

**DEIKE ESTATES SPECIAL IMPROVEMENT DISTRICT  
SPECIAL MEETING AGENDA AND NOTICE**

Board of Directors:

Willie Kolkman, President  
Vicky Kolkman, Secretary/Treasurer  
Douglas Taylor, Director

DATE: Thursday, August 10, 2023

TIME: 9:00 a.m.

HELD: Participation by Zoom/Audio Meeting Only

Join Zoom Meeting Participation:

Join Zoom Meeting

<https://us06web.zoom.us/j/82376770924?pwd=QU4rdjE5VFJpYkMzdkRYVThMdeZUZz09>

Meeting ID: 823 7677 0924

Passcode: 906647

One tap mobile

+17193594580,,82376770924# US

+17207072699,,82376770924# US (Denver)

Dial by your location

• +1 719 359 4580 US

• +1 720 707 2699 US (Denver)

• +1 253 205 0468 US

- I. CALL TO ORDER/DECLARATION OF A QUORUM OF THE BOARD
- II. APPROVAL OF AGENDA
- III. ENGINEERING ITEMS
  - A. Update on Water Meters
  - B. Update on Sewer Assessments
- IV. ADMINISTRATIVE ITEMS
  - A. Review and Approve Minutes of the July 13, 2023 Regular Meeting (enclosure)
  - B. Review and Approve Payables (enclosure)
  - C. Application for Candidate (enclosure)
  - D. Approval of Final 2023/2024 Budget (enclosure)
- V. OTHER BUSINESS
- VI. ADJOURNMENT

The next regular meeting will be held on Thursday, September 14, 2023 at 9:00 a.m.

# RECORD OF PROCEEDINGS

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## MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DEIKE ESTATES SPECIAL IMPROVEMENT DISTRICT HELD JULY 13, 2023

A special meeting of the Board of Directors of the Deike Estates Special Improvement District was held on Thursday, July 13, 2023, at 9:00 a.m. The meeting was held virtually using zoom meeting.

In attendance were Directors:

Willie Kolkman  
Vicky Kolkman  
Douglas Taylor

Also, in attendance were:

Kristan Buck; CGRS  
Sue Blair; Community Resource Services of Colorado

Call to Order/Declaration of a Quorum of the Board: The meeting was called to order at 9:00 a.m. A quorum of the Board was present.

Approval of Agenda: Upon motion duly made and seconded, a vote was taken and the motion carried unanimously.

**Engineering Items:**

- A. Update on Water Meters: Ms. Buck reported that the new meters had been purchased and delivery is scheduled for February 2024. However, it is likely they will be received prior to them.
- B. Update on Sewer Assessments: Ms. Buck reported on the service lines and sewer mains and reiterated that all service lines have to be completely inspected and reports providing evidence of the condition of the service lines received. Ms. Buck requested an update on the above ground tank work and Director W. Kolkman provided that Jared be in contact with Ms. Buck for updates.

**Administrative Items:**

- A. Minutes: The Board reviewed the minutes of the June 15, 2023, meeting. Upon motion duly made and seconded, a vote was taken, and the minutes were approved as presented.

- B. Review and Approval of Payables and Financial Statement: The Board reviewed the June payables. Upon motion duly made and seconded, a vote was taken to ratify the payment of claims. Financial Statements will be prepared for the Board on a quarterly basis.
- C. 2023/2024 Budget – Public Hearing: Ms. Blair reported that proper publication was made to allow the Board to conduct a public hearing on the proposed 2023/2024 budget. Director Willie Kolkman opened the public hearing and received public comment on the budget. The public hearing was closed. Ms. Buck and Ms. Blair will be finalizing the proposed budget for final adoption by the Board at its August meeting.
- D. Election: Ms. Blair reported that an election proclamation was published in July and an application to serve on the Board will be provided to the Board members in August for signature. Upon motion duly made, seconded, and unanimously carried, the Board approved the Election Resolution as presented.

Adjournment: Upon motion duly made and seconded, a vote was taken and the meeting was adjourned at 9:38 a.m.

