

Stone Gate Estates Improvement & Service District
Regular Meeting
MINUTES
Monday, March 11, 2024, 9:00 a.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, Tim Volk, Duaine Faucett

Bobby Schmitz called the meeting to order at 9:04 a.m.

- I. Water System Update** – The water system information was reviewed. There were five meters that showed 0 usage over the last few months. Two have no water at the property and should be 0. The other three were questioned. Duaine Faucett reported that the only way Water Guy can check a 0 reading would be to pull the meter, and because they read 3,000 meters a month they don't do that unless the Board asks them to investigate a 0 reading. If the Board wants Water Guy to investigate any 0 readings, they should let Water Guy know. Helenanne Cathey will send the e-mail addresses for the three properties in question that show 0 usage.
- II. Minutes / Treasurer's Report** – Travis Given moved to approve the January 8, 2024, regular meeting minutes as presented. Jodi Schilling seconded. Motion carried unanimously.
- III. Treasurer's Report** – The financial information and accounts receivable balances were reviewed. The Profit & Loss and Balance Sheet for the fiscal year through the end of the prior month were available for review. Travis Given moved to accept the Treasurer's Report, pay bills, and transfer \$5,000.00 from the money market to checking account. Jodi Schilling seconded. Motion carried unanimously.

WyoStar I Account – Balance End of Last Meeting:	\$49,687.11	
12/31/23 Interest	\$186.76	
01/31/24 Interest	\$183.33	
Ending WyoStar Account Balance:		\$50,057.20
WyoStar II Account – Balance End of Last Meeting:	\$251,707.34	
12/31/23 Interest	\$2.62	
01/31/24 Interest	\$255.20	
Ending WyoStar II Account Balance:		\$251,965.16
Money Market Account Balance end of last meeting:	\$100,426.04	
1/1-1/8/24 Deposits – Water	\$80.02	
1/8/24 Xpress bill pay deposit	\$155.62	
Adjusted Balance Forward:	\$100,661.68	
1/9-1/31/24 Deposits – Water	\$66.77	
01/09/24 Deposit – Assessments	\$2,160.00	
01/23/24 Deposit – County Grant	\$9,895.38	
01/31/24 Interest	\$94.75	
02/05/24 Deposit –Xpress Bill P	\$55.43	
02/09/24 Deposit – Assessments	\$720.00	
2/1-2/29/24 Deposits – Water	\$71.14	
02/29/24 Interest	\$94.40	
03/05/24 Xpress bill pay deposit	\$0.00	
Balance in Account Prior to Meeting:		\$113,819.55
Ck# 9063 Transfer to Checking:	\$5,000.00	
Balance in Account End of Meeting:		\$108,819.55*
*Balance does not reflect any water overage payments since the end of the prior month		
Checking Account Balance end of last meeting:		\$12,966.19
01/29/24		
AUTO PAY City of Gillette Inv. 1783607 12/5/23-1/2/24-Regional Water/0 gal.		\$487.50
AUTO PAY Powder River Energy Acct 3126125 Electricity 12/1-1/1/24	\$320.52	\$436.58
AUTO PAY Powder River Energy Acct 8443000 Electricity 12/1-1/1/24	\$116.06	
02/13/24 Bills:		

Check #	Payee	Purpose	Amount
AUTO PAY	City of Gillette	Bill 1800752 1/2-2/5/24 Regional water/0,000 gal.	\$487.50
AUTO PAY	Powder River Energy	Acct 3126125 Electricity 1/1-2/1/24 \$345.47	\$502.43
AUTO PAY	Powder River Energy	Acct 8443000 Electricity 1/1-2/1/24 \$156.96	
2596	Cathey Consulting	Inv. 7444 – Jan. Admin/Books/post.	\$630.00
2597	Hawkins, Inc.	Inv. 6665598 – Chlorine	\$20.00
2598	One-Call of Wyoming	Inv. 69882 – Oct. & Nov., 2023 locate tickets \$4.50	\$29.50
		Inv. 70354 – 2024 Group III Membership \$25.00	
2599	Water Guy	Inv. 2024-77 – Jan. Oper../Meters/Billing	\$1,679.60
TOTAL:			\$3,349.03
Checking Account Balance Prior to Meeting:			\$8,693.08
Bills Paid at This Meeting:			
Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	Acct 3126125 2/1-3/1/24	Bill not available yet.
AUTO PAY	Powder River Energy	Acct 8443000 2/1-3/1/24	Bill not available yet.
AUTO PAY	City of Gillette	Regional Water	Bill not available yet.
2600	Cathey Consulting	Inv. 7494 – Feb. Admin/Books/postage \$630.00	\$1,195.48
		Inv. 7453 – Director election mailing \$595.48	
2601	Gillette News-Record	Director election ad	\$104.00
2602	Hawkins, Inc.	Inv. 6689744 – Chlorine	\$20.00
2603	Water Guy	Inv. 2024-181 – Feb. Oper../Meters/Billing	\$1,679.60
TOTAL:			\$2,999.08
Transfer from Money Market:		\$5,000.00	
Checking Account Balance End of Meeting:			\$10,694.00

