

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

Monday, May 9, 2016, 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

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

- I. Water System Update** – The water meter readings were reviewed. There are 3 readings that look really high. Helenanne Cathey will call the landowners and visit with them about the readings.
- II. Minutes / Treasurer’s Report** – Bobby Schmitz moved to approve the minutes for the March 14, 2016, regular meeting as written. Charlotte Terry seconded. Motion carried unanimously.
- III. Treasurer’s Report** – Charlotte Terry moved to accept the Treasurer’s Report and transfer \$1,800 from the money market account to the checking account. Bobby Schmitz seconded. Motion carried unanimously. Charlotte Terry moved to pay the bills as presented. Bobby Schmitz seconded. Motion carried unanimously.

Money Market Account Balance end of last meeting:	\$140,952.88	
03/31/16 Interest	\$15.54	
04/11/16 Deposit – Assessments	\$1,440.00	
04/11/16 Ck# 142 – Xfer to checking	\$3,600.00	
Balance in Account Prior to Meeting:		\$138,808.42
05/09/16 Ck# 143 – Xfer to Checking	\$1,800.00	
Balance in Money Market Account End of Meeting:		\$137,008.42

Money Market Account – Infrastructure Fund end of last meeting:	\$107,048.93	
03/31/16 Interest	\$11.79	
Ending Money Market – Infrastructure Fun/d Balance:		\$107,060.72

Money Market Account – Pump Replacement end of last meeting:	\$20,253.06	
03/31/16 Interest	\$1.72	
Ending Money Market – Pump Replacement Account Balance:		\$20,254.78

Checking Account Balance end of last meeting:	\$6,902.81		
04/11/16 Ck# 142 – Stone Gate (April bills) – Deposit	\$3,600.00		
Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	3126125 2/9/16-3/9/16	\$240.39
AUTO	Powder River Energy	8443000 2/9/16-3/9/16	\$123.78
2122	Cathey Consulting	Inv. 3326 – Mar. Admin/Books/postage	\$400.98
2123	C N A Surety	Bond – Board	\$105.00
2124	Gillette News-Record	Ad for director election	\$72.19
2125	One-Call of Wyoming	Inv. 41206 – Locates Jan., Feb., March	\$23.25
2126	Water Guy, LLC	Inv. 2016-244 – Chlorination system	\$1,657.00
		Inv. 2016-329 – Mar. Oper./Meters	\$936.50
TOTAL:			\$3,559.09

Checking Account Balance Prior to Current Meeting: \$6,943.72

Bills Paid At Meeting:			
Check #	Payee	Purpose	Amount
AUTO	Powder River Energy	3126125 3/9/16-4/10/16	\$266.44
AUTO	Powder River Energy	8443000 3/9/16-4/10/16	\$120.96
2127	Cathey Consulting	Inv. 3370 – April Admin/Books/Postage	\$401.88
2128	Energy Laboratories	Inv. 360400311 – Testing	\$25.00

2129	Hawkins, Inc.	Inv. 3861896 – Chlorine	\$10.00
2130	Water Guy, LLC	Inv. 2016-450 – April water oper./meters	\$936.50
TOTAL:			\$1,760.78
05/09/16	Ck# 143 – Stone Gate (May bills) – Deposit	\$1,800.00	
Checking Account Balance End of Meeting:			\$6,982.94

Receivables were reviewed.

IV. Unfinished Business

- a. Review customer / construction issues
 - i. No construction requests.
- b. Road Connecting to Red Hills – No action or update.
- c. Road Work – The County approved the grant application 4/19/16 for rock on Stone Crest and mag chloride on all of the roads. Bobby Schmitz reported that the project will be done probably around the middle of June. Dave Daigle and Charlotte Terry attended the Commissioners meeting when the District grant application was approved. The Board members are very appreciative of Kevin King who represents the District in front of the Commissioners for the grant applications. A letter was signed to nominate Kevin King for employee of the month. It will be mailed to the Commissioners.
- a. Director Election Results:

Two Year Term -	Robert Schmitz – 29 votes
Four Year Term -	Charlotte Terry – 27 votes

Congratulations to Robert Schmitz and Charlotte Terry. Thank you for serving on the Board of Directors.
- b. Budget for 7/1/16 – 6/30/17 – Bobby Schmitz moved to approve the preliminary budget for \$365,427.64. Charlotte Terry seconded. Motion carried unanimously. The budget is attached to these minutes. The following ad will run in the News-Record at least one week prior to the July 11th budget hearing and regular meeting.

