

Stone Gate Estates Improvement & Service District
Regular Meeting
MINUTES
Wednesday, March 15, 2017, 7:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 3/20/17

BOARD MEMBERS PRESENT: Dave Daigle, Bobby Schmitz, Charlotte Terry
OTHERS PRESENT: Helenanne Cathey, Marshall Kohr, Paul Younger, Kent Terry,
Steve Anderson
Clark Melinkovich and Megan Nelms (County),
Adam Spindler and Mark Hines (DOWL),
Tom Simons (developer),
Duaine Faucett and Holly Jozwiak (Water Guy)

Dave Daigle called the meeting to order at 7:00 p.m.

- I. Simons Simple Subdivision** – There was discussion on the Simons Simple Subdivision. Marshall Kohr reported that when the subdivision was built, they put the water meter right in the middle of the road easement. The question is – who pays to move it or can you put a manhole over the top of it and then build the road to grade over the manhole cover? The design engineer had proposed covering it up with a casting and a ring so it could stay where it was. The digital readout would have to move. Duaine Faucett with Water Guy expressed concerns and was opposed to this plan. Clark Melinkovich reported that rights of ways in subdivisions are for the utility lines. The water line is in the right place, but the meter and pit are not in the right place. The best place for the water meter is back at the property line. The plat was reviewed of Stone Gate Estates Phase I.

Fences had to be moved. The road right of way has been there from the beginning. There is a concern about the 40 acres being subdivided without a 60' road being built. There is not a 60' right of way going into the property.

There was discussion on the County's requirements when a 40 acre parcel is split once. In order to develop 5 or 10 acre lots, you would have to have 60' roads in there. Surrounding landowners have declined easements, so those lots could not be subdivided further at this time. The proposal is to split the 40 into two 20-acre parcels. Megan explained the only way they could split into 5's or 10's, and it doesn't appear possible. If, in the future, a surrounding landowner granted an easement, then they could split down to 5 or 10 acres. 40' of access to the property is the only requirement for the 20 acre parcels.

Clark Melinkovich reported that the design that the County has meets the road standards. It's 18' of surfacing, and it meets subdivision road standards. A concern was expressed that the road should have W Base rock and not scoria. Currently, subdivision road standards allow for scoria. The Board asked that the road have the W Base surface just like the rest of Stone Gate roads. Scoria would be inconsistent with the rest of the Stone Gate roads. Ultimately, any change would have to come from the Commissioners.

There was discussion on the development of the area. Megan explained that the County is asking that Tom Simons petition Stone Gate Estates Improvement & Service District for the District to be enlarged to include the area. These lots can be part of the District and not be on the District's water. They can also pay a different rate. If the lots do not join the District, there is no way for the District to assess those properties.

The County waived the 2' shoulder requirement on the road (normal subdivision standard is 18' with 2' shoulders). With minimal traffic on the 2 20-acre lots, they felt that exception made sense.

The Board expressed a concern that now there will be two exits out of Stone Gate that are scoria, and there are concerns about the property values. At least make a requirement that the roads meet the standards of the surrounding area. It was suggested that this be discussed at the Planning Commission tomorrow night.

Steve Anderson expressed concerns about adding anyone else to the subdivision or the District. He and his neighbor (Smith) are not in support of adding anyone else in the District without having them be part of the subdivision and following the same covenants. There is a concern about zoning. The people that are building there are planning on

putting stick built homes back there, but there is nothing that would require them to. It isn't part of Stone Gate. It isn't part of Red Hills. It is a subdivision that per the County standards is allowed to stand on its own. "Let it stand on its own." "They are either part of Stone Gate or they're not" (including covenants and everything).

There was discussion on whether or not to annex these lands into the District. If someone puts a business back there and they are not in the District, then you can't assess them. The County is making the recommendation that Tom Simons petitions to join the District. It doesn't mean that they abide by the covenants, but it does mean that the District would be able to assess the lots.

Who should pay to move the meter? Duaine Faucett with Water Guy recommended moving the meter and the curb stop to the end of the property line. Charlotte Terry moved that the Water Guy present a bid for moving the meter that is in the right of way to a location just on the edge of the easement and that once we get that bid, we discuss with Mr. Simons a cost sharing scenario between the District and the new subdivision. Bobby Schmitz seconded. There was discussion. Duaine Faucett with Water Guy gave a verbal quote of \$1,500.00. Tom Simons agreed to pay half the cost. Charlotte Terry moved to amend the motion that we have a bid of \$1,500 so we accept that bid and accept Mr. Simons' agreement to pay half the cost. Bobby Schmitz seconded. The motion on the amendment carried unanimously. Charlotte Terry moved to go ahead and move the water meter. Bobby Schmitz seconded. Motion carried unanimously.

Megan Nelms is recommending zoning – Stone Gate is zoned RS (Residential Suburban). Tom's parcel is unzoned, which means anything goes (as long as you're not a nuisance). Whether or not the Commissioners agree to require zoning is yet to be seen. There is no guarantee.

Dave Daigle stated that he apologized on behalf of the Board to Tom Simons if we gave you the impression that we are not cooperative. We are trying to do the best we can for the residents of Stone Gate. We are trying to work with you, and if we offended you, I'm sorry.