IV. Unfinished Business

- a. Review customer / construction issues - There are a few residents who have requested information on the construction approval process but nothing was submitted for review at this meeting.
 - b. Lead and Copper Rule / Service Lines Inventory – Duaine Faucett reported that since the District was built after 1989, there should be no issues with the lead and copper inventory for the District because lead wasn't allowed in water pipes/lines after 1989. This item will be removed from the agenda.
 - c. Director Election (March 19, 2024 – Schilling – 4 year term) – Jodi Schilling reported that she is not going to be able to serve on the Board any longer. Tim Volk said he is willing to serve on the Board if anyone wants to write him in on the ballot. Bobby Schmitz, Lorene Schmitz and Helenanne Cathey will canvass ballots on Wednesday, March 20th at 10:00 a.m. at the office of Cathey Consulting.
 - d. Road project for 2024 – 1500 tons of crushed limestone (Grade W) for the less than 1 mile length of Stone Trail / Blade all roads in Stone Gate I & S District (4.75 miles) and apply mag chloride application to all roads. Bids:
 - Earth Work Solutions \$35.50/ton Crushed limestone W Base
\$150 per hour for blade / operator for spreading W-base
 - Melgaard \$32/ton Crushed limestone W Base
\$170 per hour for blade / operator for spreading W-base
 - Dust Control
 - Desert Mountain \$19,128
 - DustBusters \$.49 / gallon for material and \$.58/gallon plus fuel for freight and application
\$16,000 estimate
 - Hot Iron – declined to bid the rock
 - Simon Contractors – declined to bid the rock
- Total project cost estimate \$72,147.00 / County grant \$18,036.75
The project should be done mid-May unless there is some good moisture before then.
- The County Grant application was reviewed and signed and will be submitted to the County.
 - Travis Given moved to go ahead with the 2024 road project with Melgaard Construction and Dustbusters after the grant has been approved. Jodi Schilling seconded. Motion carried unanimously.

V. New Business

- a. An update form for WyoStar was signed to authorize transactions between the money market and WyoStar accounts and between WyoStar accounts.

- b. The following items from the board training class were discussed:
- The principle act for Stone Gate is 18-12-101, et al.
 - Special district Wyoming Statute 16-12 was discussed briefly.
 - Treasurer and board members need to be bonded. The District has a bond on the Board. Bobby Schmitz will contact the insurance company to see how much the Board is currently bonded for and if the amount should be increased.
 - A Wyoming Special District Handbook is created by the Wyoming Department of Audit, and it is available on their website.
 - The F32 is filled out annually by Helenanne Cathey. The state's reports are signed by the Board as required.
 - There is a Wyoming Government Investment Fund that is available to special districts. The Board discussed the investment options available to special districts.
 - A question was asked if Wyostar funds are protected above \$250,000. The understanding is that the fund does not have any insurance or protections on moneys in that fund. The investments meet state statute requirements for government funds.
 - Wyoarchives.wyo.gov. record keeping rules – The District has adopted rules that comply with state statute.
 - A list of directors and officers is turned in to the County each March/April.
 - All required documents are turned in to the Clerk by September of each year.
 - As far as we know, the District is not required to update any bylaws for the meeting time change to 9:00 a.m. The District's meeting times are posted at www.catheyconsulting.net and in meeting minutes and on the doors at Cathey Consulting.
- c. Budget for 7/1/24 – 6/30/25 – There was discussion on the budget for the next fiscal year. There aren't any major changes anticipated. The profit and loss and balance sheet were reviewed. The Board asked that the tank relining project be recorded as maintenance/repairs rather than fixed asset.

VI. Upcoming Meetings – Monday, May 13, 2024, 9:00 a.m. (Regular Meeting)

2024 Meetings:

Mon. May 13, 2024, 9:00 a.m.

Mon., July 8, 2024, 9:00 a.m. Mon., Sept. 9, 2024, 9:00 a.m. Mon., Nov. 11, 2024, 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

VII. Meeting adjourn – Jodi Schilling moved to adjourn. Travis Given seconded. The meeting was adjourned at 10:11 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. 3/27/23 – Any Board member authorized to call a contractor out to plow snow if needed.
- f. 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