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 7/1/16 – 6/30/17 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 11, 2016, at 7:00 p.m. The budget is summarized below:

Administrative \$5,575.00 Indirect \$3,205.00 / Operations \$63,580.00 / Other \$293,067.64
Revenue and Rollover: \$365,427.64

The assessment is anticipated to remain the same at \$960.00. The complete proposed budget is available online at www.catheyconsulting.net – Stone Gate meeting minutes for 05/09/16. To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

- c. Magnets with contact information for the board and Water Guy are ready to mail. Charlotte Terry will put together a letter to mail with the magnets.

II. New Business

- a. Officer Elections – Charlotte Terry nominated Dave Daigle for President for a year. Bobby Schmitz seconded. Bobby Schmitz will serve as Secretary and Charlotte Terry as Treasurer.
- b. There was discussion on the Weed and Pest program. A reminder to landowner that if you ever have a problem with skunks, call Weed and Pest. They also have poisons and applicators for other rodents (like gophers).

V. **Date for next meeting** – Monday, July 11, 2016, 7:00 p.m. (Budget Hearing / Regular Meeting)

VI. **Meeting adjourn** – Charlotte Terry moved to adjourn the meeting. Bobby Schmitz seconded. The meeting adjourned at 7:28 p.m.

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

MONDAY, JULY 11, 2016, 7:00 P.M. / BUDGET HEARING AND REGULAR MEETING

**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.

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)

Stone Gate Estates Improvement and Service District Budget - 7/1/16 - 6/30/17

Budget Hearing: Monday, July 11, 2016, 7:00 p.m. at the office of Cathey Consulting.
 Address: PO Box 992, Gillette, WY 82717

Mailing

		Actual	Budget	Actual	Budget
		7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16 ESTIMATED	7/1/16 - 6/30/17
Cash Carryover		154,793.60	165,006.67	165,006.67	145,752.14
Reserves Carryover		130,770.07	149,939.56	149,939.56	127,315.50
Revenue		83,227.02	104,405.00	98,211.72	92,360.00
TOTAL		368,790.69	419,351.23	413,157.95	365,427.64
Expenses					
Administrative		5,274.96	6,567.00	5,850.50	5,575.00
Indirect		2,949.00	3,005.00	3,105.00	3,205.00
Operations		20,055.22	83,903.00	114,270.58	63,580.00
To Reserves		0.00	25,000.00	0.00	20,000.00
Misc / Roll Over / Reserves		0	268,063.15	0.00	273,067.64
Miscellaneous		0.00	32,813.08	0.00	0.00
TOTAL		28,279.18	419,351.23	123,226.08	365,427.64

BUDGET MESSAGE:

The Stone Gate Estates Improvement and Service District manages the roads and water and covenants. The District anticipates regular expenditures for the next year with no major infrastructure costs or capital improvements anticipated. The assessment will stay the same at \$960 per year owner / developed lot.

Approval:

