

**Stone Gate Estates Improvement & Service District
Regular Meeting
MINUTES**

Monday, May 11, 2020, 7:00 p.m.

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

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

OTHERS PRESENT: Helenanne Cathey, Paul Younger

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

- I. Water System Update** – The water system information was reviewed.
- II. Minutes / Treasurer’s Report** – Bobby Schmitz moved to accept the minutes for the March 9, 2020, regular meeting as presented. Charlotte Terry seconded. Motion carried unanimously.
- III. Treasurer’s Report** – Charlotte Terry moved to approve the treasurer’s report and pay bills as presented and transfer \$4,700 from the money market account to the checking account. Bobby Schmitz seconded. Motion carried unanimously.

Money Market Account Balance end of last meeting:	\$56,884.62	
03/31/20 Interest	\$15.40	
04/10/20 Deposit – Assessments	\$1,278.00	
04/13/20 Ck# 9035 Transfer to Checking	\$2,900.00	
04/30/20 Interest	\$12.62	
05/01-05/11/20 Deposits	\$62.00	
05/11/20 Deposit – Assessments	\$5,751.00	
Balance in Account Prior to Meeting:		\$61,103.64
05/11/20 Ck# 9036 Transfer to Checking	\$4,700.00	
Ending Money Market Account Balance:		\$56,403.64

WyoStar I Account – Balance End of Last Meeting:	\$46,852.40	
02/29/20 Interest	\$64.07	
03/31/20 Interest	\$60.30	
04/30/20 Interest	NO STATEMENT YET	
Ending WyoStar Account Balance:		\$46,976.77

WyoStar II Account – Balance End of Last Meeting:	\$176,650.19	
02/29/20 Interest	\$346.42	
03/31/20 Loss	-\$468.61	
004/30/20 Interest	NO STATEMENT YET	
Ending WyoStar II Account Balance:		\$176,528.00

Checking Account Balance end of last meeting:	\$6,617.78		
04/13/20 Ck# 9035 – Transfer from Money Mkt:	\$2,900.00		
Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	Acct 3126125 2/28-3/30/20	\$276.14
AUTO PAY	Powder River Energy	Acct 8443000 3/1-3/30/20	\$127.23
2339	Cathey Consulting	Inv. 5425 – Mar. Admin/Books/post. \$452.20	\$662.20
		Inv. 5427 – Letter mailed regarding regional	\$210.00
2340	City of Gillette	Bill 1021006 – 3/1-3/31 Regional water/0 gal.	\$422.50
2341	C N A Surety	Bond / Board 5/12/20-5/12/21	\$105.00
2342	Hawkins, Inc.	Inv. 4681725 – Chlorine \$354.50	\$359.50
		Inv. 4687542 – Chlorine \$5.00	
2343	Water Guy, LLC	Inv. 2019-1321 – Mar. Oper./Meters	\$938.50
TOTAL:			\$2,891.07
Checking Account Balance Prior to Current Meeting:	\$6,626.71		

Bills Paid at Meeting:

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO PAY	Powder River Energy	3126125 3/30-4/29/20	\$351.60
AUTO PAY	Powder River Energy	8443000 3/30-4/29/20	\$117.14
2344	Cathey Consulting	Inv. 5463 – Apr. Admin./Bookkeeping	\$494.00
2345	City of Gillette	Bill 1037530 – Regional water	\$422.50
2346	Hawkins, Inc.	Inv. 4704181 – Chlorine	\$5.00
2347	HUB International	Insurance 6/23/20 – 6/23/21	\$2,362.00
2348	One Call of Wyoming	Inv. 55715 – Jan., Mar. locate tickets	\$4.50
2349	Water Guy, LLC	Inv. 2019-1426 – Apr. Oper.	\$938.50
TOTAL:			\$4,695.24
05/1120	Transfer from Money Market Account:	\$4,700.00	
Checking Account Balance End of Meeting:			\$6,631.47

Receivables were reviewed.

