

**Stone Gate Estates Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Monday, May 13, 2024, 9:00 a.m.**  
**Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette**

BOARD MEMBERS PRESENT: Travis Given, Bobby Schmitz, Tim Volk  
OTHERS PRESENT: Helennane Cathey, Kathy Nuzum

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

- I. Homeowner Concern – Kathy Nuzum addressed her concerns about several issues on Stone Lake. The fence has been down for about three years now by the mailboxes. There is a bad pot hole in the asphalt on the approach to Force Road. The County didn't mow the roads last fall. The Gillette News-Record boxes are just hanging there. The street sign blew off the post, and she brought it with her to the meeting. She would like to see the area cleaned up. Bobby Schmitz reported that the road maintenance will be done in the next two to three weeks. Stone Trail will receive rock, all of the roads will be bladed, and mag chloride will be put down. The pot hole is in the asphalt so it won't be fixed by the road project that is scheduled. There was discussion on the fence and who is responsible for the fencing (landowner or District). The fence doesn't hold in or out any animals – it is just decorative. The News-Record boxes should be taken down because there is no home delivery of the newspaper anymore. Individual homeowners mow in some areas along the main road because the County no longer does it. After discussion, the consensus is to remove the News-Record boxes and fence – Board members will see if they can't take care of this themselves. A Board member will take the street sign and get it put back up. Tim Volk moved to spend up to \$2,500 to address the pot hole in the asphalt on the approach located on Stone Lake. Travis Given seconded. Motion carried unanimously. Tim Volk will call around for a contractor that can fix the pot hole.

The County used to provide blading once in a while, snow removal and mowing. They no longer do that. They sometimes help when the dust control is done but that's about it.

- II. **Water System Update** – The water system information was reviewed. The three meters that weren't working in March are now showing usages. There are two new meters that aren't working (showed 0 usage) as of April – Account 1727.01 (4901 Stone Lake) and Account 1716.01 (5700 Stone Place)

Bobby Schmitz reported that Duaine Faucett with Water Guy contacted him and said they were doing a review on the District's water service. The well is down to about 40 gpm, and they anticipate the pump is probably on its last leg. It needs to be repaired/replaced before summer. Duaine Faucett received two quotes to replace the pump and motor: Red Tiger \$26,543 and Ruby Drilling Co. \$30,920. They won't know exactly what's wrong until they pull the well. Travis Given moved to pull the water well and inspect the problem for the low flow and authorize Water Guy to proceed with the well repairs with Red Tiger to replace the pump and motor and make other repairs as needed for an amount not to exceed \$40,000. Tim Volk seconded. Motion carried unanimously. The District completed a County grant application for 25% of the Red Tiger estimate, and Bobby Schmitz will deliver the grant application to the County.

Water Guy had to make some repairs to repair water meters. Wires had been pulled from the lid on a meter pit and meters got damaged which caused zero usages. The repairs were around \$600.

A reminder to homeowners that when pulling the lid off on a meter pit, the meter is attached with a wire to the lid, and if not careful, the wire could easily be pulled out and/or other damages could occur. In other words, it is really easy to cause damages. **IF THERE ARE DAMAGES TO METERS OR PITS OR ELECTRONIC READING EQUIPMENT, HOMEOWNERS WILL BE BILLED FOR THE REPAIR COSTS. PLEASE STAY OUT OF THE METER PITS – YOU CAN CONTACT WATER GUY AT 307-299-3544 OR 307-299-9911 FOR ASSISTANCE.**

There are two more meters with 0 usages this month that will have to be investigated by Water Guy. Water Guy bills the District for the time they take to look at the 0 usages. If these 0 readings are due to someone getting into the meter pits, homeowners will be billed.



III. **Minutes / Treasurer's Report** – Travis Given moved to approve the March 11, 2024, regular meeting minutes as presented. Tim Volk seconded. Motion carried unanimously.

IV. **Treasurer's Report** – The financial information and accounts receivable balances were reviewed. Travis Given moved to accept the Treasurer's Report, pay bills, and transfer \$10,000.00 from the money market to checking account. Tim Volk seconded. Motion carried unanimously.

