

**Stone Gate Estates Improvement & Service District**  
**Budget Hearing & Regular Meeting**  
**MINUTES**  
**Monday, July 12, 2021, 7:00 p.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Travis Given, Jodi Schilling, Bobby Schmitz  
OTHERS PRESENT: Helenanne Cathey

**BUDGET HEARING**

Bobby Schmitz called the budget hearing to order at 7:11 p.m. The budget was reviewed. There was an opportunity for public comment. Bobby Schmitz adjourned the budget hearing at 7:17 p.m.

**REGULAR MEETING**

Bobby Schmitz called the regular meeting to order at 7:17 p.m.

- I. Budget Adoption** – Travis Given moved to adopt the budget for 7/1/21 – 6/30/22 for \$535,395 and adopt the resolution to assess and submit assessments as approved in the budget. Jodi Schilling seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Water System Update** – The water system information was reviewed. The water loss is down to 1.6%. The water tank ran dry Friday due to a breaker tripping on Well Number 2. Water Guy was notified early Friday morning, and they were up at the tanks by 7:30 a.m. They diagnosed the problem, reset the breaker and got things going again. Bobby Schmitz contacted Duaine Faucett with Water Guy to see why the regional system didn't keep up. The City has since increased the gallons per minute that can be distributed to Stone Gate. Going forward, we shouldn't run out of water again, as long as Well Number 2 performs.
- III. Minutes / Treasurer's Report** – Travis Given moved to approve the minutes for the May 10, 2021, regular meeting as presented. Jodi Schilling seconded. Motion carried unanimously.
- IV. Treasurer's Report** – The financial information was reviewed. Travis Given moved to transfer \$74,000 from the money market to checking account. Jodi Schilling seconded. Motion carried unanimously. Travis Given accept the treasurer's report and pay bills as presented. Jodi Schilling seconded. Motion carried unanimously.

WyoStar I Account – Balance End of Last Meeting:	\$47,199.46
04/30/21 Interest	\$6.41
05.31/21 Interest	\$7.51
06/30/21 Interest	NO STATEMENT YET
<b>Ending WyoStar Account Balance:</b>	<b>\$47,213.38</b>

WyoStar II Account – Balance End of Last Meeting:	\$194,104.98
04/30/21 Interest	\$186.13
05/31/21 Interest	\$208.42
06/30/21 Interest	NO STATEMENT YET
<b>Ending WyoStar II Account Balance:</b>	<b>\$194,499.53</b>

Money Market Account Balance end of last meeting:	\$97,734.28
05/31/21 Interest	\$10.22
06/08/21 Deposit	\$60.69
06/14/21 Deposit – Assessm.	\$23,264.12
06/17/21 Deposit	\$600.10
06/25/21 Deposit	\$529.37
06/30/21 Deposit – Assessm.	\$649.87
06/30/21 Interest	\$16.90
07/07/21 Deposit	\$132.16
<b>Balance in Account Prior to Meeting:</b>	<b>\$122,997.71</b>
07/12/21 Ck# 9047 Transfer to Checking	\$74,000.00

**Ending Money Market Account Balance:**

**\$48,997.71**

Checking Account Balance end of last meeting: \$7,400.61

Bills Paid in June:

Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	Acct 3126125 5/1-6/1/21	\$1,004.77
AUTO PAY	Powder River Energy	Acct 8443000 5/1-6/1/21	\$129.22
2419	Cathey Consulting	Inv. 6050 – May Admin/Books/post.	\$607.50
2420	City of Gillette	Bill 1256051 – 5/3-6/1/21 Regional water/0 gal.	\$422.50
2421	Energy Laboratories	Inv. 393649 – Testing/CCR	\$125.00
2422	Hawkins, Inc.	Inv. 4944058 – Chlorine	\$10.00
2423	Water Guy, LLC	Inv. 2021-491 – May Oper../Meters	\$938.50
TOTAL:			\$3,237.49

Checking Account Balance Prior to Current Meeting: \$4,163.12

Bills Paid at Meeting:

Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	3126125 – 6/1-7/1/21	\$1,746.96
AUTO PAY	Powder River Energy	8443000 – 6/1-6/30/21	\$139.60
2424	Cathey Consulting	Inv. 6094 – June Admin./Bookkeeping/Postage	\$607.70
2425	City of Gillette	Bill 1272980 – Regional water 6/1-6/30/21 943,000 gal	\$3,260.93
2426	Dustbusters, Inc.	Inv. 67433 – Dustguard 13,650 gallons	\$11,875.50
2427	Energy Laboratories	Inv. 405375 – Testing	\$370.00
2428	Gillette News-Record	Ad 00367914 – Budget hearing ad	\$68.25
2429	Hawkins, Inc.	Inv. 4954896 – Chlorine \$369.63	\$374.63
		Inv. 4969416 – Chlorine \$5.00	
2430	HUB International	Inv. 2321311 – Insurance 6/25/21-6/25/22	\$2,558.00
2431	Melgaard Construction	Inv. 38202 – 1,850.21 tons Grade W Limestone	\$48,219.41
		Stone Crest / blade, compact, water roads	
2432	One-Call of Wyoming	Inv. 60175 – May and June locate tickets	\$10.50
2433	Water Guy, LLC	Inv. 2021-598 – June Water Oper./Meters/CCR mailing	\$1,050.49
TOTAL:			\$70,281.97

