Transfer from Money Market Account: \$10,000.00

Checking Account Balance End of Meeting: \$10,802.62

Receivables were reviewed.

V. Unfinished Business

- a. Review customer / construction issues - None
- b. No update on installing a system that will notify the District when the regional water kicks on.
- c. Insurance Renewal Policy – The insurance policy was available for review and will be placed on file
- d. Road work – The road work was completed for the spring. There will be discussion at the September meeting regarding blading roads again this fall. Road Work on County Grant (approved 4/19/22) for road project that includes 3 specific tasks (Project total \$57,133 for rock and dust control) with a grant request of \$14,283.25.
 - 1) Blading of the 4.75 miles of the Stone Gate I&S road system and repairs to several soft spots located within the subdivision. (DONE)
 - 2) An application of magnesium chloride dust control product to the entire 4.85 miles of Stone Gate I&S road system. (DONE)
 - 3) Addition of approximately 1340 tons of crushed limestone meeting a grading W road base specification to the 0.77-mile length of Stone Gate. (NOT DONE AT THIS TIME – Will leave the grant open for now).

VI. New Business

- a. Public Records Notice – A notice was signed to submit to the County stating that the District’s records are stored at the office of Cathey Consulting and Water Guy.
- b. Official Depository – Travis Given moved to designate First National Bank, WyoStar and WyoStar II as official depositories for 7/1/22 – 6/30/23. Bobby Schmitz seconded. Motion carried unanimously.

VII. Upcoming Meetings – The consensus is to continue with the meeting time at 9:00 a.m. instead of 7:00 p.m. Regular Meetings: Monday, September 12, 2022, 9:00 a.m. / Monday, November 14, 2022, 9:00 a.m.

MEETINGS ARE NORMALLY HELD ON THE 2ND MONDAY OF EVERY OTHER MONTH

Location: Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106

(K² Technologies Building, Suite 106) – Entrance is on 4th Street

VIII. Meeting adjourn – Travis Given moved to adjourn the meeting. Bobby Schmitz seconded. The meeting adjourned at 9:25 a.m.

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.wateryuywyoming.com for a link and for other information.**

Respectfully submitted,
Helenanne Cathey, Assistant to the Board of Directors

Robert (Bobby) Schmitz, President (680-4920)

Travis Given, Treasurer

Jodi Schilling, Secretary

Budget - Stone Gate Estates I & S District - 7/1/2022 - 6/30/2023				
Budget Hearing July 11, 2022, 9:00 a.m. at office of Cathey Consulting / PO Box 992, Gillette, WY 82717				
	Actual (F32)	Budget	Actual - EST	Budget
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23
Revenue				
Assessments	84,348	84,348	84,348	95,040
Assessments - Interest	289	50	79	
Water Overages from prior FY - Assessed	386	386	0	
Water Overages from prior FY - Credited	-386	-386	0	
Other Property Fees (Outside District)	1,560	1,560	1,560	1,755
Grant - County - Roads	15,024	16,250	14,283	16,250
Insurance claim (property - sign damage)	6,119			
Interest	3,865	4,000	2,318	4,000
Other Fees (Late, Coll., Tap, etc.)		1,200		500
Water Overages	23,102	15,525	25,000	33,068
Water Usage - City / Regional Water Billed	4,120	3,010	9,346	
From Reserves		20,000		20,000
Receivables End of Prior Yr		24,699		0
TOTAL REVENUE	138,427	170,642	136,934	170,613
CASH CARRYOVER	68,124	127,028	127,029	77,432
TOTAL BUDGET AMOUNT (ADD IN RESERVES)	206,551	297,670	263,963	248,045
Expenditures				
Administrative				
Contract Admin./Bookkeeping	7,700	7,700	7,700	7,700
Contract Legal	0	300	0	300
Office / Postage / Advertising / Other	409	800	1,200	800
Travel	0	75	0	75
TOTAL ADMINSTRATIVE	8,109	8,875	8,900	8,875
Indirect				
Insurance - Liab., Bonding	105	105	105	105
Insurance - Property	2,558	3,250	2,600	3,250
TOTAL INDIRECT COSTS	2,663	3,355	2,705	3,355
Operations				
Misc (Cash Carryover less reserves)		81,816		77,432
Regional Water Base	5,070	5,070	5,070	5,850
Regional Water Usage	4,121	3,010	9,346	9,270
Water Operator / Meter Reading / Billing	11,262	12,000	13,674	20,155
Water System Chemicals (Chlorine)	1,781	1,500	1,700	1,500
Water System Electricity	12,173	13,500	11,000	13,500
Water System Repairs & Maintenance	956	3,650	5,524	3,650
Water System Maintenance/Upgrades		11,077		11,077
Water System Testing	1,770	1,200	1,117	1,200
Water Tank Cleaning & Inspection	0	1,061	0	1,061
Water System - Other Items	343	1,120	0	1,120
Roads - blading, rock, dust control	62,615	65,000	57,200	65,000
Roads - fencing, signs	6,574			
Payables End of Prior Yr		69,912		0
TOTAL OPERATIONS COSTS	106,665	269,916	104,631	210,815
TOTAL EXPENDITURES	117,437	282,146	116,236	223,045
Capital Improvements / Reserves				
Deposits into Reserves	16,698	23,102	23,102	25,000
Payments from Reserves	0	20,000	0	20,000
TOTAL DEPOSITS TO RESERVES	16,698	3,102	23,102	5,000
TOTAL EXP. PLUS NET RESERVES	134,135	305,248	139,338	248,045
Receivables Start of FY	13,571		24,699	
Payables Balance Start of FY	4,016		69,912	
	6/30/2020	6/30/2021 (EST)	6/30/2021	6/30/2022 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	68,124	127,028	127,029	77,432
RESERVES BALANCES	225,064	242,200	241,918	267,000
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	293,188	369,228	368,947	344,432
Receivables Balance End of FY	24,699			
Payables Balance End of FY (ESTIMATED)	69,912			
End of Year Bank Balance	368,946		344,432	
		6/30/2022		6/30/2023
END OF YEAR PROJECTED AMOUNT				
GENERAL FUNDS				
RESERVES BALANCES		245,302		272,000
TOTAL FUNDS END OF YEAR		245,302		272,000

Net per yr (Revenue minus Expenses - to Reser)	20,990	-52,790	20,698	0
Net (including cash carryover)	72,416	-7,578	124,625	0

Budget Message: The District manages the roads and water and covenants. The amount billed for meter readings each fiscal year is transferred to reserves in July or September for capital improvements and major repairs. \$20,000 is budgeted from reserves if needed for well repairs or other emergencies. The annual assessment is increasing by \$162 due to rising costs (regional water, Water Guy) and for an increase in services for Water Guy to begin water meter billing and receivables/collections starting in April, 2022. Meter reading billing rates also changed.

Board Member Signature _____

Board Member Signature _____

Directors: Bobby Schmitz (Pres.) and Travis Given (Treasurer) terms end Mar., 2026 / Jodi Schilling (Secretary) term ends 2024
 Meetings are held on the second Monday of every other odd month at 400 S Gillette Ave., Suite 106, Gillette, at 9:00 a.m.
 Records are stored at 400 S Gillette Ae, Suite 106, Gillette.