

Stone Gate Estates Improvement & Service District
Regular Meeting
MINUTES
Monday, May 10, 2021, 7:00 p.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

BOARD MEMBERS PRESENT: Travis Given, Bobby Schmitz
 BOARD MEMBERS NOT PRESENT: Jodi Schilling
 OTHERS PRESENT: Helenanne Cathey

Bobby Schmitz called the meeting to order at 7:11 p.m.

- I. Water System Update** – The water system information was reviewed. Bobby Schmitz reported that he followed up with Duaine Faucett (Water Guy) after the last meeting, and Water Guy wasn't aware of anything significant that was causing the higher water loss. There could be a small leak somewhere, but unless it shows up on the surface somewhere, there's no way to know where it would be. Residents are encouraged to keep an eye out for any leaks. When out mowing the ditches or walking, people are encouraged to look for wet spots which could indicate potential leaks. No one needs to go searching for leaks, but just keep an eye out for wet areas, especially after things dry up. The water lines run down the roads, in the ditches, so this is likely where we might see a leak.
- II. Minutes / Treasurer's Report** – Bobby Schmitz moved to approve the minutes for the March 8, 2021, regular meeting 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 and pay bills as presented and transfer \$6,000 from the money market to checking account. Bobby Schmitz seconded. Motion carried unanimously.

WyoStar I Account – Balance End of Last Meeting:	\$47,177.82
02/28/21 Interest	\$13.05
03.31/21 Interest	\$8.59
04/30/21 Interest	NO STATEMENT YET
Ending WyoStar Account Balance:	\$47,199.46

WyoStar II Account – Balance End of Last Meeting:	\$193,530.74
02/28/21 Interest	\$304.40
03/31/21 Interest	\$269.84
04/30/21 Interest	NO STATEMENT YET
Ending WyoStar II Account Balance:	\$194,104.98

Money Market Account Balance end of last meeting:	\$99,227.95
03/12/21 Deposit	\$402.97
03/19/21 Deposit	\$12.62
03/26/21 Deposit	\$196.78
03/31/21 Interest	\$12.03
04/01/21 Deposit	\$200.00
04/12/21 Deposit – Assessm.	\$1,917.00
04/14/21 Ck# 9045 – Stone Gate Estates ISD – Transfer for bills	\$4,000.00
04/30/21 Interest	\$12.89
05/10/21 Deposit	\$1.04
05/10/21 Deposit - Assessm.	\$5,751.00
Balance in Account Prior to Meeting:	\$103,734.28
05/10/21 Ck# 9046 Transfer to Checking	\$6,000.00
Ending Money Market Account Balance:	\$97,734.28

Checking Account Balance end of last meeting:	\$8,385.21
<u>Check #</u> <u>Payee</u> <u>Purpose</u>	<u>Amount</u>
AUTO PAY Powder River Energy Acct 3126125 2/1-3/1/21	\$311.88

AUTO PAY	Powder River Energy	Acct 8443000 2/1-3/1/21	\$158.48
Bills Paid in April:			
<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO PAY	Powder River Energy	Acct 3126125 3/1-4/1/21	\$332.82
AUTO PAY	Powder River Energy	Acct 8443000 3/1-4/1/21	\$135.93
2408	Cathey Consulting	Inv. 5956 – Mar. Admin/Books/post.	\$602.75
2409	City of Gillette	Bill 1221618 – 3/1-4/1/21 Regional water/0 gal.	\$422.50
2410	C N A Surety	Bond / Board 5/12/21 – 5/12/22	\$105.00
2411	Hawkins, Inc.	Inv. 4906077 – Chlorine	\$10.00
2412	One-Call of Wyoming	Inv. 59236 – Jan., Feb., Mar. locates	\$3.75
2413	Untamed Design, LLC	Stone Sign	\$5,200.00
2414	Water Guy, LLC	Inv. 2021-287 – Mar. Oper../Meters	\$938.50
TOTAL:			\$7,751.25
04/14/21	Transfer from Money Market Account	\$4,000.00	
Checking Account Balance Prior to Current Meeting:		\$4,163.60	
Bills Paid at Meeting:			
<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO PAY	Powder River Energy	3126125 – 4/1-5/1/21	\$654.74
AUTO PAY	Powder River Energy	8443000 – 4/1-5/1/21	\$134.50
2415	Cathey Consulting	Inv. 6005 – Apr. Admin./Bookkeeping/Postage	\$602.75
2416	City of Gillette	Bill 1238480 – Regional water 3/1-4/1/21 0 gal	\$422.50
2417	Hawkins, Inc.	Inv. 4924379 – Chlorine	\$10.00
2418	Water Guy, LLC	Inv. 2021-391 – Apr. Water Oper../Meters	\$938.50
TOTAL:			\$2,762.99
05/11/21	Transfer from Money Market Account:	\$6,000.00	
Checking Account Balance End of Meeting:			\$7,400.61
Receivables were reviewed.			