07/12/21 Transfer from Money Market Account: \$74,000.00

**Checking Account Balance End of Meeting: \$7,881.15**

Receivables were reviewed.

**V. Unfinished Business**

- a. Review customer / construction issues – Travis Given moved to acknowledge requirements have been met for construction of the following. Jodi Schilling seconded. Motion carried unanimously. A letter has been sent to the County acknowledging receipt of all required petitions and plans.
  - i. Jimmy Bowman (5200 Stone Gate) = Petition signed and plans submitted for construction of a four-stall barn.
- b. Travis Given and Bobby Schmitz continue to look into a system that will notify the District when the regional water kicks on.
- c. Road work for 2021 / County Grant Application – Bobby Schmitz reported that the blade operator commented that the District’s roads are in excellent shape. Road work was completed and invoices received. The Board signed the pay request, completion report, affidavit and close out letter for the County Grant.
 

Melgaard Construction	\$48,219.41	Grant Amt.	\$12,054.85
Dustbusters	\$11,875.50	Grant Amt.	\$2,968.88
Total:	\$60,094.91	Total Grant Request	\$15,023.73

**VI. New Business**

- a. The insurance policy was received and is on file.
- b. Official Depository – Travis Given moved to designate First National Bank, WyoStar and WyoStar II as the official depositories for 7/1/21 – 6/30/22. Jodi Schilling seconded. Motion carried unanimously.
- c. Public Records Notice – Two Board members signed the Public Records Notice to submit to the County stating that the District’s records are stored at the office of Cathey Consulting (400 S Gillette Ave).

- d. Director Election (March 2, 2022 –Given, Schmitz, Schilling – 2 for 4 years and 1 for 2 years) – The following legal ad will run on Tuesday, November 23, 2021:

NOTICE OF DIRECTOR ELECTION  
STONE GATE ESTATES IMPROVEMENT & SERVICE DISTRICT  
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 22, 2022, an election shall be held for the purpose of electing two Directors for four-year terms and one Director for a two year term on the Board of Directors for the Stone Gate Estates Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 22, 2022, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 992, Gillette, WY 82717) or with Cathey Consulting (address listed above) between December 22, 2021, and January 11, 2022. The application is available from the office of Cathey Consulting (307-685-8235) or online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Jodi Schilling, Secretary / Filing Officer  
Stone Gate Estates Improvement & Service District

**VII. Date for the next regular meeting – Monday, September 13, 2021, 7:00 p.m.**

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

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

**VIII. Meeting adjourn** – Jodi Schilling moved to adjourn the meeting. Travis Given seconded. The meeting adjourned at 7:38 p.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.wateryguywyoming.com](http://www.wateryguywyoming.com) for a link and for other information.**

