

**Stone Gate Estates Improvement & Service District  
Budget Hearing and Regular Meeting  
MINUTES**

**Monday, July 13, 2020, 7:00 p.m.**

**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Dave Daigle, Bobby Schmitz, Charlotte Terry (by phone)

OTHERS PRESENT: Helenanne Cathey

**BUDGET HEARING**

Dave Daigle called the budget hearing to order at 7:05 p.m. The budget was reviewed. There was an opportunity for public comment. Bobby Schmitz moved to adjourn the budget hearing. Charlotte Terry seconded. The budget hearing adjourned at 7:08 p.m.

**REGULAR MEETING**

Dave Daigle called the regular meeting to order at 7:08 p.m.

- I. **Budget** – Charlotte Terry moved to adopt the budget for 7/1/20 – 6/30/21 for \$269,136 as presented 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. **Reserves** – Bobby Schmitz moved to transfer \$13,105.50 to Reserves for water overages for the last fiscal year. Charlotte Terry seconded. Motion carried unanimously.
- III. **Water System Update** – The water system information was reviewed.
- IV. **Minutes / Treasurer’s Report** – Bobby Schmitz moved to approve the minutes for the May 11, 2020, regular meeting as presented. Charlotte Terry seconded. Motion carried unanimously.
- V. **Treasurer’s Report** – Bobby Schmitz moved to accept the treasurer’s report and pay bills as presented and transfer \$4,000 from the money market account to the checking account. Charlotte Terry seconded. Motion carried unanimously.

Money Market Account Balance end of last meeting:		\$56,403.64	
05/20/20	Deposit	\$114.00	
05/31/20	Interest	\$9.62	
06/09/20	Deposit	\$275.50	
06/09/20	Deposit – Assessments	\$26,998.99	
06/15/20	Ck# 9037	Transfer to Checking	\$22,000.00
06/16/20	Deposit	\$7.00	
06/30/20	Interest	\$11.01	
07/08/20	Deposit	\$3,419.50	
07/13/20	Deposit	\$343.00	
07/13/20	Deposit – Cty Grant	\$5,048.13	
<b>Balance in Account Prior to Meeting:</b>			<b>\$70,630.39</b>
07/13/20	Ck# 9038	Transfer to Checking	\$4,000.00
07/13/20	Transfer to WyoStar II / Reserves		\$13,105.50
<b>Ending Money Market Account Balance:</b>			<b>\$53,524.89</b>

WyoStar I Account – Balance End of Last Meeting:		\$46,976.77	
04/30/20	Interest	\$38.08	
05/31/20	Interest	\$20.10	
06/30/20	Interest	NO STATEMENT YET	
<b>Ending WyoStar Account Balance:</b>			<b>\$47,034.95</b>

WyoStar II Account – Balance End of Last Meeting:		\$176,528.00	
04/30/20	Interest	\$322.37	

05/31/20 Interest \$804.07  
 06/30/20 Interest NO STATEMENT YET  
 07/13/20 Transfer from Money Market \$13,105.50

**Ending WyoStar II Account Balance: \$190,759.94**

Checking Account Balance end of last meeting: \$6,631.47

06/15/20 Ck# 9037 – Transfer from Money Mkt: \$22,000.00

Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	Acct 3126125 4/29-6/1/20	\$669.41
AUTO PAY	Powder River Energy	Acct 8443000 4/29-6/1/20	\$113.86
Capital Credits \$1,172.67 applied to both accounts			
Remaining Capital Credits Balance: \$389.40			
2350	Cathey Consulting	Inv. 5502 – May Admin/Books/post.	\$459.85
2351	City of Gillette	Bill 1054319 – 5/1-6/1 Regional water/0 gal.	\$422.50
2352	Dustbusters, Inc.	Dustgard/Magnesium Chloride	\$11,466.50
2353	Energy Laboratories	Inv. 317449 – Testing/CCR	\$100.00
2354	Hawkins, Inc.	Inv. 4718537 – Chlorine	\$10.00
2355	Melgaard Construction	Inv. 36844 – Blading / road work	\$8,726.00
2356	Water Guy, LLC	Inv. 2019-1518 – May Oper./Meters	\$938.50
TOTAL:			\$22,123.35

Checking Account Balance Prior to Current Meeting: \$6,508.12

Bills Paid at Meeting:

Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	3126125 6/1-7/1/20	\$1,547.47
Capital credits applied -\$389.40			
AUTO PAY	Powder River Energy	8443000 6/1-7/1/20	\$126.89
2357	Stephen & Kathryn Straight	– Refund credit balance	\$204.00
2358	Cathey Consulting	Inv. 5545 – June Admin./Bookkeeping	\$474.20
2359	City of Gillette	Bill 1070290 – Regional water	\$422.50
2360	Energy Laboratories	Inv. 322207 – Testing	\$185.00
2361	Gillette News-Record	Ad 00361282 – Budget hearing ad	\$68.25
2362	Hawkins, Inc.	Inv. 4736191 – Chlorine	\$362.00
		Inv. 4740965 – Chlorine	\$5.00
2363	One-Call of Wyo	Inv. 56375 – April, May, June locate tickets	\$35.70
2364	Water Guy, LLC	Inv. 2020-104 – Repair dist. Meter	\$240.00
		Inv. 2020-64 – June Water Oper.	\$938.50
TOTAL:			\$4,220.11

(Bills total \$4,016.11 / Refund customer credit balance \$204)

07/13/20 Transfer from Money Market Account: \$4,000.00

**Checking Account Balance End of Meeting: \$6,288.11**

Receivables were reviewed.

## VI. Unfinished Business

- Review customer / construction issues – None
- Road work for 2020 – The road work was completed, bills received and paid, County grant reimbursement request submitted and received and the grant was closed out. Dave Daigle reported that the road work went pretty smooth, and it looks good. Board members are pleased with the work. The Board appreciates all of Bobby Schmitz's hard work on the roads! Bobby Schmitz recommended having Melgaard come out this fall to blade a final time before winter. This will be discussed at the September meeting.

## VII. New Business

- Public Records notice – Two board members signed a notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette.
- Official Depository – Charlotte Terry moved to designate First National Bank, WyoStar, and WyoStar II as official depositories for the District for 7/1/20 – 6/30/21. Bobby Schmitz seconded. Motion carried unanimously.

- c. Dave Daigle thanked the Board for letting him serve on the board. As of July 31<sup>st</sup>, they are selling their property, and at that time, Dave Daigle will be submitting a letter of resignation. The District needs to find someone who will serve until the next election. Charlotte Terry reported that they will be listing their property for sale, so another board member will be needed at some point when they sell their property. **Anyone interested in serving on the Board is asked to please come to the next meeting or give a Board member a call. We need a couple of people to step up and serve on the Board!**

**VIII. Date for next meeting – Monday, September 14, 2020, 7:00 p.m. (Regular Meeting)**

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

- IX. Meeting adjourn** – Bobby Schmitz moved to adjourn the meeting. Charlotte Terry seconded. The meeting adjourned at 7:26 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.wateryuywyoming.com](http://www.wateryuywyoming.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 (406-586-6456)