IV. Unfinished Business

- a. Review customer / construction issues – Paul Younger presented paperwork for an addition to his shop. The required number of signatures were received. Charlotte Terry moved to approve the addition to the shop at 5100 Stone Place as presented. Bobby Schmitz seconded. Motion carried unanimously. A letter will be sent to the County stating the District’s requirements for construction plans had been met.
- b. Director Election – March 17, 2020 (Terry – 4 year term) – Election results:
Charlotte Terry – 23 votes
Paula Steiger – 1 votes
Charlotte Terry completed the oath as required.
- c. Road work for 2020 – The County approved the grant application (\$5,448) for 1) Blading and repairs; 2) Application of mag chloride on all roads; 3) Removal of asphalt paving/repair road base and replacement of asphalt pavement with gravel for the approximate 300’ of asphalt apron at the intersection of Stone Trail and Force Road. Total estimated project cost \$21,790. Bobby Schmitz reported that he has talked to Melgaard Construction. With the moisture in the forecast, they should be working on the road project in the next week. Dustbusters needs about a week notice and will hopefully do the dust control after Melgaard Construction is done. Bobby Schmitz will contact Road and Bridge to confirm that they will still help the District with the dust control project. Melgaard Construction can do what Road and Bridge would if Road and Bridge is not available. There was discussion on places around the District that need rock. Charlotte Terry moved to authorize the road work as discussed. Bobby Schmitz seconded. Motion carried unanimously.
- d. Budget for 7/1/20 – 6/30/21 – The budget was discussed. Helenanne Cathey explained her rate increase for the District. Her rate is currently at \$450 and will go to \$600 the first of July. The main reason for the rate increase is the additional work required with the regional water billing. Every customer in Stone Gate will get a bill based on usage any time the regional water is used. It is more time and additional paper/envelopes for the additional billing. The Board commented that the rate increase is still below what Water Guy would have charged to take over the billing. Charlotte Terry moved to approve the preliminary budget as presented. Bobby Schmitz seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will run June 29, 2020.

**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 7/1/20 – 6/30/21 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 13, 2020, at 7:00 p.m. The budget is summarized below:

Administrative \$8,375 / Indirect \$3,355 Operations & Misc. \$237,072 / To Reserves \$10,000
Revenue and Rollover: \$258,802

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 05/11/20. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

V. New Business

- a. Election of officers – Bobby Schmitz moved to maintain the same slate of officers for the next year (Dave Daigle, President / Bobby Schmitz, Secretary / Charlotte Terry, Treasurer). Charlotte Terry seconded. Motion carried with Bobby Schmitz and Charlotte Terry voting aye. Dave Daigle voted nay.
- b. There was discussion on covenants and specifically the part that refers to livestock. The covenants require livestock to be fenced and do not allow commercial operations.

VI. Date for next meeting – Monday, July 13, 2020, 7:00 p.m. (Budget Hearing / 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 – Dave Daigle adjourned the meeting at 7:17 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.wateryuywvoming.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 (406-586-6456)

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

Budget - Stone Gate Estates I & S District - 7/1/2020 - 6/30/2021

Budget Hearing July 13, 2020, 7:00 p.m. at office of Cathey Consulting / PO Box 992, Gillette, WY 82717