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

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

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Travis Given, Treasurer

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Jodi Schilling, Secretary

Budget - Stone Gate Estates I & S District - 7/1/2021 - 6/30/2022				
Budget Hearing July 12, 2021, 7:00 p.m. at office of Cathey Consulting / PO Box 992, Gillette, WY 82717				
	Actual (F32)	Budget	Actual - EST	Budget
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
<b>Revenue</b>				
Assessments	84,348	84,348	84,348	84,348
Assessments - Interest	199	50	210	50
Other Property Assessments	1,560	1,560	1,560	1,560
Water Overages from prior FY - Assessed		386	386	386
Water Overages from prior FY - Credited		-386	-386	-386
Grant - County - Roads	5,048	16,250	15,056	16,250
Grant - County - Roads (spring, 2019 project)				
Grant - Count- Dist. Meter (33%)	0		0	
Insurance claim (property - sign damage)			6,119	
Interest	4,987	4,000	4,102	4,000
Methane Company Surface Use Payment				
Other Fees (Late, Coll., Tap, etc.)	1,173	1,200		1,200
Water Overages	13,106	9,100	15,525	15,525
Water Usage - City / Regional Water Billed		3,010	1,282	3,010
From Reserves		20,000		20,000
Receivables End of Prior Yr		13,572		24,699
<b>TOTAL REVENUE</b>	<b>110,421</b>	<b>153,090</b>	<b>128,202</b>	<b>170,642</b>
<b>CASH CARRYOVER</b>	<b>139,765</b>	<b>116,046</b>	<b>68,124</b>	<b>127,028</b>
<b>TOTAL BUDGET AMOUNT (ADD IN RESERVES)</b>	<b>250,186</b>	<b>269,136</b>	<b>196,326</b>	<b>297,670</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping	5,900	7,200	7,700	7,700
Contract Legal	0	300	0	300
Office / Postage / Advertising / Other	956	800	450	800
Travel	0	75	0	75
<b>TOTAL ADMINISTRATIVE</b>	<b>6,856</b>	<b>8,375</b>	<b>8,150</b>	<b>8,875</b>
<b>Indirect</b>				
Insurance - Liab., Bonding	105	105	105	105
Insurance - Property	2,362	3,250	2,362	3,250
<b>TOTAL INDIRECT COSTS</b>	<b>2,467</b>	<b>3,355</b>	<b>2,467</b>	<b>3,355</b>
<b>Operations</b>				
Misc (Cash Carryover less reserves)		<b>116,046</b>		<b>81,816</b>
Regional Water Base	2,535	5,070	5,070	5,070
Regional Water Usage	35	3,010	1,282	3,010
Water Operator / Meter Reading	11,014	12,000	11,262	12,000
Water System Chemicals (Chlorine)	1,511	1,500	1,700	1,500
Water System Electricity	10,089	13,500	12,726	13,500
Water System Repairs & Maintenance	3,380	3,650	956	3,650
Water System Maintenance/Upgrades		17,128		11,077
Water System Testing	637	1,200	1,534	1,200
Water Tank Cleaning & Inspection	0	1,061	0	1,061
Water System - Other Items	0	1,120	0	1,120
Roads - blading, rock, dust control	21,592	65,000	62,746	65,000
Roads - fencing, signs			6,574	
Payables End of Prior Yr		4,016		69,911
<b>TOTAL OPERATIONS COSTS</b>	<b>50,793</b>	<b>244,301</b>	<b>103,850</b>	<b>269,915</b>
<b>TOTAL EXPENDITURES</b>	<b>60,116</b>	<b>256,031</b>	<b>114,467</b>	<b>282,145</b>
<b>Capital Improvements / Reserves</b>				
Deposits into Reserves	9,100	13,105	13,105	15,525
Payments from Reserves	0	20,000	0	20,000
<b>TOTAL DEPOSITS TO RESERVES</b>	<b>9,100</b>	<b>-6,895</b>	<b>13,105</b>	<b>-4,475</b>
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>69,216</b>	<b>269,136</b>	<b>127,572</b>	<b>297,670</b>
Receivables Start of FY	17,642		13,571	
Payables Balance Start of FY	69,627		4,016	
	<b>6/30/2019</b>	<b>6/30/2020 (EST)</b>	<b>6/30/2020</b>	<b>6/30/2021 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	139,765	116,046	68,124	127,028
RESERVES BALANCES	164,658	177,654	225,064	242,200
RESTRICTED FUND BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>304,423</b>	<b>293,700</b>	<b>293,188</b>	<b>369,228</b>
Receivables Balance End of FY	13,571		24,699	
Payables Balance End of FY (ESTIMATED)	4,016		69,911	
End of Year Bank Balance	293,188		361,690	
		<b>6/30/2021</b>		<b>6/30/2021</b>
<b>END OF YEAR PROJECTED AMOUNT</b>				
GENERAL FUNDS				
RESERVES BALANCES		170,759		237,725
<b>TOTAL FUNDS END OF YEAR</b>		<b>170,759</b>		<b>237,725</b>

\$1,278 X 66 (\$1,200 + \$78)  
(\$78 = \$6.50 regional X 12)  
780 X 2 lots (65% of \$1,200)

25% of Road Project

\$3.01 per 1,000 / 1,000,000 gal

\$600/mo. + \$500 self-audit

cash carryover

\$6.50 per tap per mo.X65=\$422.50

(Same as Revenue)

\$690.50 + \$248 per mo.

4/17/18 SOC/VOC \$1,232

3/21/17 \$1,500 last cleaning

Prior FY Overages

Cash Carryover (FNB)

(WyaStar I & II)

Total Budget (Total Exp +  
End of Yr. Reserves)

535,395

Net per yr (Revenue minus Expenses - to Reser)

50,305

0

13,735

-45,212

Net (including cash carryover)

180,970

0

68,754

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.

Board Member Signature

Board Member Signature

Directors: Bobby Schmitz (Pres.) / Jodi Schilling (Secretary) / Travis Given (Treasurer) all terms end Mar., 2022. election will have 2 for 4-yr terms and 1 for 2 yr. term)

Meetings are held on the second Monday of 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.