

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

Monday, November 12, 2018, 7:00 p.m.

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

BOARD MEMBERS PRESENT: Dave Daigle, Charlotte Terry, Bobby Schmitz
OTHERS PRESENT: Helenanne Cathey, Kent Terry, Todd Hildebrand

President Dave Daigle called the meeting to order at 7:02 p.m.

- I. Homeowner / Todd Hildebrand / Planning commission Subdivision Rules** – Todd Hildebrand reported that he volunteered for and was appointed to the County Planning Commission. The County Planner is working on a set of revised rules for subdivisions. Having gone through what Stone Gate went through with the Red Hills Subdivision development and other development around Stone Gate, he is very aware of issues when a new subdivision goes through an existing subdivision. Todd Hildebrand requested the use of data from the traffic studies that Stone Gate did. The Board had no issues with this and provided the studies as requested. There was discussion on the variety of issues that Stone Gate has experienced. It was noted that all subdivision roads are public roads, and subdivisions are responsible for maintaining roads that all of the public is driving, including commercial traffic, and in Stone Gate, that is quite a bit of traffic now. The question was asked about the County helping at a greater percent. The District is very grateful to the support the County gives to the District, but the Stone Place 50% grant was a one time only deal. Would it be possible that it was more than just a one-time deal? Is there a higher level that could be justified through the grant program on a regular basis? Could the subdivision rules address some of these issues? Again, the Board noted that they are very appreciative of all that the County does for Stone Gate. The Planning Commission is in the preliminary stages of developing these rules. A comment was made that there are a number of County roads that go miles out into the County that are used by a very small number of people that the County pays for compared to subdivision roads where a small group of homeowners are responsible (like Stone Gate) that have much more dense traffic on them than the miles of County roads. Todd Hildebrand also asked for the Board’s support when they implement rules. The Board is supportive of changes to help deal with these issues.
- II. Water System Update** – The water system information was reviewed and discussed. Bobby Schmitz moved that the District contact Water Guy to make sure Water Guy reads meters 12 months a year. Charlotte Terry seconded. Motion carried unanimously. Bobby Schmitz will call Water Guy.
- III. Minutes / Treasurer’s Report** – Bobby Schmitz moved to approve the minutes for the September 10, 2018, regular meeting as written. Charlotte Terry seconded. Motion carried unanimously. Charlotte Terry moved to approve the October 12, 2018, special meeting minutes as presented. Bobby Schmitz seconded. Motion carried unanimously.
- IV. Treasurer’s Report** – Charlotte Terry moved to transfer \$57,300 from the money market account to the checking account for payment of the bills. Bobby Schmitz seconded. Motion carried unanimously. Charlotte Terry moved to accept the Treasurer’s Report as presented. Bobby Schmitz seconded. Motion carried unanimously.

Money Market Account Balance end of last meeting:		\$135,543.73
09/11/18	Deposit – Water	\$133.00
09/26/18	Deposit – Water	\$566.00
09/26/18	Ck# 9016 – Transfer to Checking:	\$26,000.00
09/30/18	Interest	\$46.77
10/05/18	Deposit – Water	\$248.00
10/09/18	Ck# 9017 – Transfer to Checking:	\$4,000.00
10/10/18	Deposit – Water	\$62.00
10/10/18	Deposit – Water	\$12.00
10/19/18	Deposit – Water	\$752.50
10/24/18	Deposit – Water	\$310.50
10/26/18	Deposit – Water	\$141.00
10/31/18	Deposit – Water	\$474.00
10/31/18	Interest	\$41.72
11/09/18	Deposit – Water	\$228.00