Respectfully submitted,

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Sue Blair, Recording Secretary

**DEIKE ESTATES SPECIAL IMPROVEMENT DISTRICT**  
**Unaudited Cash Position June 30, 2023**

June Payables:

Blue Skies Well Service (May Services)	- \$95.00
Blue Skies Well Service (June Services)	- \$385.00
CGRS (June Services)	- \$3,477.00
Jim Franz (June Services)	- \$597.00
High West Energy (July)	- \$116.00
Wyoming Tribune (legal publication - election)	- \$83.34
<b>Total Payables</b>	<b>- \$4,753.34</b>
6/30/23 Bank Balance	\$60,802.28

# Initiate Business Checking<sup>SM</sup>

June 30, 2023 ■ Page 1 of 4



EODCKCDTAB 003554



DEIKE EST OF IMPROVEMENT SERVICE  
SAPP BROS  
3350 E I-80 SERVICE RD  
CHEYENNE WY 82009

### Questions?

Available by phone Mon-Sat 7:00am-11:00pm Eastern Time, Sun 9:00am-10:00pm Eastern Time:  
We accept all relay calls, including 711

**1-800-CALL-WELLS** (1-800-225-5935)

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](https://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (810)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Visit [wellsfargo.com/digitalbusinessresources](https://wellsfargo.com/digitalbusinessresources) to explore tours, articles, infographics, and other resources on the topics of money movement, account management and monitoring, security and fraud prevention, and more.

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](https://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

## Statement period activity summary

Beginning balance on 6/1	\$47,880.50
Deposits/Credits	17,157.41
Withdrawals/Debits	- 4,235.63
<b>Ending balance on 6/30</b>	<b>\$60,802.28</b>

Account number: **7170123595**

**DEIKE EST OF IMPROVEMENT SERVICE**

*Wyoming account terms and conditions apply*

For Direct Deposit use  
Routing Number (RTN): 102301092

For Wire Transfers use  
Routing Number (RTN): 121000248

### Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

EODCKCDTAB 003554 NNNNNNNNNN NNN NYN 001 003 810 028037 20195993.5

**Blue Skies Well Service**  
3589 Blue Bell Trail  
Cheyenne, WY 82007  
+1 3076312101

**Invoice 2451**

**BILL TO**

Sapp Brothers  
12500 I-80 Service Rd  
Cheyenne, WY 82009

DATE  
05/30/2023

PLEASE PAY  
**\$95.00**

DUE DATE  
05/30/2023

**ACTIVITY**

Hours  
Meter Reading - May 2023

**QTY**

1

**RATE**

95.00

**AMOUNT**

95.00

TOTAL DUE

**\$95.00**

THANK YOU.

**Blue Skies Well Service**  
3589 Blue Bell Trail  
Cheyenne, WY 82007  
+1 3076312101

**Invoice 2458**

**BILL TO**

Sapp Brothers  
12500 I-80 Service Rd  
Cheyenne, WY 82009

DATE  
07/01/2023

PLEASE PAY  
**\$95.00**

DUE DATE  
07/01/2023

**ACTIVITY**

**Hours**

Meter Reading for June 2023

**QTY**

1

**RATE**

95.00

**AMOUNT**

95.00

TOTAL DUE

**\$95.00**

THANK YOU.



**To:** Vicki Kolkman  
 Deike Estates Special Improvement District  
 12500 East I-80 Service Road  
 Cheyenne, WY 82009-8781

**Invoice :** Engineering

**Invoice ID#:** 41022  
**Invoice Date:** 06/30/2023

**Terms:** Due Upon Receipt

*A finance charge of 1.5% per month (18% per year) will be charged on past due accounts*