Megan recommended that people come to the Planning Commission meeting to encourage zoning and requiring them to use similar materials as the other Stone Gate roads. It is important that people come and express their concerns. Tomorrow they will recommend approval of the subdivision, and they may make a recommendation of zoning. Tom Simons will appeal any zoning. The petition to join the District will be part of the subdivision process.

Charlotte Terry asked for Dr. Kohr's opinion on the lots joining the District or not. Dr. Kohr said that he thinks having the lots in the District to help pay for the roads makes sense. It would be best to have them in the subdivision and following the same covenants, etc. Tom Simons reported that the buyer is not interested in being part of the subdivision and following Stone Gate covenants.

- II. Water Meter Billing Customer Concerns** – There were concerns expressed by two homeowners regarding their billing for the 3 year averages. Stephen & Kathy Straight reported that they used a methane well that was on their property to water this past summer and they hadn't the years before. They reported that they did not use any Stone Gate water to irrigate last summer. Bobby Schmitz moved that having discussed the situation with Straights, that the District waive the \$325.33 due to their converting their methane well for irrigation. Charlotte Terry seconded. Motion carried unanimously. Another homeowner had expressed concerns but there was no adjustment request. No action was needed.
- III. Water System Update** – Duaine Faucett and Holly Jozwiak were at the meeting to discuss the water system. There will be some testing billing coming in. Water Guy provided an estimate for the distribution meter.

There was discussion on the regional connection and what will be required to get that connection done. Mark Hines from DOWL spoke on the District's request to get an idea of costs for an additional storage tank and the regional connection and funding options. The City will be bringing the regional line in this year. DOWL presented the scope that they prepared. It will take about a month to get the work done. There was discussion that the District doesn't have any intent to just convert over to City water, but we need to connect to the regional system for backup and for situations like last year where we had no water. Bobby Schmitz moved that the District accept DOWL's proposal for \$8,585 to prepare the design and cost estimate to make the interconnect to the regional water supply so that we can submit it to the County for matching grant funds and DOWL will start contingent on the County grant being approved. Charlotte Terry seconded. There was discussion on the project. Motion carried unanimously.

Steve Anderson reported that the tanks were cleaned in 1995. Water Guy recommends that they be cleaned every 5 years.

Reverse 911 – Charlotte Terry reported that she has talked to the County regarding the Reverse 911 system. She needs to contact people directly and find out what numbers and method of contact they want for use in the system. With the system, you have the option of determining how to be contacted – text, phone, e-mail, more than one phone, etc. It shouldn't take long to set up, but what will take time is getting responses from people. The District would like to have the 911 system in place.

Billing structure for water delivered from the regional system – Holly Jozwiak and Duaine Faucett with Water Guy presented information on ideas for billing. How do you handle billing water rates different when using the regional system? They have customers who are using the regional system. The other systems are using just the regional water. Water Guy recommends blending all of the time. If you lose one well or both wells, how do you bill then? What if it happens in the middle of the month? Do you bill half of the month at one rate and the second half of the month at the other rate? During any time period, there is always the potential of using regional water. Water Guy proposes removing the minimum gallons and charging more per thousand. This would require monthly billing. A sample report was reviewed. The reports from Water Guy's billing system were reviewed. They are setting up to take checks that will automatically debit out of your account and looking at credit cards. They deposit it into the bank. The checks will go directly to the District's bank account. The bill can be fully customized to whatever the District wants. There was a great deal of discussion on the rates. Charlotte Terry requested putting actual usages to the rate structures discussed. A proposal for the billing was reviewed. Concerns were expressed about blending with the regional system all of the time. People like the District's water.

IV. Minutes / Treasurer's Report – Bobby Schmitz moved to approve the minutes for the January 9, 2017, regular meeting as presented. Charlotte Terry seconded. Motion carried unanimously.

V. Treasurer's Report – Charlotte Terry moved to pay the bills as presented for March and transfer \$1,750.00 from the money market account to the checking account. Bobby Schmitz seconded. Motion carried unanimously.

Money Market Account Balance end of last meeting:		\$91,034.49
01/11/17	Deposit – Assessments	\$1,926.63
01/20/17	Deposit – Water	\$384.67
01/24/17	Deposit – Water	\$268.50
01/31/17	Deposit – Water	\$1,736.52
01/31/17	Interest	\$8.14
02/06/17	Ck# 154 – Xfer to checking	\$3,800.00
02/07/17	Deposit – Water	\$303.83
02/09/17	Deposit - Assessments	\$960.00
02/15/17	Deposit – Water	\$249.83
02/28/17	Interest	\$9.32
03/15/17	Deposit – Water	\$479.00
Balance in Account Prior to Meeting:		\$93,560.93
03/15/17	Ck# 155 – Xfer to checking	\$1,750.00
Ending Money Market Balance:		\$91,810.93

Money Market Account – Infrastructure Fund end of last meeting:		\$125,242.36
01/31/17	Interest	\$14.17
02/28/17	Interest	\$17.30
Ending Money Market – Infrastructure Fund Balance:		\$125,273.83