WyoStar I Account – Balance End of Last Meeting:	\$50,057.20	
02/29/24 Interest	\$179.12	
03/31/24 Interest	\$179.19	
<b>Ending WyoStar Account Balance:</b>		<b>\$50,415.51</b>

WyoStar II Account – Balance End of Last Meeting:	\$251,965.16	
02/29/24 Interest	\$450.38	
03/31/24 Interest	\$618.47	
<b>Ending WyoStar II Account Balance:</b>		<b>\$253,034.01</b>

Money Market Account Balance end of last meeting:	\$108,819.55	
3/1-3/11/24 Deposits – Water	\$278.79	
03/08/24 Deposit – Assessments	\$720.00	
Adjusted Balance Forward:	\$109,818.34	
3/12-3/31/24 Deposits – Water	\$201.56	
03/31/24 Interest	\$99.12	
4/1-4/30/24 Deposits – Water	\$55.08	
04/08/24 Deposit – Assessments	\$5,040.00	
04/30/24 Interest	\$98.60	
05/05/24 Deposit –Xpress Bill P	\$0	
<b>Balance in Account Prior to Meeting:</b>		<b>\$115,312.70</b>
Ck# 9064 Transfer to Checking:	\$10,000.00	
<b>Balance in Account End of Meeting:</b>		<b>\$105,312.70*</b>

\*Balance does not reflect any water overage payments since the end of the prior month

Checking Account Balance end of last meeting: \$10,694.00

March Bills:

Check #	Payee	Purpose	Amount
AUTO PAY	City of Gillette	Bill 1817892 2/5-3/5/24 Regional water/0,000 gal.	\$487.50
AUTO PAY	Powder River Energy	Acct 3126125 Electricity 2/1-3/1/24 \$316.51	\$477.36
AUTO PAY	Powder River Energy	Acct 8443000 Electricity 2/1-3/1/24 \$160.85	

April Bills:

AUTO PAY	City of Gillette	Bill 1835067 3/5-4/2/24 Regional water/0,000 gal.	\$487.50
AUTO PAY	Powder River Energy	Acct 3126125 Electricity 3/1-4/1/24 \$349.27	\$507.49
AUTO PAY	Powder River Energy	Acct 8443000 Electricity 3/1-4/1/24 \$158.22	

2604	Cathey Consulting	Inv. 7539 – Mar. Admin/Books/post.	\$630.00
2605	C N A Surety	Bond / Board 5/12/24 – 5/12/25	\$105.00
2606	Energy Laboratories	Inv. 621616 – Annual water quality report \$125.00	\$561.00
		Inv. 621615 – Water testing \$436.00	
2607	Hawkins, Inc.	Inv. 6707995 – Chlorine \$451.76	\$461.76
		Inv. 6709319 – Chlorine \$10.00	
2608	One-Call of Wyoming	inv. 71020 – Locate tickets Feb. & Mar.	\$6.75
2609	Water Guy	Inv. 2024-274 – Mar. Oper./Meters/Billing \$1,679.60	\$3,127.70
		Inv. 2024-299 – Locates \$37.50	
		Inv. 2024-302 – Investigate / repairs / meters \$1,410.60	

TOTAL: \$5,887.20

**Checking Account Balance Prior to Meeting: \$3,841.94**

Bills Paid at This Meeting:

Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy	Acct 3126125 4/1-5/1/24	\$277.05
AUTO PAY	Powder River Energy	Acct 8443000 4/1-5/1/24	\$145.37
AUTO PAY	City of Gillette	Regional Water Bill 4/2-5/2/24	193,000 gallons
2610	Cathey Consulting	Inv. 7582 – Apr. Admin/Books/postage	\$630.00
2611	Hawkins, Inc.	Inv. 6732242 – Chlorine	\$10.00
2612	Water Guy	Inv. 2024-384 – Apr. Oper./Meters/Billing	\$1,682.10
		Inv. 2024-423 – Locates / March	\$150.00
TOTAL:			\$3,978.39
Transfer from Money Market:		\$10,000.00	
<b>Checking Account Balance End of Meeting:</b>			<b>\$9,863.55</b>

**V. Unfinished Business**

- a. Review customer / construction issues - Richard Robertson, 7701 Stone Crest Drive – 2-story 50 x 85 shop/barn – A letter was sent to the County that District requirements had been met 3/20/24.
- a. Director Election (March 19, 2024 – Schilling – 4 year term) – Helenanne Cathey, Bobby Schmitz and Lorene Schmitz canvassed ballots on March 20, 2024. Election Results:

Jodi Schilling – 20 votes – Jodi Schilling declined to accept the director position  
Tim Volk – 5 votes – The oath was completed as required. **Congratulations and thank you, Tim.**