IV. Unfinished Business

- a. Review customer / construction issues – Travis Given moved to acknowledge requirements have been met for construction of the following. Bobby Schmitz seconded. Motion carried unanimously. Letters have been or will be sent to the County acknowledging receipt of all required petitions and plans.
 - i. Daniel and Polly Cartwright (5501 Stone Lake Ave) – Petition signed and plans submitted for a loafing shed.
 - ii. Lynn & Mike Smith (6301 Stone Crest Drive) – Petition signed and plans submitted for a shop.
- b. Travis Given researched a notification system that will contact the District if we start to receive regional water. Right now, that isn't monitored. Water Guy checks the well on a weekly basis. The District could potentially be on City water for a week before Water Guy is aware of it, and Duaine Faucett has advised that Water Guy is not able to monitor an additional alarm for this type of notification system. He also advised that the Board would need to be the contact for any monitoring of the regional system. A quote was reviewed for a monitoring system. Alarms could be configured however is appropriate. The consensus is not to include any well controls so as not to conflict with the Water Operator. The Board just wants to know whenever the City water kicks on because of the higher cost of that water. Bobby Schmitz will work on getting additional quotes.
- c. Damaged sign – The rock sign has been replaced. The fence hasn't been fixed yet.
- d. Road work for 2021 / County Grant Application – The County Commissioners approved the grant request of \$15,056.50 for a total project cost of \$60,226. The agreement was signed. The work to be done is as follows:
 - 1) Blading of the 4.75 miles of the Stone Gate I&S road system and repairs to several soft spots located within the subdivision.
 - 3) Addition of approximately 2000 tons of crushed limestone meeting a grading W road base specification to the 1.13 mile length of Stone Crest. It will be about 3.75" of rock.
 - 2) An application of magnesium chloride dust control product to the entire 4.85 miles of Stone Gate I&S road system.

Bobby Schmitz reported that the work will probably be done the end of May or first part of June, depending on moisture.

- e. Budget for 7/1/21 – 6/30/22 – The budget was reviewed and updated. Travis Given moved to approve the proposed budget as discussed. Bobby Schmitz seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on June 29, 2021:

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
STONE GATE ESTATES IMPROVEMENT & SERVICE DISTRICT**

Stone Gate Estates Improvement and Service District will hold a public hearing to review the 7/1/21 – 6/30/22 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on July 12, 2021, at 7:00 p.m. The budget is summarized below:

Administrative \$8,875 / Indirect \$3,355 Operations \$192,466 / To Reserves: \$15,525
Revenue and Rollover: \$220,221

The annual assessment will stay at \$1,278 per lot. The complete proposed budget is available online at www.catheyconsulting.net – Stone Gate meeting minutes for 05/10/21. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

V. New Business

- a. The insurance renewal application was completed. Bobby Schmitz will talk to the insurance agent about the inoperative well before submitting the application.
- b. Annual Election of Officers – Travis Given moved to keep the same slate of officers for the next year (Bobby Schmitz, President / Travis Given, Treasurer / Jodi Schilling, Secretary). Bobby Schmitz seconded. Motion carried unanimously.

