

**Stone Gate Estates Improvement & Service District
Budget Hearing and Regular Meeting
MINUTES**

Monday, July 8, 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: Helenanne Cathey

BUDGET HEARING

Bobby Schmitz called the budget hearing to order at 9:12 a.m. The budget was reviewed. There was discussion on Accounts Receivable accounts and assessing past due balances. One past due balance will be assessed (account 1715.01). There was discussion on the water billing amount and if it's at the appropriate level. Costs were higher last year – the well repair paid for today was \$50,410 (pump, motor, pitless, cable). The City water bills were discussed for the past two months when the well was down. There was an opportunity for public comment. There were no public comments. Travis Given moved to adjourn the budget hearing. Tim Volk seconded. The budget hearing was adjourned at 9:42 a.m.

REGULAR MEETING

Bobby Schmitz called the regular meeting to order at 9:42 a.m.

- I. **Budget Adoption** – Travis Given moved to adopt the budget for 7/1/24 – 6/30/25 for \$294,509 and adopt the resolution to assess and submit assessments to the County as approved in the budget with one past due account balance added to assessments. Tim Volk seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. **Water System Update** – The water system information was reviewed. Bobby Schmitz reported that the well is back up to about 75 gpm. Bobby Schmitz will contact the County to see if the grant amount can be increased on the District Support Grant that was approved for the well repairs. There was discussion on if the pump can be rebuilt.
- III. **Minutes / Treasurer's Report** – Travis Given moved to approve the May 13, 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 \$75,000.00 from the money market to checking account. Tim Volk seconded. Motion carried unanimously.

WyoStar I Account – Balance End of Last Meeting:	\$50,415.51
04/30/24 Interest	\$182.25
05/31/24 Interest	\$185.91
Ending WyoStar Account Balance:	\$50,783.67

WyoStar II Account – Balance End of Last Meeting:	\$253,034.01
04/30/24 Interest	\$511.40
05/31/24 Interest	\$620.16
Ending WyoStar II Account Balance:	\$254,165.57

Money Market Account Balance end of last meeting:	\$105,312.70
5/1-5/13/24 Deposits – Water	\$40.00
05/10/24 Deposit – Assessments	\$9,418.59
Adjusted Balance Forward:	\$114,771.29
5/14-5/31/24 Deposits – Water	\$105.20
05/31/24 Interest	\$103.72
6/1-6/30/24 Deposits – Water	\$961.03
06/05/24 Deposit – Xpress bill pay	\$9.66

06/10/24	Deposit – Assessments	\$21,600.00	
06/14/24	Ck# 9065 – Transfer to Checking		\$60,000.00
06/26/24	Deposit – Assessments	\$1,468.40	
06/30/24	Interest	\$81.36	
07/06/24	Deposit – Xpress bill pay – No statement yet.		
07/08/24	Ck# 9066 – Transfer to Checking:		\$75,000.00
Balance in Account End of Meeting:			\$4,100.66

***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:			\$9,863.55
June Bills:			
<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO PAY	City of Gillette	Bill 1869442 5/2-6/4/24 Regional water/383,000 gal.	\$1,670.97
AUTO PAY	Powder River Energy	Acct 3126125 Electricity 5/1-6/1/24 \$418.42	\$570.76
AUTO PAY	Powder River Energy	Acct 8443000 Electricity 5/1-6/1/24 \$152.34	
2613	Bobby Schmitz	Reimburse for supplies for blacktop repair	\$121.02
2614	Cathey Consulting	Inv. 7622 – May Admin/Books/post.	\$630.00
2615	Hawkins, Inc.	Inv. 6757742 – Chlorine	\$20.00
2616	HUB International	Insurance for 6/25/24 – 6/25/25	\$2,196.00
2617	Melgaard Constr.	Inv. 40411 – Blade roads, 1,484.99 tons W-Base for Stone Trail	\$56,291.68
2618	Water Guy	Inv. 2024-503 – May Oper../Meters/Billing \$1,682.10 Inv. 2024-530 – Locates 3/28 & 4/1/24 \$75.00	\$1,757.10
TOTAL:			\$63,257.53
Transfer from Money Market		\$60,000.00	
Checking Account Balance Prior to Meeting:			\$6,606.02

Bills Paid at This Meeting:

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
AUTO PAY	Powder River Energy	Acct 3126125 6/1-7/1/24	No bill yet.
AUTO PAY	Powder River Energy	Acct 8443000 6/1-7/1/24	No bill yet.
AUTO PAY	City of Gillette	Regional Water Bill 6/4-7/2/24 193,000 gallons	\$1,083.87
2619	Cathey Consulting	Inv. 7663 – June Admin/Books/postage	\$630.00
2620	Dustbusters, Inc.	Inv. 80292 – Dustgard (14,030 gallons)	\$15,663.09
2621	Gillette News-Record	Inv. 24701 – Budget hearing legal ad	\$107.90
2622	Hawkins, Inc.	Inv. 6784022 – Chlorine	\$20.00
2623	Red Tiger Well Service	Inv. 2369 – Pull well, replace pump and motor, cable pitless	\$50,410.50
2624	Water Guy	Inv. 2024-641 – June Oper../Meters/Billing \$1,682.10 Inv. 2024-574 – Replaced motor on Well #2 and pit less had a leak \$2,116.71 Inv. 2024-692 – Create new water line map for One Call of Wyo. / convert to shape file \$150.00 Inv. 2024-674 – Locates / 5/22/24 \$37.50	\$3,986.31
TOTAL:			\$71,901.67
Transfer from Money Market:		\$75,000.00	
Checking Account Balance End of Meeting:			\$9,704.35

- a. Review customer / construction issues - None
 - i. For minutes: Project Actions

Kayla Shockley 7301 Stone Crest Drive – 10 X 10 pre-manufactured equipment storage shed – The request was received, and the Board signed a letter to the county acknowledging that the homeowner followed the District’s covenants and there were no objections.