The Board members also expressed a big **THANK YOU TO JODI SCHILLING FOR YOUR SERVICE ON THE BOARD!**

- b. Road project for 2024 – 1500 tons of crushed limestone (Grade W) for the 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. Project Cost: \$72,150 (Melgaard Construction & Dustbusters / County Grant approved 4/2/24: \$18,036.76 Work authorized at March meeting. Bobby Schmitz is scheduling the work. The sooner the work can be done, the better because the pot holes are bad after this last rain.
- c. Budget for 7/1/24 – 6/30/25 – The budget was reviewed and updated. No changes in rates are anticipated. The following legal ad will run in the News-Record on June 25, 2024. Tim Volk moved to approve the proposed budget. Travis Given seconded. Motion carried unanimously. The budget is attached to these minutes.

**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 7/1/24 – 6/30/25 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 4<sup>th</sup> Street across from Arrow Printing) on July 8, 2024, at 9:00 a.m. The budget is summarized below:

Administrative \$9,660 / Indirect \$3,355 / Operations & Capital/Emergency \$246,838 /  
To Reserves: \$34,656  
Revenue & Rollover \$294,509

The annual assessment (\$1,440 per lot) and meter reading billing are anticipated to stay the same. The complete proposed budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – Stone Gate meeting minutes for 05/13/24. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.



**VI. New Business**

- a) Annual election of officers – Travis Given moved to have the following slate of officers for the next year – Bobby Schmitz, President / Travis Given, Treasurer / Tim Volk, Secretary. Tim Volk seconded. Motion carried unanimously.
- b) Travis Given moved to update the signature card at First National Bank, WyoStar and WyoStar II – removing Jodi Schilling and adding Tim Volk. Tim Volk seconded. Motion carried unanimously.
- c) A letter was received from Water Guy that included a summary of the services that Water Guy provides. The letter is attached to these minutes.
- d) Water Guy invoice 2024-423 (Locates) – An e-mail was received from Water Guy that stated “If the board would like to update their maps with One Call to try and avoid being triggered for locates that aren’t theirs we can help with that, they will need to let us know if they would like us to do that work for them”

There was discussion on the locating requirements and what exactly will trigger a notice to locate. Water Guy provides this service for Stone Gate Estates ISD. Bobby Schmitz will contact Water Guy to work on revising the map to ensure it pulls only for the District’s service area.

- e) A notice of conditional renewal for the insurance policy was received. There are certain things that won’t be included in the insurance policy now. No action was required. The District’s bond covers up to \$30,000.

**VII. Upcoming Meetings – Monday, July 8, 2024, 9:00 a.m. (Budget Hearing and Regular Meeting)**

2024 Meetings:

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 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

**VIII. Meeting adjourn – Travis Given moved to adjourn. Tim Volk seconded. The meeting was adjourned at 10:09 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.wateryguywyoming.com](http://www.wateryguywyoming.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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Tim Volk, Secretary

Budget - Stone Gate ISD - 7/1/24 - 6/30/25				
Budget Hearing: Monday, July 8, 2024, 9:00 a.m. at office of Cathey Consulting / PO Box 992, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
<b>CASH CARRYOVER</b>	129,482	386,487	96,252	124,104
<b>Revenue</b>				
Assessments	95,220	95,040	95,040	95,040
Assessments - Interest	104		110	110
Customer and other Billing	28,058	50,255	40,000	50,255
Grants - County	13,695	36,250	27,932	25,000
Interest from Bank	5,464	4,000	3,500	
Transfer from reserves		100,000		
Other revenue (capital credits)	2,278		2,818	
<b>TOTAL REVENUE</b>	144,819	285,545	169,400	170,405
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	274,301	672,032	265,652	294,509
<b>Expenditures</b>				
Capital Expenditures				
Administrative	8,337	9,660	9,500	9,660
* Operations	107,600	337,177	137,848	246,838
Indirect	2,547	3,355	2,600	3,355
To Reserves				34,656
<b>TOTAL EXPENDITURES</b>	118,484	350,192	149,948	294,509
Receivables Start of FY	5,412		16,648	
Payables Balance Start of FY	22,164		6,217	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	129,482	88,487	96,252	124,104
RESERVES BALANCES (WyoStar Accounts)	267,719	298,000	299,991	302,022
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	397,201	386,487	396,243	426,126
Receivables Balance End of FY	16,648			
Payables Balance End of FY	6,217			
Undeposited Funds (Xpress)	110			
End of Year Bank Balance	396,243	321,840	426,126	302,022
Net per year (Revenue minus Expenses)	155,817	321,840	115,704	0
Reserves start of year	267,719	298,000		302,022
Deposits plus interest on reserves		23,840		34,656
Transfers out of reserves		100,000		100,000
Reserves end of year	299,990	221,840		236,678
*Operations includes cash carryover				
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. The tanks were relined this fiscal year but nothing was moved from reserves because there was enough in the general fund to cover the costs. \$100,000 is budgeted from reserves each year for an emergency repair. No change in rates is anticipated.				

