

Stone Gate Estates Improvement & Service District
Regular Meeting
MINUTES
Monday, September 11, 2023, 9:00 a.m.
Office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette
Revised 9/14/23

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

Travis Given called the regular meeting to order at 9:06 a.m.

I. Water System Update – The water system information was reviewed. Travis Given reported that he talked to Water Guy this morning. Water Guy will have the temporary tank up by the 18th. An e-mail will be sent to remind everyone to **start conserving water now and continue to conserve water until the tank coating project has been completed. While the temporary tank is in use, the District will be running only on City water.**

II. Minutes / Treasurer’s Report – Jodi Schilling moved to approve the July 10, 2023, budget hearing and regular meeting minutes and the August 16, 2023, special meeting minutes as presented. Travis Given seconded. Motion carried unanimously.

III. Treasurer’s Report – The financial information and accounts receivable balances were reviewed. The Profit & Loss and Balance Sheet for the fiscal year through the end of the prior month were available for review. Account # 1706.01 is still on the aging report (\$89.77) and should be written off. Helenanne Cathey will e-mail Water Guy.

Jodi Schilling moved to accept the Treasurer’s Report, pay bills, and transfer \$10,000.00 from the money market to checking account. Travis Given seconded. Motion carried unanimously.

WyoStar I Account – Balance End of Last Meeting:	\$48,667.47	
06/30/23 Interest	\$156.19	
07/31/23 Interest	\$171.82	
Ending WyoStar Account Balance:		\$48,995.48

WyoStar II Account – Balance End of Last Meeting:	\$252,040.19	
06/30/23 LOSS	-\$873.08	
07/31/23 Interest	\$129.32	
Ending WyoStar II Account Balance:		\$251,296.43

Money Market Account Balance end of last meeting:	\$79,233.21	
07/12/23 Deposit – County Grant	\$13,695.50	
07/01-07/31/23 Deposits – Water	\$1,028.99	
07/26/23 Deposit – Road Use	\$877.50	
07/31/23 Interest	\$78.41	
08/07/23 Xpress bill pay deposit	\$99.03	
08/01-08/31/23 Deposits – Water	\$4,134.48	
08/10/23 Deposit – Assessments	\$2,290.21	
08/14/23 Deposit – Road Use	\$877.50	
08/31/23 Interest	\$86.05	
09/06/23 Xpress bill pay deposit	\$1,022.48	
Balance in Account Prior to Meeting:		\$103,423.36
Ck# 9060 Transfer to Checking:	\$10,000.00	
Balance in Account End of Meeting:		\$93,423.36*

***Balance does not reflect any water overage payments since the end of the prior month
 Except for Xpress bill pay deposit (if applicable)**

Checking Account Balance end of last meeting: \$10,766.54

08/15/23 Bills:

Check #	Payee	Purpose	Amount	Amount
AUTO PAY	Powder River Energy	Acct 3126125 7/1-8/1/23	\$1,526.36	\$1,644.45
AUTO PAY	Powder River Energy	Acct 8443000 7/1-8/1/23	\$118.09	
2562	Bobby Schmitz	Reimbursement – stakes for road work		\$23.08
2563	Cathey Consulting	Inv. 7188 – July Admin/Books/post.		\$630.00
2564	City of Gillette	Bill 1698033 – 7/5-8/1/23 Regional water/537,000 gal.		\$2,146.83
2565	Hawkins, Inc.	Inv. 6521594 – Chlorine \$449.76		\$459.76
		Inv. 6525372 – Chlorine \$10.00		
2566	Water Guy	Inv. 2023-720 – July Oper./Meters/Billing \$1,679.60		\$1,712.10
		& shut off/turn on		
		Inv. 2023-756 – May locates \$32.50		

TOTAL: \$6,616.22
Checking Account Balance Prior to Meeting: \$4,150.32

Bills Paid at This Meeting:

Check #	Payee	Purpose	Amount	Amount
AUTO PAY	Powder River Energy	Acct 3126125 8/1-9/1/23	\$1,563.09	\$1,681.92
AUTO PAY	Powder River Energy	Acct 8443000 8/1-9/1/23	\$118.83	
2567	Cathey Consulting	Inv. 7230 – August Admin/Books/postage \$630.00		\$730.00
		Inv. 7194 – 8/16/23 Special Meeting \$100.00		
2568	City of Gillette	Inv. 1714807 – Regional water 8/109/4/23/765,000 gal.		\$2,851.35
2569	Energy Laboratories	Inv. 572782 – Testing \$250.00		\$583.00
		Inv. 575409 – Testing \$333.00		
2570	Hawkins, Inc.	Inv. 6551860 – Chlorine		\$10.00
2571	Water Guy	Inv. 2023-855 – August Oper./Meters		\$1,679.60
2572	9S Consulting	Inv. 2023-376 – 7/1/22-6/30/23 Self-Audit		\$500.00

TOTAL: \$8,035.87
 Transfer from Money Market: \$10,000.00
Checking Account Balance End of Meeting: \$6,114.45

IV. Unfinished Business

- a. Review customer / construction issues - None
- b. Water Tank Coating – The project is in process and was discussed at the start of the meeting
 - i. Tank Coating: Extreme Precision - \$27,950 / Updated price: \$28,331.50
 - ii. Temporary tank, Clean tanks, Oversee project: Water Guy - \$10,000
 - iii. County Grant approved for \$18,250 (25% of Maguire Iron bid of \$62,800 plus Water Guy \$10,000)
- c. Roads – There are a few pot holes on several roads, but most of the roads are good. The consensus is to do some spot work to address the potholes but leave the rest of the roads alone because they have packed up well this year. Travis Given will contact Melgaard to see if they can fix the potholes in the next few months.
- d. Lead and Copper Rule / Service Lines Inventory – No update.

V. New Business

- a. The Board reviewed and will sign the Local Government Annual Report Summary for fiscal year ending 6/30/23. Crystal Ninas completed the self-audit and Helenanne Cathey completed the Census Report (F-32) and Proof of Cash. Reports are due to the state by September 30th.
- b. Director Election (March 19, 2024 – Schilling – 4 year term) – The following legal ad will run in the News-Record on November 28, 2023:

NOTICE OF DIRECTOR ELECTION
 STONE GATE ESTATES IMPROVEMENT & SERVICE DISTRICT
 CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 19, 2024, an election shall be held for the purpose of electing one Director for a four-year term on the Board of Directors for the Stone Gate Estates Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election

official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 19, 2024, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 992, Gillette, WY 82717) or with Cathey Consulting (address listed above) between December 20, 2023, and January 9, 2024. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Jodi Schilling, Secretary / Filing Officer
Stone Gate Estates Improvement & Service District

RESIDENTS ARE ENCOURAGED TO ATTEND MEETINGS AND CONSIDER RUNNING FOR THE BOARD IN THE FUTURE!

VI. Upcoming Meetings – Monday, November 13, 2023, 9:00 a.m. (Regular Meeting)

2023 Meetings:

Mon., Nov. 13, 2023, 9:00 a.m.

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 – Jodi Schilling moved to adjourn the meeting. Travis Given seconded. The meeting adjourned at 9:27 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.wateryuywyoming.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