Dave Daigle, President / Date

Charlotte Terry, Treasurer / Date

		Actual	Budget	Actual	Budget
		7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16 ESTIMATED	7/1/16 - 6/30/17
Cash On Hand End of Prior FY		285,563.67	314,946.23	314,946.23	273,067.64
	Assessments	63,360.00	63,360.00	63,360.00	63,360.00
	Capital Credits	0.00		91.95	
	Grants				
	Campbell County District Support Grants	0.00		15,188.00	
	Campbell County Grant (Water Meters)		6,930.00		
	Campbell County District Sup.	0.00	8,750.00	0.00	8,750.00
	25% of road wk. budget				
	Total Grants	0.00	15,680.00	15,188.00	8,750.00
	Interest Income				
	Bank Interest	188.49	155.00	121.71	100.00
	Interest on Late Assessments	90.91	36.00	49.71	50.00
	Money Market Interest	166.65	174.00	111.85	100.00
	Total Interest Income	446.05	365.00	283.27	250.00
	Late Fees	70.00			
	Meter Repairs Reimbursement				
	Methane Company Road Payment	5,000.00	5,000.00	5,000.00	5,000.00
	Water Overage Charges	14,350.97	20,000.00	14,288.50	15,000.00
	Total Revenue	83,227.02	104,405.00	98,211.72	92,360.00
	Total Revenue Plus Cash on Hand Start of FY	368,790.69	419,351.23	413,157.95	365,427.64
	Expense				
	Administration Expenses				
	Advertising and Promotion	199.57	317.00	325.00	175.00
	Auditing (Add per 11/10/14 meeting)		1,000.00		
	Bookkeeping / Clerical	4,900.00	4,800.00	5,000.00	5,100.00
	Photocopies	112.59	100.00	75.50	100.00
	Postage and Mailing	62.80	350.00	450.00	200.00
	Total Administration Expenses	5,274.96	6,567.00	5,850.50	5,575.00
	Indirect Costs				
	Insurance Expense				
	Bond / Treasurer	105.00	105.00	105.00	105.00
	Insurance Expense - Other	2,844.00	2,900.00	3,000.00	3,100.00
	INDIR. COST PER YR/MO:				
	Total Insurance Expense	2,949.00	3,005.00	3,105.00	3,205.00
	Total Indirect Costs	2,949.00	3,005.00	3,105.00	3,205.00
					84
					7
					49
					4

		Actual	Budget	Actual	Budget	
		7/1/14 - 6/30/15	7/1/15 - 6/30/16	7/1/15 - 6/30/16 ESTIMATED	7/1/16 - 6/30/17	
Operations Expenses						
Roads						
	Traffic Count	0.00		0.00		ROAD COST PER YR/MO:
	Fencing	79.29		0.00		530
	Roads - Rock	0.00		24,909.53	25,000.00	44
	Roads - Other	0.00	35,000.00	10,890.94	10,000.00	Approx. .75 mile of gravel and
	Total Roads	79.29	35,000.00	35,800.47	35,000.00	about 1/2 application
Water System Management						
	Chlorine	454.00	1,100.00	1,500.00	1,500.00	
	Chlorination system (valves)					
	Locates			62.00	100.00	
	Materials for Water System					
	Meter Reading	550.00	600.00	2,728.00	3,100.00	\$248 X 12
	Miscellaneous		600.00	100.00		
	Mowing			200.00	200.00	
	Tank Cleaning					
	Testing	625.00	1,000.00	50.00	500.00	
	Utilities	12,031.93	12,500.00	12,500.00	13,500.00	
	Water Management - Water Operator	6,315.00	8,262.00	7,573.50	8,262.00	\$688.50 X 12
	Water Management - Off Hours		500.00			
	Water Meters / Radio Read Eq.			19,698.00		
	Water Well - Other			100.00	1,418.00	
	Total Water System	19,975.93	26,362.00	44,511.50	28,580.00	
Repairs and Maintenance						
	Water Line Repairs			1,272.93		
	Water Meter Upgrades/Repairs	0.00	21,000.00	40.05		
	Well / Pumphouse Repairs	0.00		30,988.63		
	Repairs and Maintenance - Other			1,657.00		
	Total Repairs and Maintenance	0.00	22,541.00	33,958.61	0.00	
	Total Water System Management	19,975.93	48,903.00	78,470.11	28,580.00	OPER. COST PER YR/MO:
	Total Operations Expenses	20,055.22	83,903.00	114,270.58	63,580.00	963
	Total Expense	28,279.18	93,475.00	123,226.08	72,360.00	80
	Net (Revenue - Expenses)	54,947.84	10,930.00	-25,014.36	20,000.00	
	Transfer to Pump Replacement Fund Reserves		5,000.00		5,000.00	Amt. of gas co. rd. pmnt.
	Transfer to Infrastructure Fund Reserves		20,000.00		15,000.00	Amt. of water overages
	Net (To Stay in Checking / General Fund)	54,947.84	-14,070.00	-25,014.36	0.00	(FROM MISC. - CARRYOVER)
	Reserves Utilization (Cash on Hand End of Prior Year FY)		116,850.41		127,315.50	Infr. & Pump Accounts
	Misc. Expenses (Cash on Hand End of Prior Year FY)		151,212.74		145,752.14	Checking & Money Mkt accts
	Total Expenses Plus Miscellaneous Expenses		386,538.15		365,427.64	
	TOTAL CASH PLUS REVENUE MINUS ALL EXPENSES		32,813.08		0.00	SHOULD BE ZERO