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

Budget - Stone Gate Estates I & S District - 7/1/2020 - 6/30/2021				
Budget Hearing July 13, 2020, 7:00 p.m. at office of Cathey Consulting / PO Box 992, Gillette, WY 82717				
	Actual (F32)	Budget	Actual - EST	Budget
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
<b>Revenue</b>				
Assessments	84,348	84,348	84,348	84,348
Assessments - Interest	179	50	200	50
Other Property Assessments	1,560	1,560	1,560	1,560
Water Overages from prior FY - Assessed	37	273	274	386
Water Overages from prior FY - Credited	-37	-273	-274	-386
Grant - County - Roads	30,899	16,250	5,048	16,250
Grant - County - Roads (spring, 2019 project)	15,097			
Grant - Count- Dist. Meter (33%)	0		0	
Interest	1,668	1,100	5,500	4,000
Methane Company Surface Use Payment				
Other Fees (Late, Coll., Tap, etc.)	1,432	1,200	1,173	1,200
Water Overages	9,100	9,100	13,105	9,100
Water Usage - City		3,010		3,010
From Reserves		20,000		20,000
Receivables End of Prior Yr		17,642		13,572
<b>TOTAL REVENUE</b>	<b>144,283</b>	<b>154,260</b>	<b>110,934</b>	<b>153,090</b>
<b>CASH CARRYOVER</b>	<b>146,660</b>	<b>139,631</b>	<b>139,765</b>	<b>116,046</b>
<b>TOTAL BUDGET AMOUNT (ADD IN RESERVES)</b>	<b>290,943</b>	<b>293,891</b>	<b>250,699</b>	<b>269,136</b>
<b>Expenditures</b>				
<b>Administrative</b>				
Contract Admin./Bookkeeping	6,080	6,000	5,900	7,200
Contract Legal	0	300	0	300
Office / Postage / Advertising / Other	508	800	956	800
Travel	0	75	0	75
<b>TOTAL ADMINISTRATIVE</b>	<b>6,588</b>	<b>7,175</b>	<b>6,856</b>	<b>8,375</b>
<b>Indirect</b>				
Insurance - Liab., Bonding	105	105	105	105
Insurance - Property	2,448	3,250	2,362	3,250
<b>TOTAL INDIRECT COSTS</b>	<b>2,553</b>	<b>3,355</b>	<b>2,467</b>	<b>3,355</b>
<b>Operations</b>				
Misc (Cash Carryover less reserves)		<b>87,891</b>		<b>116,046</b>
Regional Water Base		5,148	2,535	5,070
Regional Water Usage		3,010	35	3,010
Water Operator / Meter Reading	10,270	12,000	11,014	12,000
Water System Chemicals (Chlorine)	1,483	1,500	1,511	1,500
Water System Electricity	9,627	13,500	10,089	13,500
Water System Repairs & Maintenance	159	3,650	3,380	3,650
Water System Maintenance/Upgrades		9,799		17,128
Water System Testing	75	1,200	637	1,200
Water Tank Cleaning & Inspection	0	1,061	0	1,061
Water System - Other Items	260	1,120	0	1,120
Roads	80,741	65,000	21,592	65,000
Roads - Spring, 2019 project	64,534			
Payables End of Prior Yr		69,382		4,016
<b>TOTAL OPERATIONS COSTS</b>	<b>167,149</b>	<b>274,261</b>	<b>50,793</b>	<b>244,301</b>
<b>TOTAL EXPENDITURES</b>	<b>176,290</b>	<b>284,791</b>	<b>60,116</b>	<b>256,031</b>
<b>Capital Improvements / Reserves</b>				
Deposits into Reserves	24,304	9,100	9,100	13,105
Payments from Reserves	0	20,000	0	20,000
<b>TOTAL DEPOSITS TO RESERVES</b>	<b>24,304</b>	<b>-10,900</b>	<b>9,100</b>	<b>-6,895</b>
<b>TOTAL EXP. PLUS NET RESERVES</b>	<b>200,594</b>	<b>293,891</b>	<b>69,216</b>	<b>269,136</b>
Receivables Start of FY	4,656		17,642	
Payables Balance Start of FY	6,288		69,627	
	<b>6/30/2018</b>	<b>6/30/2019</b>	<b>6/30/2019</b>	<b>6/30/2020 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
<b>GENERAL FUNDS</b>	<b>146,660</b>	<b>139,631</b>	<b>139,765</b>	<b>116,046</b>
<b>RESERVES BALANCES</b>	<b>139,418</b>	<b>164,439</b>	<b>164,658</b>	<b>177,654</b>
<b>RESTRICTED FUND BALANCES</b>				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>286,078</b>	<b>304,070</b>	<b>304,423</b>	<b>293,700</b>
Receivables Balance End of FY	17,642		13,572	
Payables Balance End of FY (ESTIMATED)	69,627		4,016	
End of Year Bank Balance	304,424		293,700	
				<b>6/30/2021</b>
<b>END OF YEAR PROJECTED AMOUNT</b>				
<b>GENERAL FUNDS</b>				
<b>RESERVES BALANCES</b>				<b>170,759</b>
<b>TOTAL FUNDS END OF YEAR</b>				<b>170,759</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 per month (was \$450)

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 & WyoStar)

(WyoStar II)

Net per yr (Revenue minus Expenses - to Reser) -32,007 -51,740 50,818 0  
Net (including cash carryover) 90,349 0 181,483 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: Dave Daigle (Pres.) and Bobby Schmitz (Secretary) terms end March, 2022 / Charlotte Terry (Treasurer) term ends March, 2024.

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.