11/13/18	Deposit – Water	\$2,443.50	
Balance in Account Prior to Meeting:			\$111,002.72
11/12/18	Ck# 9018 – Xfer to checking	\$57,300.00	
Ending Money Market Balance:			\$53,702.72
Money Market Account – Infrastructure Fund end of last meeting:		\$134,221.95	
09/30/18	Interest	\$45.97	
10/31/18	Interest	\$51.33	
Ending Money Market – Infrastructure Fund Balance:			\$134,319.25
Money Market Account – Pump Replacement end of last meeting:		\$5,277.95	
09/30/18	Interest	\$1.16	
10/31/18	Interest	\$1.35	
Ending Money Market – Pump Replacement Account Balance:			\$5,280.46
Checking Account Balance end of last meeting:		\$6,456.15	
09/26/18	Ck# 9016 – Transfer from Money Mkt:	\$26,000.00	
Ck# 2256	Melgaard Construction Inv. 33836 Rock for road project		\$25,794.97
10/09/18	Ck# 9017 – Transfer from Money Mkt:	\$4,000.00	
Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy 3126125	8/28-9/29/18	\$1,076.73
AUTO PAY	Powder River Energy 8443000	8/28-9/28/18	\$873.39
2257	9S Consulting	Self-Audit for 7/1/17 – 6/30/18	\$500.00
2258	Cathey Consulting	Inv. 4617 – Sept. Admin/Books/post. \$454.92	\$534.92
		Inv. 4620 – Check processing \$80.00	
2259	Hawkins, Inc.	Inv. 4371266 – Chlorine	\$5.00
2260	One-Call of Wyoming	Inv. 49972 – July, Aug., Sept. locate service	\$15.75
2261	Postmaster	Annual box fee	\$72.00
2262	Water Guy, LLC	Inv. 2018-894 – Sept. Oper./Meters	\$938.50
TOTAL:			\$4,016.29
Checking Account Balance Prior to Current Meeting:		\$6,644.89	
Bills Paid at Current meeting:			
Check #	Payee	Purpose	Amount
AUTO PAY	Powder River Energy 3126125	9/29-10/29/18	\$361.80
AUTO PAY	Powder River Energy 8443000	9/29-10/29/18	\$107.64
2263	Cathey Consulting	Inv. 4672 – Oct. Admin/Books/postage \$487.50	\$587.50
		Inv. 4640 – Special meeting 10/12 \$100.00	
2264	Hawkins, Inc.	Inv. 4387628 – Chlorine \$5.00	\$359.50
		Inv. 4382624 – Chlorine \$354.50	
2265	Melgaard Constr.	Inv. 34132 – Road work / rock \$31,058.03	\$54,945.53
		Inv. 34133 – Rock \$23,887.50	
2266	Water Guy, LLC	Inv. 2018-981 – Oct. Oper./Meters	\$938.50
TOTAL:			\$57,300.47
11/12/18	Ck# 9018 – Stone Gate – Deposit	\$57,300.00	
Checking Account Balance End of Meeting:			\$6,644.42

Receivables were reviewed.

V. Unfinished Business

- a. Review customer / construction issues – It was noted that a building was constructed in the District and a concern expressed that it didn't have approval from the District. A reminder that all construction needs an approval from the District. The instructions for construction approval can be found online at www.catheyconsulting.net – click on Stone Gate.
- b. Road Work – The roads are good now. A suggestion was made to use a different rock and don't grind it in and bring up the red rock next year. Everyone present agreed that the Grade W on Stone Gate is preferable to the work that was done with the reclaimer. It looks like the reclaimer went too deep and pulled up too much. Melgaard recommends looking at how it settles in the spring before drawing any final conclusions. In the spring, some work will be done before the weeds are up – a contractor could come through with a blade and clean it up in a day. It's too wet now, so it needs to wait until spring. The Board did a lot of due diligence before starting this road project. The project scope is what was recommended by the County and Melgaard. A comment was made that we learned a lot with this project. The reclaimer had never been used

before. The Board relied on the expertise and the County and the Contractor. We got moisture at precisely the wrong time. It looks like things are good now. We will see what it looks like in the spring.

- i. Grant application approved 8/8/18 (2018.04) – The project was completed. The total project amount was less than the bid. The grant request was approved for \$31,672 (25 and 50 percent of total project cost of \$72,950). Melgaard Constructions final invoices were less than the bid amount (Bid: \$59,950 / total invoiced \$56,853). Bobby Schmitz moved to submit the pay request for \$24,927.75 and close out the grant for the road project submitting all paperwork as presented. Charlotte Terry seconded. Motion carried unanimously.
- ii. Grant application approved 11/6/18 (2018.08) for \$5,972 – The County didn't approve 33%, reimbursement as requested on the grant application, but they did approve 25% reimbursement for an additional/emergency grant request for more rock. The final cost was \$23,887.50, which was the exact bid amount, and the grant request was completed for \$5,971.88. Charlotte Terry moved to submit the pay request and close out paperwork on the grant as presented. Bobby Schmitz seconded. Motion carried unanimously.
- b. Annual reporting / Self-Audit – The self-audit paperwork was completed by Chrystal Ninas of 9S Consulting, and the Proof of Cash was completed by Helenanne Cathey. The Board reviewed and signed the final paperwork. It will be submitted to the State Department of Audit to complete the end of fiscal year paperwork.
- c. Reverse Dial system (Reverse 911) set up – Charlotte Terry is setting up this system.

VI. New Business

- a. None

VII. Date for next regular meeting – Monday, January 14, 2019, 7:00 p.m. (Regular Meeting)

VIII. Meeting adjourn – Charlotte Terry moved to adjourn the meeting. Bobby Schmitz seconded. The meeting adjourned at 7:39 p.m.

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

BUDGET HEARING / REGULAR MEETING: MONDAY, JANUARY 14, 2019, 7:00 P.M.

***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.
- 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.wateryuywyoming.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)