VI. Date for next meeting – Monday, July 12, 2021, 7:00 p.m. (Budget Hearing and Regular Meeting)

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 – Travis Given moved to adjourn the meeting. Bobby Schmitz seconded. The meeting adjourned at 8:00 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.waterguywyoming.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

Budget - Stone Gate Estates I & S District - 7/1/2021 - 6/30/2022				
Budget Hearing July 12, 2021, 7:00 p.m. at office of Cathey Consulting / PO Box 992, Gillette, WY 82717				
	Actual (F32)	Budget	Actual - EST	Budget
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Revenue				
Assessments	84,348	84,348	84,348	84,348
Assessments - Interest	199	50	210	50
Other Property Assessments	1,560	1,560	1,560	1,560
Water Overages from prior FY - Assessed		386	386	386
Water Overages from prior FY - Credited		-386	-386	-386
Grant - County - Roads	5,048	16,250	15,056	16,250
Grant - County - Roads (spring, 2019 project)				
Grant - Count- Dist. Meter (33%)	0		0	
Insurance claim (property - sign damage)			6,119	
Interest	4,987	4,000	4,102	4,000
Methane Company Surface Use Payment				
Other Fees (Late, Coll., Tap, etc.)	1,173	1,200		1,200
Water Overages	13,106	9,100	15,525	15,525
Water Usage - City / Regional Water Billed		3,010	1,282	3,010
From Reserves		20,000		20,000
Receivables End of Prior Yr		13,572		0
TOTAL REVENUE	110,421	153,090	128,202	145,943
CASH CARRYOVER	139,765	116,046	68,124	74,278
TOTAL BUDGET AMOUNT (ADD IN RESERVES)	250,186	269,136	196,326	220,221
Expenditures				
Administrative				
Contract Admin./Bookkeeping	5,900	7,200	7,700	7,700
Contract Legal	0	300	0	300
Office / Postage / Advertising / Other	956	800	450	800
Travel	0	75	0	75
TOTAL ADMINISTRATIVE	6,856	8,375	8,150	8,875
Indirect				
Insurance - Liab., Bonding	105	105	105	105
Insurance - Property	2,362	3,250	2,362	3,250
TOTAL INDIRECT COSTS	2,467	3,355	2,467	3,355
Operations				
Misc (Cash Carryover less reserves)		116,046		74,278
Regional Water Base	2,535	5,070	5,070	5,070
Regional Water Usage	35	3,010	1,282	3,010
Water Operator / Meter Reading	11,014	12,000	11,262	12,000
Water System Chemicals (Chlorine)	1,511	1,500	1,700	1,500
Water System Electricity	10,089	13,500	12,726	13,500
Water System Repairs & Maintenance	3,380	3,650	956	3,650
Water System Maintenance/Upgrades		17,128		11,077
Water System Testing	637	1,200	1,534	1,200
Water Tank Cleaning & Inspection	0	1,061	0	1,061
Water System - Other Items	0	1,120	0	1,120
Roads - blading, rock, dust control	21,592	65,000	62,746	65,000
Roads - fencing, signs			6,574	
Payables End of Prior Yr		4,016		0
TOTAL OPERATIONS COSTS	50,793	244,301	103,850	192,466
TOTAL EXPENDITURES	60,116	256,031	114,467	204,696
Capital Improvements / Reserves				
Deposits into Reserves	9,100	13,105	13,105	15,525
Payments from Reserves	0	20,000	0	20,000
TOTAL DEPOSITS TO RESERVES	9,100	-6,895	13,105	-4,475
TOTAL EXP. PLUS NET RESERVES	69,216	269,136	127,572	220,221
Receivables Start of FY	17,642		13,571	
Payables Balance Start of FY	69,627		4,016	
	6/30/2019	6/30/2020 (EST)	6/30/2020	6/30/2021 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	139,765	116,046	68,124	74,278
RESERVES BALANCES	164,658	177,654	225,064	242,200
RESTRICTED FUND BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	304,423	293,700	293,188	316,478
Receivables Balance End of FY	13,571			
Payables Balance End of FY (ESTIMATED)	4,016			
End of Year Bank Balance	293,188		316,478	
		6/30/2021		6/30/2021
END OF YEAR PROJECTED AMOUNT				
GENERAL FUNDS				
RESERVES BALANCES		170,759		237,725
TOTAL FUNDS END OF YEAR		170,759		237,725

\$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/mo. + \$500 self-audit

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)

(WyaStar I & II)

Net per yr (Revenue minus Expenses - to Reser) 50,305 0 13,735 0
Net (including cash carryover) 180,970 0 68,754 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: Bobby Schmitz (Pres.) / Jodi Schilling (Secretary) / Travis Given (Treasurer) all terms end Mar., 2022. election will have 2 for 4-yr terms and 1 for 2-yr term)
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.