

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

Monday, July 8, 2019, 7:00 p.m.

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

BOARD MEMBERS PRESENT: Dave Daigle, Charlotte Terry, Bobby Schmitz

OTHERS PRESENT: Helenanne Cathey, Kent Terry

BUDGET HEARING

President Dave Daigle called the budget hearing to order at 7:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no comments from the public. Dave Daigle adjourned the budget hearing at 7:01 p.m.

REGULAR MEETING

President Dave Daigle called the regular meeting to order at 7:01 p.m.

- I. **Budget** – Charlotte Terry moved to adopt the budget for 7/1/19 – 6/30/20 of \$293,891 and 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. Dave Daigle reported that he contacted Duaine Faucett about mowing around the water system. Rock was added around the water tank.
- III. **Minutes / Treasurer’s Report** – Charlotte Terry moved to approve the minutes for the May 13, 2019, regular meeting as presented. Bobby Schmitz seconded. Motion carried unanimously.
- IV. **Treasurer’s Report** – Charlotte Terry moved to transfer \$69,500 from the WyoStar account to the checking account and that the bills be paid as presented (including a bill from Dustbusters that was received after the agenda was printed for \$15,002.40) for a total for bills of \$68,682.65. Bobby Schmitz seconded. Motion carried unanimously.

Money Market Account Balance end of last meeting:		\$109,989.72
05/31/19	Interest	\$60.24
06/03/19	Ck# 9025 – Transfer to WyoStar I	\$100,000.00
06/03/19	Ck# 9026 – Transfer to Checking	\$1,250.00
06/10/19	Deposit – Assessments	\$23,088.86
06/19/19	Deposit – Assessments	\$1,296.59
06/30/19	Interest	\$33.68
07/03/19	Deposit – Water	\$2.00
07/08/19	Deposit – Water	\$282.50
Balance in Account Prior to Meeting:		\$33,503.59

Money Market Account – Infrastructure Fund end of last meeting:		\$159,050.06
05/31/19	Interest	\$87.83
06/05/19	Interest	\$11.34
06/05/19	Transfer fr Pump Rep.	\$5,289.85
06/05/19	Transfer to WyoStar II	\$164,439.08
Ending Money Market – Infrastructure Fund Balance:		\$0.00

Money Market Account – Pump Replacement end of last meeting:		\$5,288.33
05/31/19	Interest	\$1.35
06/05/19	Interest	\$0.17
06/05/19	Transfer to Infrac. Fund	\$5,289.85
Ending Money Market – Pump Replacement Account Balance:		\$0.00

WyoStar Account – Balance End of Last Meeting:		\$0.00
06/05/19	Transfer from Money Mkt.	\$100,000.00
06/30/19	Interest – No Statements Yet	

WyoStar Account Balance Start of Meeting:		\$100,000.00
07/08/19	Transfer to Checking	\$69,500.00
07/08/19	Transfer to WyoStar II (Reserves)	\$9,100.00
Ending WyoStar Account Balance:		\$21,400.00

WyoStar II Account (Reserves) – Balance End of Last Meeting:		\$0.00
06/05/19	Transfer from Money Mkt.	\$164,439.08
06/30/19	Interest – No Statements Yet	
WyoStar II Account Balance Start of Meeting:		\$164,439.08
07/08/19	Transfer from WyoStar I	\$9,100.00
Ending WyoStar II Account Balance:		\$173,539.08

Checking Account Balance end of last meeting:		\$6,933.43	
06/03/19	Ck# 9026 – Transfer from Money Mkt:	\$1,250.00	
Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	3126125 4/29-5/31/19	\$402.10
AUTO PAY	Powder River Energy	8443000 4/29-5/31/19	\$117.47
2292	Cathey Consulting	Inv. 4942 – Postcards mailed (CCR) \$99.00	\$550.65
		Inv. 4977 – May Admin/Books/post. \$451.65	
2293	Hawkins, Inc.	Inv. 4504568 – Chlorine	\$10.00
2294	Water Guy, LLC	Inv. 2019-438 – May Oper.	\$690.50
TOTAL:			\$1,770.72
Checking Account Balance Prior to Current Meeting:		\$6,412.71	

