

**Stone Gate Estates Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Monday, March 27, 2023, 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

*This meeting was originally scheduled for March 13, 2023, but was rescheduled to today.*

Bobby Schmitz called the meeting to order at 9:05 a.m.

**I. Water System Update** – The water system information was reviewed. There was discussion on Water Guy’s shut off/turn on fees for a leak at 5500 Stone Gate. The fees were \$187.50, and the question was asked if the homeowner should be billed for the fees or if the District should cover it. The consensus is that homeowners will be billed for these fees going forward if the purpose of the shut off is due to an issue on the customer’s side of the meter (example – leak in the service line). This would include Water Guy shut off/turn on fees, repairs billing, etc. Travis Given moved to have the District pay the fee this month but update the District’s policies to bill customers for issues on the customer’s side of the meter. Jodi Schilling seconded. Motion carried unanimously.

There was discussion on water overages and water rates and potentially lowering the gallons allowed in the base and/or increasing the overage rates in an effort to increase revenue. The winter water usages are approximately 5,000 to 6,000 gallons a month. This will be discussed further at the May meeting.

**II. Minutes / Treasurer’s Report** – Jodi Schilling moved to approve the January 9, 2023, regular meeting minutes as presented. Travis Given seconded. Motion carried unanimously.

**III. Treasurer’s Report** – The financial information was reviewed. 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:	\$47,808.29	
12/31/22 Interest	\$125.37	
01/31/23 Interest	\$135.70	
02/28/23 Interest	\$133.42	
<b>Ending WyoStar Account Balance:</b>		<b>\$48,202.78</b>
WyoStar II Account – Balance End of Last Meeting:	\$248,863.56	
12/31/22 Interest	\$564.09	
01/31/23 Interest	\$597.24	
02/28/23 Interest	\$ 633.67	
<b>Ending WyoStar II Account Balance:</b>		<b>\$250,658.56</b>
Money Market Account Balance end of last meeting:	\$113,912.40	
01/01-01/09/23 Deposits – Water	\$0.00	
Adjusted Balance Forward	\$113,912.40	
01/09/23 Deposit – Assessments	\$4,320.00	
01/10-01/31/23 Deposits – Water	\$0.00	
01/31/23 Interest	\$104.49	
2/1-2/28/23 Deposits - Water	\$85.37	
02/06/23 Deposit – Xpress	\$0.00	
02/28/23 Interest	\$95.40	
03/06/23 Deposit – Xpress	\$0.00	
<b>Balance in Account Prior to Meeting:</b>		<b>\$118,517.66</b>
Ck# 9056 Transfer to Checking:	\$5,000.00	
<b>Balance in Account End of Meeting:</b>		<b>\$113,517.66*</b>

**\*Balance does not reflect any water overage payments since the end of the prior month  
Except for Xpress bill pay deposit (if applicable)**

Checking Account Balance end of last meeting: \$11,186.28

1/30/23 AUTO PAY:

Check #	Payee	Purpose	Amount	Amount
AUTO PAY	Powder River Energy	Acct 3126125 12/1-1/1/23	\$335.12	\$508.39
AUTO PAY	Powder River Energy	Acct 8443000 12/1-1/1/23	\$173.27	

Bills Paid in February:

Check #	Payee	Purpose	Amount	Amount
AUTO PAY	Powder River Energy	Acct 3126125 1/1-2/1/23	\$301.02	\$452.88
AUTO PAY	Powder River Energy	Acct 8443000 1/1-2/1/23	\$151.86	
2527	Cathey Consulting	Inv. 6921 – Jan. Admin/Books/post.		\$600.00
2528	City of Gillette	Bill 1594251 – ¼-2/2/23 Regional water/0 gal.		\$487.50
2529	Hawkins, Inc.	Inv. 6380021 – Chlorine		\$20.00
2530	One-Call of Wyo.	Inv. 65951 – Oct.-Dec., 2022 Locates		\$5.25
2531	Water Guy	Inv. 2023-83 – Jan. Oper../Meters/Billing & shut off/turn on		\$1,867.10

TOTAL: \$3,432.73

**Checking Account Balance Prior to Meeting: \$7,245.16**

Bills Paid at This Meeting:

Check #	Payee	Purpose	Amount	Amount
AUTO PAY	Powder River Energy	Acct 3126125 2/1/23-3/1/23	\$305.91	\$460.36
AUTO PAY	Powder River Energy	Acct 8443000 2/1/23-3/1/23	\$154.45	
2532	Cathey Consulting	Inv. 6963 – Feb.. Admin/Books/post.		\$600.00
2533	City of Gillette	Bill 1611491 – 2/2-3/2/23 Regional water/0 gal.		\$487.50
2534	Hawkins, Inc.	Inv. 6402524 – Chlorine		\$20.00
2535	Water Guy	Inv. 2023-174 – Feb. Oper../Meters		\$1,679.60

TOTAL: \$3,247.46

Transfer from Money Market: \$5,000.00

**Checking Account Balance End of Meeting: \$8,997.70**

Receivables were reviewed.