There was discussion on a two-story barn that is being built. A homeowner in the District expressed a concern to a Board member that it may include a residence which isn't allowed in the covenants. The Board reviewed the documents that were submitted and confirmed there wasn't a residence in the plans. The Board will reach out to the person who made the complaint to let them know that they can look at the documents filed with the District and should also be able to look at the plans filed with the County.

- 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 has been completed. Final costs and grant:
- | | |
|-------------------------|-------------|
| Melgaard Construction | \$56,291.68 |
| Dustbusters | \$15,663.09 |
| Total | \$71,954.77 |
| 25% grant | \$17,988.69 |
| Grant amount remaining: | \$48.06 |

The Board reviewed and signed the pay request and the completion report and affidavit to close out the grant. Bobby Schmitz will reach out to Melgaard for copies of the quality of the material for the District's files because it wasn't provided with the invoice that was received.

I. New Business

- a) Water Guy will increase the rates for the monthly bacteria sample to \$30 starting in July.
- b) Bobby Schmitz moved to designate First National Bank, WyoStar and WyoStar II as the official depositories for 7/1/24 – 6/30/25. Travis Given seconded. Motion carried unanimously.
- c) The Board reviewed and signed the Public Records notice to be submitted to the County stating that the District's records are stored at the offices of Cathey Consulting and Water Guy.
- d) Notes in Meeting Minutes – There was discussion on the items listed under "Notes" in the meeting minutes. The water meter repair costs – when the original water meters were installed, the costs were split between the landowner and the District so the original plan was to split ongoing costs with homeowners. The consensus is to remove this item (a.) because the District has generally paid for the repair costs or replacement costs unless the repair was due to damages done by the homeowner. The notes will be updated to reflect the historical practice.
- e) Cyber Insurance quote \$2,000 – The consensus is to not obtain cyber insurance because the district contracts out all services and has no employees or computer systems.
- f) Water Guy form regarding Billing for Homeowner Water Turn On/Off Requests – The consensus is that if Water Guy turns on or shuts off water at a homeowner's request then the customers should be billed the same amount that the District is billed.
- g) Minutes will be e-mailed in the future only after the Board has approved them and signed them.

V. Upcoming Meetings – Monday, September 9, 2024, 9:00 a.m.

2024 Meetings:

Mon., Sept. 9, 2024, 9:00 a.m. Mon., Nov. 11, 2024, 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

VI. Meeting adjourn – Travis Given moved to adjourn. Tim Volk seconded. The meeting was adjourned at 10:14 a.m.

NOTES: The board reminds homeowners of the following:

- a. 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.
- b. 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.
- c. If you see the red light flashing on the water tank, please call Water Guy at 307-299-9911.
- d. 3/27/23 – Any Board member authorized to call a contractor out to plow snow if needed.

- 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.waterguywyoming.com for a link and for other information.
- f. Minutes will be distributed to the email list and online after the Board has approved the minutes at meetings. Draft minutes will not be e-mailed or posted online.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board of Directors

Bobby Schmitz
Signature
Bobby Schmitz
Printed Name
9/9/24
Date

[Signature]
Signature
Timothy J Volk
Printed Name
9/9/24
Date

Robert (Bobby) Schmitz, President (680-4920) / Travis Given, Treasurer / 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
CASH CARRYOVER				
Revenue	129,482	386,487	96,252	124,104
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	
TOTAL REVENUE	144,819	285,545	169,400	170,405
TOTAL REVENUE PLUS CASH CARRYOVER	274,301	672,032	265,652	294,509
Expenditures				
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
TOTAL EXPENDITURES	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)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	129,482	88,487	96,252	124,104
RESERVES BALANCES (WyoStar Accounts)	267,719	298,000	299,991	302,022
TOTAL FUNDS BEGINNING OF YEAR	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 for repairs		100,000		100,000
Reserves end of year	299,990	221,840		236,678
*Operations includes cash carryover				

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

Net per year (Revenue minus Expenses) 155,817

Reserves start of year 267,719
 Deposits plus interest on reserves 23,840
 Transfers out of reserves for repairs 100,000
 Reserves end of year 299,990

*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.

Bobby Schmitz
 Board Member Signature

Travis Given
 Board Member Signature

Directors: Bobby Schmitz (Pres.) and Travis Given (Treasurer) terms end Mar., 2026 / Tim Volk (Secretary) term ends Mar. 2028
 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		
Stone Place Ave	5440	1.03		
Stone Ridge Ct	1710	0.32	2008 - started billing for water meter usage / overages / base gallons = 20,000 gallons	
Stone Trail Ave	6730	1.27		
Total	29720	5.63		

2024 Stone Trail - 1,484.99 tons of W-Roadbase Dust control for all roads 14,030 gallons
 2023
 2022
 2021
 2020