Bills Paid at Meeting:			
Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	3126125	No bill yet
AUTO PAY	Powder River Energy	8443000	No bill yet
2295	Cathey Consulting	Inv. 4984 – WyoStar paperwork \$7.60.	\$469.70
		Inv. 5024 – June Admin./Bookkeeping \$462.10	
2296	Gillette News-Record	Ad 00352358 – Budget hearing ad	\$61.70
2297	Hawkins, Inc.	Inv. 4526635 – Chlorine	\$10.00
2298	HUB International	Insurance policy 6/25/19-6/25/20	\$2,448.00
2299	Melgaard Construction	Inv. 35329 – Blade, 2,054 tons of base	\$49,532.60
2300	One-Call of Wyoming	Inv. 52742 – April, May, June locates	\$24.75
2301	Water Guy, LLC	Inv. 2019-469 – Locates April, May, June \$195	\$1,133.50
		Inv. 2019-536 – June Oper./Meters \$938.50	
2302	Dustbusters, Inc.	Inv. 59695 - Dustgard/Mag Chloride	\$15,002.40
TOTAL:			\$68,682.65
07/08/19	Transfer from WyoStar Account	\$69,500.00	
Checking Account Balance End of Meeting:			\$7,230.06

Receivables were reviewed.

V. Unfinished Business

- Review customer / construction issues – None.
- Road Work – The road project is complete. There was discussion on the project. After hearing feedback from landowners, the consensus is to consider blading late fall this year to touch up the roads and work on getting some of the washboards out. Charlotte Terry moved to approve and submit the pay request for the Melgaard Construction and Dustbusters invoices for a total grant request of \$15,097 as well as the completion report and affidavit to close out the grant. Bobby Schmitz seconded. Motion carried unanimously.
- Reverse Dial system (Reverse 911) set up – Charlotte Terry is working on this.

VI. New Business

- Charlotte Terry moved to designate First National Bank, WyoStar and WyoStar II as the official depositories for the fiscal year 7/1/19 – 6/30/20. Bobby Schmitz seconded. Motion carried unanimously.

- b. Bobby Schmitz moved to transfer \$9,100 (last year's water overages amount) to Reserves (WyoStar II) from WyoStar. Charlotte Terry seconded. Motion carried unanimously.
- c. A concern was raised about a building that is being constructed at 7400 Force Road. The consensus of the Board is to send a letter to the landowner reminding them of the subdivision requirements under the covenants to submit a petition requesting authorization. Charlotte Terry will draft a letter to send.

VII. Date for next meeting – Monday, September 9, 2019, 7:00 p.m. (Regular Meeting)

2019 meetings: Monday, November 11, 2019, 7:00 p.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 – Bobby Schmitz moved to adjourn the meeting. Charlotte Terry seconded. The meeting adjourned at 7:30 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 for a link and for other information.**

Respectfully submitted,

Helennane Cathey, Assistant to the Board of Directors, Stone Gate Estates Improvement & Service District

Dave Daigle, President (687-1785)

Charlotte Terry, Treasurer (406-586-6456)