Money Market Account – Pump Replacement end of last meeting:		\$5,266.81
01/31/17	Interest	\$0.36
02/28/17	Interest	\$0.40
Ending Money Market – Pump Replacement Account Balance:		\$5,267.57

Checking Account Balance end of last meeting:		\$7,428.33
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Check #	Payee	Purpose	Amount
02/06/17	Ck# 155 – Stone Gate (February bills) – Deposit		\$3,800.00
2168	Cathey Consulting	Inv. 3726 – meter rdg. Issues \$375.00 Inv. 3731 – meter issues \$50.00 Inv. 3759 – Jan. Admin/Books/postage \$452.44	\$877.44
2169	Energy Laboratories	Inv. 52017 – Testing	\$1,560.00
2170	Hawkins, Inc.	Inv. 4003545 – Chlorine \$10.00 Inv. 4016665 – Chlorine \$332.50	\$342.50
2171	One Call of Wyoming	Inv. 43821 – Oct., Nov, Dec. tickets	\$34.00
2172	Water Guy, LLC	Inv. 2017-89 – Jan. Oper./Meters	\$936.50
TOTAL:			\$3,750.44

02/28/17 Deductions:

AUTO	Powder River Energy	3126125 12/31/16-2/1/17	\$258.96
AUTO	Powder River Energy	8443000 01/01/17-02/01/17	\$145.69

Checking Account Balance Prior to Current Meeting: \$7,073.24

Bills Paid At Meeting:

Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	3126125 2/1/17 – 2/26/17	\$245.17
AUTO	Powder River Energy	8443000 2/1/17 – 2/26/17	\$110.17
2173	Cathey Consulting	Inv. 3800 – Feb. Admin/Books/Postage	\$426.96
2174	Hawkins, Inc.	Inv. 4017532 – Chlorine \$5.00 Inv. 4031823 – Chlorine \$5.00	\$10.00
2175	Water Guy, LLC	Inv. 2017-200 – Feb. water op./meters	\$936.50
TOTAL REGULAR BILLS APPROVED:			\$1,728.80

03/15/17 Ck# 155 – Stone Gate (March bills) – Deposit \$1,750.00

Checking Account Balance End of Meeting: \$7,094.44

Receivables were reviewed.

VI. Unfinished Business

- a. Construction requests. Charlotte Terry moved to approve the construction of a shop addition for 6201 Stone Place for Bobby & Lorene Schmitz. Dave Daigle seconded. Motion carried with Dave Daigle and Charlotte Terry voting aye. Bobby Schmitz abstained. Motion carried unanimously.
- b. Road Connecting to Red Hills – No action or update needed – leaving on agenda to make sure the grant request for this street is done appropriately when the time comes. (Dave Daigle and Doug McDuff attended a County Commissioners meeting on June 17, 2014 The Commissioners agreed to a one-time only 50% reimbursement for Stone Place Avenue the next time the District adds rock to that street.)

VII. New Business

- a. Officer Elections – Charlotte Terry moved to keep the same slate of officers. Bobby Schmitz seconded. Motion carried unanimously. (Dave Daigle, President / Bobby Schmitz, Treasurer / Charlotte Terry, Secretary)
- b. The County requires a 3rd party to inspect any project paid in part by the County grant program and an Affidavit signed by a Board member.
- c. A preliminary budget needs to be submitted to the State and County by May 1st. The budget will be reviewed at a special meeting in the near future. The District needs to install a distribution meter, get the regional connection figured out (engineering study), and possibly a little dust control, and it doesn't look like there is enough money for rock for the roads at this time. Bobby Schmitz moved that the projects that we want to pursue that qualify for the District grant program include the DOWL engineering study (\$8585), a yet to be determined amount to install the master distribution meter, and whatever is remaining in the budget to get to the \$25,000 total budgeted to be spent on dust control and no monies at this time for purchasing gravel. Charlotte Terry seconded. Motion carried unanimously. Basically, this is moving the District funds to the most critical things – the water system, and getting some dust control down (probably the same amount as past years).

VIII. Date for next regular meeting – Monday, May 8, 2017, 7:00 p.m.

- IX. Charlotte Terry moved to triple the salary of the Board from \$0 X 3. Bobby Schmitz seconded. Motion carried unanimously.
- X. **Meeting adjourn** – Bobby Schmitz moved to adjourn the meeting. Charlotte Terry seconded. The meeting adjourned at 9:45 p.m.

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

SPECIAL MEETING Wednesday, March 29, 2017, 7:00 p.m. at the office of Cathey Consulting for the purpose of working on the budget, acting on a petition to join the District by Tom Simon for developing lot(s), reviewing and deciding on a distribution meter and grant, reviewing and deciding on the agreement from DOWL and a County grant application, and reviewing and deciding on roads/dust control and grant.

REGULAR MEETING: MONDAY, MAY 8, 2017, 7:00 P.M.

Location: Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (K² Technologies Building, Suite 106) – Entrance is on 4th Street

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

Respectfully submitted,

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

Dave Daigle, President (687-1785)

Charlotte Terry, Treasurer (670-2725)

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