**Site Name:** Delke Estates Special Improvement District

**CGRS Proj #:** 24186

**Address:** 3350 I-80 Service Road  
 Cheyenne, WY, 82001

**Client P.O.:**

**County:** Laramie County

**Scope of Work**

Description	Date	Qty	Rate	Markup	Amount
<b>Jake Hendricks</b>					
Staff Engineer / Scientist	06/20/2023	0.75 hr	\$108.000	\$0.00	\$81.00
Staff Engineer / Scientist	06/21/2023	1 hr	\$108.000	\$0.00	\$108.00
Staff Engineer / Scientist	06/26/2023	0.5 hr	\$108.000	\$0.00	\$54.00
Staff Engineer / Scientist	06/27/2023	1.75 hr	\$108.000	\$0.00	\$189.00
Staff Engineer / Scientist	06/28/2023	2.5 hr	\$108.000	\$0.00	\$270.00
<b>Kristan Buck</b>					
Project Manager	06/02/2023	0.75 hr	\$148.000	\$0.00	\$111.00
Project Manager	06/05/2023	3.5 hr	\$148.000	\$0.00	\$518.00
Project Manager	06/06/2023	1 hr	\$148.000	\$0.00	\$148.00
Project Manager	06/07/2023	0.5 hr	\$148.000	\$0.00	\$74.00
Project Manager	06/07/2023	3.25 hr	\$148.000	\$0.00	\$481.00
Project Manager	06/08/2023	0.25 hr	\$148.000	\$0.00	\$37.00
Project Manager	06/14/2023	0.5 hr	\$148.000	\$0.00	\$74.00
Project Manager	06/15/2023	1.5 hr	\$148.000	\$0.00	\$222.00
Project Manager	06/20/2023	1.5 hr	\$148.000	\$0.00	\$222.00
Project Manager	06/21/2023	0.25 hr	\$148.000	\$0.00	\$37.00
Project Manager	06/22/2023	0.5 hr	\$148.000	\$0.00	\$74.00
Project Manager	06/23/2023	0.5 hr	\$148.000	\$0.00	\$74.00
Project Manager	06/27/2023	1.25 hr	\$148.000	\$0.00	\$185.00
Project Manager	06/27/2023	1 hr	\$148.000	\$0.00	\$148.00
Project Manager	06/28/2023	0.25 hr	\$148.000	\$0.00	\$37.00
Project Manager	06/28/2023	1.5 hr	\$148.000	\$0.00	\$222.00
Project Manager	06/29/2023	0.5 hr	\$148.000	\$0.00	\$74.00
Project Manager	06/29/2023	0.25 hr	\$148.000	\$0.00	\$37.00

**Subtotal :** \$3,477.00

**Tax 0.00 % :** \$0.00

**Invoice Total:** \$3,477.00

PLEASE REMIT PAYMENT TO CGRS INC. 1301 Academy Court, Fort Collins, CO 80524 (800)-288-2657  
 Thank you. We Appreciate Your Business.





**HIGH WEST ENERGY**

Visit [www.highwest.coop](http://www.highwest.coop)  
Phone: (307) 245-3261  
Toll Free: 1-888-834-1657

Office Hours: Monday thru Thursday  
Pine Bluffs 7:30 am to 5:00 pm  
6270 County Rd 212, Pine Bluffs, WY 82082

Cheyenne Service Center 8:00 am to 5:00 pm  
3302 I-80 Service Rd, Cheyenne, WY 82009

SECURE PHONE PAYMENTS 24 HOURS A DAY  
833-619-0867

**Important Messages**

Your 2022 Allocation amount is \$399.80. If you need further information, please contact our office.

Total  
Amount Due  
  
**\$116.00**  
  
Due Date  
07/31/2023

Customer Name      DEIKE EST IMP DIST  
Account #              899500

**BILLING SUMMARY**

<b>Billing Date:</b>	07/07/2023
<b>Current Bill Due Date:</b>	07/31/2023
<hr/>	
<b>Balance From Last Billing</b>	<b>\$130.00</b>
Payments Thank you!	-\$130.00
<hr/>	
<b>Total Previous Balance</b>	<b>\$0.00</b>
<b>Current Charges Due 07/31/2023</b>	<b>\$116.00</b>
<b>Amount Due</b>	<b>\$116.00</b>
<b>Amount After Due Date</b>	<b>\$119.48</b>

Return this portion with payment

**HIGH WEST ENERGY**

**PO BOX 519  
PINE BLUFFS WY 82082-0519**

Account Number	899500
Amount Due	\$116.00
Current Charges Due	07/31/2023
Amount Due after Due Date	\$119.48

Your payment and any returned checks may be processed electronically.  
PHONE # (307) 638-6526  
Email None On File

Checks must be in U.S. funds and drawn on a U.S. bank.