	Actual (F32)	Budget	Actual - EST	Budget	
	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21	
Revenue					
Assessments	84,348	84,348	84,348	84,348	\$1,278 X 66 (\$1,200 + \$78)
Assessments - Interest	179	50	114	50	(\$78 = \$6.50 regional X 12)
Other Property Assessments	1,560	1,560	1,560	1,560	780 X 2 lots (65% of \$1,200)
Water Overages from prior FY - Assessed	37	273	274	273	
Water Overages from prior FY - Credited	-37	-273	-274	-273	
Grant - County - Roads	30,899	16,250	5,448	16,250	25% of Road Project
Grant - County - Roads (spring, 2019 project)	15,097				
Grant - Count- Dist. Meter (33%)	0		0		
Interest	1,668	1,100	4,000	4,000	
Methane Company Surface Use Payment					
Other Fees (Late, Coll., Tap, etc.)	1,432	1,200		1,200	
Water Overages	9,100	9,100	10,000	9,100	
Water Usage - City		3,010		3,010	\$3.01 per 1,000 / 1,000,000 gal
From Reserves		20,000		20,000	
Receivables End of Prior Yr		17,642		0	
TOTAL REVENUE	144,283	154,260	105,470	139,518	
CASH CARRYOVER	146,660	139,631	139,765	119,284	
TOTAL REVENUE PLUS CASH CARRYOVER	290,943	293,891	245,235	258,802	
Expenditures					
Administrative					
Contract Admin./Bookkeeping	6,080	6,000	5,400	7,200	\$600 per month (was \$450)
Contract Legal	0	300	0	300	
Office / Postage / Advertising / Other	508	800	750	800	
Travel	0	75	0	75	
TOTAL ADMINISTRATIVE	6,588	7,175	6,150	8,375	
Indirect					
Insurance - Liab., Bonding	105	105	105	105	
Insurance - Property	2,448	3,250	2,448	3,250	
TOTAL INDIRECT COSTS	2,553	3,355	2,553	3,355	
Operations					
Misc (Cash Carryover less reserves)		87,891		119,284	cash carryover
Regional Water Base		5,148	2,535	5,070	\$6.50 per tap per mo. X65=\$422.50
Regional Water Usage		3,010		3,010	(Same as Revenue)
Water Operator / Meter Reading	10,270	12,000	10,270	12,000	\$690.50 + \$248 per mo.
Water System Chemicals (Chlorine)	1,483	1,500	1,400	1,500	
Water System Electricity	9,627	13,500	10,000	13,500	
Water System Repairs & Maintenance	159	3,650	5,524	3,650	
Water System Maintenance/Upgrades		9,799		10,677	
Water System Testing	75	1,200	352	1,200	4/17/18 SOC/VOC \$1,232
Water Tank Cleaning & Inspection	0	1,061	0	1,061	3/21/17 \$1,500 last cleaning
Water System - Other Items	260	1,120	0	1,120	
Roads	80,741	65,000	23,190	65,000	
Roads - Spring, 2019 project	64,534				
Payables End of Prior Yr		69,382		0	
TOTAL OPERATIONS COSTS	167,149	274,261	53,271	237,072	
TOTAL EXPENDITURES	176,290	284,791	61,974	248,802	
Capital Improvements / Reserves					
Deposits into Reserves	24,304	9,100	9,100	10,000	Prior FY Overages
Payments from Reserves	0	20,000	0	20,000	
TOTAL DEPOSITS TO RESERVES	24,304	-10,900	9,100	-10,000	
TOTAL EXP. PLUS NET RESERVES	200,594	293,891	71,074	258,802	
Receivables Start of FY	4,656		17,642		
Payables Balance Start of FY	6,288		69,627		
	6/30/2018	6/30/2019	6/30/2019	6/30/2020 (EST)	
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	146,660	139,631	139,765	119,284	CASH CARRYOVER
RESERVES BALANCES	139,418	164,439	164,658	176,650	
RESTRICTED FUND BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	286,078	304,070	304,423	295,934	
Receivables Balance End of FY	17,642				
Payables Balance End of FY (ESTIMATED)	69,627				
End of Year Bank Balance	304,424		295,934		
	6/30/2018	6/30/2019	6/30/2018	6/30/2019	
END OF YEAR PROJECTED AMOUNT					
GENERAL FUNDS					
RESERVES BALANCES	163,722	153,539	173,758	166,650	
TOTAL FUNDS END OF YEAR	163,722	153,539	173,758	166,650	

Net per yr (Revenue minus Expenses - to Reser) -32,007 -51,740 43,496 0
 Net (including cash carryover) 90,349 0 174,161 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: 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 Ave, Suite 106, Gillette.