#### IV. Unfinished Business

- a. Review customer / construction issues - None
- b. Water Tank Coating – Bobby Schmitz reported that he talked to Water Guy about getting quotes for tank coating. An e-mail was reviewed from Duaine Faucett with an estimate from a tank contractor for coating both tanks – inside and out. The District will need to check to see if a permit is required. Bobby Schmitz will follow up with Water Guy and the County. The initial cost estimate to coat the tanks is \$110,000. The Board is looking at options.
- c. Lead and copper rule / service lines inventory – No update from Water Guy.
- d. Road work – The paperwork was signed to close out last year’s road work grant. There was discussion on the road work for 2023. Gravel will be added to Stone Gate Avenue and all roads will receive dust control as in past years. The consensus is that Bobby Schmitz will get quotes for rock on about a mile of Stone Gate Avenue and dust control for all of the roads, and a County grant application will be submitted as soon as possible. There has been some erosion in areas due to the snow melt. An estimate will be requested for spraying weed killer on the shoulders of the roads.

#### V. New Business

- a. Snow Removal – Bobby Schmitz reported that the County Road and Bridge Department does not have the money to plow snow anymore. If there is a major snow event, after they have gotten the main roads cleared, they will try to do a pass down subdivision roads as their time allows. Melgaard Construction was contacted, and they can do snow removal. Travis Given moved to authorize a Board member to call a contractor out to plow snow if needed. Jodi Schilling seconded. Motion carried unanimously.
- b. Calvin Randall E-mail (1/19/23) – “wanted to make the district aware that people come down the Stone Crest road and miss the corner onto Stone Gave Av. They run off the road into my pasture.” / Request: “maybe the district should be putting up signs coming down that hill on Stone Crest to warn people for the safety of traffic. If they do, be aware it’s not just slick roads but speed and loose gravel that causes problems too.”

Another homeowner in the District has this same type of issue and they are putting some rocks up on their property to prevent people from running into their property.

There was discussion on the request for putting up a sign and discussion on what kind of a sign you would put up and if a sign would be effective. After discussion, the consensus of the Board is to just **remind people of how important it is to be cognizant of winter road conditions and the need to slow down and be extra cautious when driving in winter conditions.**

- c. Write off \$35 returned check fee – An issue occurred with a property that closed and received a \$35 NSF fee when a check from the title company was unauthorized and returned by the bank (customer paid bill and title company paid bill by mistake). The bank did not charge any fees. Travis Given moved to write off the \$35 returned check fee for the title company issue. Jodi Schilling seconded. Motion carried unanimously.
- d. Wyoming Association of Special Districts (\$200) – This association is an advocate for special districts in the state and provides a training program. Helenanne Cathey recommended the Board consider joining the association, and this will be discussed during budgeting.
- e. Authorization for Helenanne Cathey to order more checks for the District – Travis Given moved to authorize Helenanne Cathey to order more checks. Jodi Schilling seconded. Motion carried unanimously.
- f. Budget for 7/1/23 – 6/30/24 – The budget was discussed. A proposed budget will need to be approved at the May meeting, and the final budget will be adopted in July. Cathey Consulting is increasing rates by 5% starting July 1<sup>st</sup>.
- g. District policies update. The consensus is to review current policies and update the general information form to ensure they reflect current policies. Helenanne Cathey will draft updated information.
- h. There was discussion on dogs continuing to run in the subdivision. It remains a concern. One option is to contact the Sheriff's Office / Animal Control.
- i. A homeowner had a car stolen recently. People are concerned!

**VI. Upcoming Meetings – Monday, May 8, 2023, 9:00 a.m.**

2023 Meetings:

Mon., May 8, 2023, 9:00 a.m.

Mon., July 10, 2023, 9:00 a.m. / Mon., Sept. 11, 2023, 9:00 a.m. / Mon., Nov. 13, 2023, 9:00 a.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

**VII. Meeting adjourn** – Bobby Schmitz moved to adjourn the meeting. Travis Given seconded. The meeting adjourned at 10:29 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](http://www.wateryuywyoming.com) for a link and for other information.

Respectfully submitted,

Helenanne 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