**HIGH WEST ENERGY, INC.**  
**PO BOX 519**  
**PINE BLUFFS, WY 82082-0519**

1



1796 2 AV 0.498  
DEIKE EST IMP DIST  
C/O SAPP BROTHERS  
12500 I80 SERVICE RD UNIT MAIN  
CHEYENNE WY 82009-8485

5 1796  
C-9



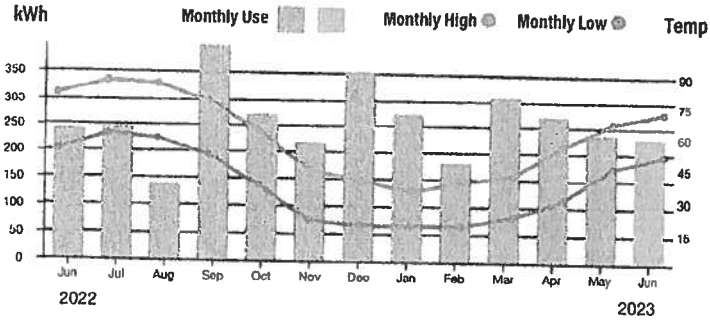
540140000899500000011600000011948070720231

**Service Desc: W WELL**

**Rate Class: 403 SMALL COMMERCIAL WY**

Meter No	Rate Type	Reading Dates	
		From	To
20633769	KWH	06/01/2023	07/01/2023
20633769	KW	06/01/2023	07/01/2023

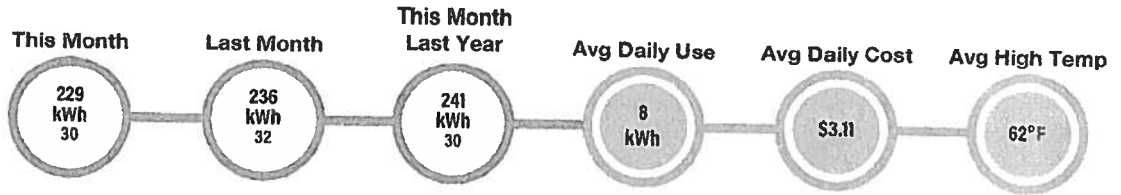
Previous Readings	Present	Days	Usage	Multiplier
		30	10.994	1



**Current Service Detail**

<b>Local Distribution Service</b>		
Grid Access Charge		\$72.25
Delivery Charge	229 kWh @ .01043	\$2.39
<b>Transmission Service</b>		
Delivery Charge	229 kWh @ .01946	\$4.46
<b>Power Generation Service</b>		
Energy Prod. Charge	229 kWh @ .06216	\$14.23
<b>Detail of Charges</b>		
Wyoming State Tax		\$3.73
Laramie County Tax		\$1.87
Roundup Amt		\$0.07
<b>Total Current Charges for this Location</b>		<b>\$99.00</b>

**Usage Comparison**



# ADVERTISING INVOICE

WyomingTribuneEagle  
**BOOMERANG** **ROCKET MINER**  
RAWLINS WYOMING  
**RawlinsTimes** **BUSINESS REPORT**

PO Box 1570,  
 Pocatello, ID 83204  
 Ph. (307) 633-3112

BILLING DATE:	ACCOUNT NO:
07/11/23	67371

Kayla Blair  
 Community Resource Services  
 7995 East Prentice Ave  
 Greenwood Village, CO 80111

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
396678	DEIKE ESTATES	07/19/23	07/19/23	1	\$83.34

### Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
------	--------	-----------	---------------	-------	--------

Discount: **\$0.00**  
 Surcharge: **\$0.00**  
 Credits: **\$0.00**

Gross: **\$83.34**  
 Paid Amount: **\$0.00**

**Amount Due: \$83.34**

*We Appreciate Your Business!*

AD# 396678

**DEIKE ESTATES SPECIAL IMPROVEMENT DISTRICT**

**Application for Nomination**

State of Wyoming )  
 ) ss.  
County of Laramie )

I, \_\_\_\_\_, the undersigned, swear or affirm that I was born on \_\_\_\_\_(month)\_\_\_\_\_(day),\_\_\_\_\_(year), that I have been a resident of the state of Wyoming since \_\_\_\_\_(month/year), and that I am a registered voter in the State of Wyoming, residing at \_\_\_\_\_, as of the day this petition is filed, do hereby petition and request that my name be printed upon the official ballot at the next regular election as a candidate for the office of Director of the Deike Estates Special Improvement District for a two-year (2) term expiring in 2025. I hereby declare that if nominated and elected, I will qualify for the office.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Print or type your name exactly as you wish it to appear on the ballot. (W.S. 22-6-111 states that professional titles and degrees shall not appear on the ballot. Per Rules, Ch. 18, fictitious or pseudo names will not be allowed.)