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

Budget - Stone Gate Estates I & S District - 7/1/2019 - 6/30/2020				
Budget Hearing July 8, 2019, 7:00 p.m. at office of Cathey Consulting / PO Box 992, Gillette, WY 82717				
	Actual	Budget	Actual - EST	Budget
	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/19 - 6/30/20
Revenue				
Assessments	63,360	84,348	84,348	84,348
Assessments - Interest	132	50	179	50
Other Property Assessments	1,248	1,560	1,560	1,560
Water Overages from prior FY - Assessed		37	37	273
Water Overages from prior FY - Credited		-37	-37	-273
Grant - County - Roads	0	31,672	30,899	16,250
Grant - County - Roads (spring, 2019 project)			15,097	
Grant - Count-Dist. Meter (33%)	0		0	
Interest	539	200	1,316	1,100
Methane Company Surface Use Payment				
Other Fees (Late, Coll., Tap, etc.)	1,003		1,431	1,200
Water Overages	24,304	24,304	9,100	9,100
Water Usage - City				3,010
From Reserves		20,000		20,000
Receivables End of Prior Yr		4,656		17,642
TOTAL REVENUE	90,586	166,790	143,930	154,260
CASH CARRYOVER	107,682	146,660	146,660	139,631
TOTAL REVENUE PLUS CASH CARRYOVER	198,268	313,450	290,590	293,891
Expenditures				
Administrative				
Contract Admin./Bookkeeping	6,175	6,000	6,080	6,000
Contract Legal	0	300	0	300
Office / Postage / Advertising / Other	760	800	508	800
Travel	0	75	0	75
TOTAL ADMINISTRATIVE	6,935	7,175	6,588	7,175
Indirect				
Insurance - Liab., Bonding	105	105	105	105
Insurance - Property	2,438	3,250	2,448	3,250
TOTAL INDIRECT COSTS	2,543	3,355	2,553	3,355
Operations				
Misc (Cash Carryover less reserves)		146,660		87,891
Regional Water Base		5,148		5,148
Regional Water Usage				3,010
Water Operator / Meter Reading	11,250	12,000	10,270	12,000
Water Purchases				
Water System Chemicals (Chlorine)	1,454	1,500	1,483	1,500
Water System Electricity	13,358	13,500	9,382	13,500
Water System Repairs & Maintenance	1,207	3,650	159	3,650
Water System Maintenance/Upgrades		9,799		9,799
Water System Testing	1,881	1,200	75	1,200
Water Tank Cleaning & Inspection	0	1,061	0	1,061
Water System - Other Items	638	5,031	260	1,120
Roads	0	72,950	80,741	65,000
Roads - Spring, 2019 project			64,534	
Payables End of Prior Yr		6,288		69,382
TOTAL OPERATIONS COSTS	29,788	278,787	166,904	274,261
TOTAL EXPENDITURES	39,266	289,317	176,045	284,791
Capital Improvements / Reserves				
Deposits into Reserves	8,494	24,304	24,304	9,100
Payments from Reserves	0	20,000	0	20,000
TOTAL DEPOSITS TO RESERVES	8,494	4,304	24,304	-10,900
TOTAL EXP. PLUS NET RESERVES	47,760	313,621	200,349	293,891
Receivables Start of FY	9,473		4,656	
Payables Balance Start of FY	14,648		6,288	
	6/30/2017	6/30/2018	6/30/2018	6/30/2019
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	107,682	146,660	146,660	139,631
RESERVES BALANCES	130,618	139,418	139,418	164,439
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	238,300	286,078	286,078	304,070
Receivables Balance End of FY	4,656		17,642	
Payables Balance End of FY (ESTIMATED)	6,288		69,382	
End of Year Bank Balance	286,077		304,071	
	6/30/2017	6/30/2018	6/30/2018	6/30/2019
END OF YEAR PROJECTED AMOUNT				
GENERAL FUNDS				
RESERVES BALANCES	139,112	143,722	163,722	153,539
TOTAL FUNDS END OF YEAR	139,112	143,722	163,722	153,539

\$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

\$450 per month

cash carryover
 \$6.50 per tap per month.
 (Same as Revenue)
 \$690.50 + \$248 per mo.

4/17/18 SOQ/VOC \$1,232
 3/21/17 \$1,500 last cleaning

Prior FY Overages

CASH CARRYOVER

Net per yr (Revenue minus Expenses - to Reser) 51,320 -171 -32,115 -51,740
 Net (including cash carryover) 150,508 -171 90,241 0

Budget Message: The District manages the roads and water and covenants. The regional water system should be connected this next fiscal year. The District transfers the amount billed for meter readings to reserves each year for capital improvements and major repairs. \$20,000 is budgeted from reserves if needed for well repairs or hauling water this year.

Board Member Signature

Board Member Signature

Directors: Dave Daigle (Pres.) and Bobby Schmitz (Secretary) terms end March, 2022 / Charlotte Terry (Treasurer) term ends March, 2020.
 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.