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Bobby Schmitz (Pres.) and Travis Given (Treasurer) terms end Mar., 2026 / Jodi Schilling (Secretary) term ends Mar. 2024

Meetings are held on the second Monday of every other odd month at 400 S Gillette Ave., Suite 106, Gillette, at 9:00 a.m.

Records are stored at 400 S Gillette Ae, Suite 106, Gillette.

Stone Gate			Assessments history:	
Friday St	1120	0.21	2022	\$1,440
Stone Crest Dr	5930	1.12	2018	\$1,278
Sone Gate Ave	4050	0.77	2006 & prior	\$960
Stone Lake Ave	4080	0.77	(2006 also had an additional \$750 assessment for water meter)	
Sone Field Ct	660	0.13	2008 - started billing for water meter usage / overages / base gallons = 20,000 gallons	
Stone Place Ave	5440	1.03		
Stone Ridge Ct	1710	0.32		
Stone Trail Ave	6730	1.27		
<b>Total</b>	<b>29720</b>	<b>5.63</b>		





March 14, 2024

Dear Board Members,

We wanted to take this opportunity to re-introduce Water Guy and what we do for your water system. We know that occasionally, there are new board members and we wanted to explain what Water Guy does.

Water Guy has been hired to maintain your water system. The EPA requires that all public water systems have a certified Water Operator and back up Operator to oversee the water quality and functions of your water system. Currently at Water Guy, we have 4 Certified Water Operators whose tasks include, taking and collecting monthly water bacteria samples and any other required mandated water testing set forth by the EPA and submit these samples to the lab and EPA, check chlorine levels weekly as well as maintain the chlorination system, if applicable, maintain files of water analyses, provide 24 hour on call service for your water system, perform static tests, if applicable, flush the water systems twice a year for water quality, supervise EPA inspections, manage One Call of Wyoming membership, if applicable and order chemicals and other parts or materials needed for the water system.

The board has also hired Water Guy to meter read monthly. This service includes, taking radio reads of all water meters in your water system, generate meter reading reports and send to the designated contact and analyze and assess issues with meters/pits found by Water Guy personnel.

We've also been hired to do your monthly water utility billing. This service includes, creating and sending out monthly bills to your homeowners, collecting payments and making deposits to the system's bank account. We provide an online billing system for homeowners to make online payments or set up auto pay. We also calculate late fees and shut off fees and turn off/on water for delinquent accounts (separate charge from monthly cost) and create/generate accounting reports. Lastly, we provide excellent customer service and are available to all homeowners for water emergencies, water billing issues and questions regarding their water. With that being said, all homeowners costs associated with water utility billing i.e, late fees or shut off fees, have been chosen by board members. We collect the money from homeowners and directly deposit it into the system's account. Therefore, no funds go directly to Water Guy. We bill the system each month for our services.

We deal with a number of upset homeowners generally regarding their late fees or shut offs. Since these funds are not Water Guy's and decided by the Board, we are unable to waive fees or postpone shut offs without board approval. We will direct the homeowner to attend a board meeting to discuss any concerns or issues regarding these topics.

We thank you for your continued business and look forward to another year of working with you and your water system.

If you have any questions or concerns you may contact Cheyenne via email at [Cheyenne@WaterGuyWyoming.com](mailto:Cheyenne@WaterGuyWyoming.com) or Duaine at 307-299-9911.

Thank you  
Sincerely,  
Water Guy Staff

**PO Box 2917 Gillette WY 82717**

Office: 307-299-3544 Office Hours: Monday-Friday 9:00am-5:00pm

Owner / Chief Operator	Duaine Faucett	307-299-9911	<a href="mailto:Duaine@WaterGuyWyoming.com">Duaine@WaterGuyWyoming.com</a>
Office Manager	Cheyenne Melick	307-299-3544	<a href="mailto:Cheyenne@WaterGuyWyoming.com">Cheyenne@WaterGuyWyoming.com</a>