Gender: Male  Female

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address (if different from residential)

\_\_\_\_\_  
Mailing City/Town, Zip Code

\_\_\_\_\_  
Telephone Number (will not be published)

Email Address: \_\_\_\_\_

**DEIKE ESTATES SPECIAL IMPROVEMENT DISTRICT**

**Application for Nomination**

State of Wyoming )  
 ) ss.  
County of Laramie )

I, \_\_\_\_\_, the undersigned, swear or affirm that I was born on \_\_\_\_\_(month)\_\_\_\_\_(day),\_\_\_\_\_(year), that I have been a resident of the state of Wyoming since \_\_\_\_\_(month/year), and that I am a registered voter in the State of Wyoming, residing at \_\_\_\_\_, as of the day this petition is filed, do hereby petition and request that my name be printed upon the official ballot at the next regular election as a candidate for the office of Director of the Deike Estates Special Improvement District for a four-year (4) term expiring in 2025. I hereby declare that if nominated and elected, I will qualify for the office.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Print or type your name exactly as you wish it to appear on the ballot. (W.S. 22-6-111 states that professional titles and degrees shall not appear on the ballot. Per Rules, Ch. 18, fictitious or pseudo names will not be allowed.)

Gender: Male  Female

Signature

Mailing Address (if different from residential)

Mailing City/Town, Zip Code

Telephone Number (will not be published)

Email Address: \_\_\_\_\_

**DEIKE ESTATES SPECIAL IMPROVEMENT DISTRICT  
2023/2024 PROPOSED BUDGET**

	<b>2022/2023 ADOPTED BUDGET</b>	<b>YTD 5/31/2023</b>	<b>2022/2023 ESTIMATED</b>	<b>2023/2024 PROPOSED BUDGET</b>
<b>Revenues:</b>				
Water Use Fees (rate)	\$ 78,774	\$ 77,107	\$ 92,528	\$ 101,148
Water Capital Rate Fees	39,615	12,997	15,596	50,830
WW Capital Rate Fees				
Water O&M Fees (\$266/mo.)	25,536	24,952	29,942	32,732
WW O&M Fees (xx/mo)				
Capital Fees (\$400/mo.)	38,400	12,603	15,124	49,290
WW Capital Fees (xx/mo)				
Meter Reimbursements from Connectors	42,000	-	-	42,000
<b>TOTAL REVENUES</b>	<b>224,325</b>	<b>127,659</b>	<b>153,191</b>	<b>276,000</b>
<b>General Expenses:</b>				
Administration/Management (CRS)	6,000	4,000	5,000	6,000
Administration (Kolkmans)	1,200	1,200	1,200	1,200
Accounting/Budgeting (CRS)	4,000	1,100	3,000	4,000
Election	1,000	-	1,000	-
Engineering (CGRS)	18,000	10,000	15,000	8,000
Water Engineering (CGRS)		12,000	15,000	8,000
WW Engineering (CGRS)		12,000	15,000	10,000
Larimer County Fees	300	200	200	300
Legal	-	-	5,000	6,000
Water System Maintenance	5,000	1,800	3,000	2,000
WW Repairs and Maintenance/Monitoring	33,000	17,000	20,000	36,500
Septic Tank Pumping	17,800	17,000	20,000	25,000
Water System Operator (Jim Franz)	8,000	4,000	6,000	10,000
Utilities (High West)	10,000	5,000	7,000	15,000
Utilities (Mon Well Pump)				
<b>TOTAL GENERAL EXPENDITURES</b>	<b>104,300</b>	<b>85,300</b>	<b>116,400</b>	<b>132,000</b>
<b>Capital Expenditures:</b>				
Water Meters (Owner)	42,000	-	42,000	-
Well Water Meter (Primary Well)	12,000	-	-	6,000
Water Treatment Room Upgrades			-	8,000
Water Tower Lining, Valve			-	20,000
Well (Back-Up)	35,000	-	-	25,000
WW Effluent Meter	17,000	-	-	-
WW Drain Field Line Repairs	14,000	-	-	-
WW Municipal Tie-In Project		-	-	15,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>120,000</b>	<b>-</b>	<b>42,000</b>	<b>74,000</b>
<b>TOTAL EXPENDITURES</b>	<b>224,300</b>	<b>85,300</b>	<b>158,400</b>	<b>206,000</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>25</b>	<b>42,359</b>	<b>(5,209)</b>	<b>70,000</b>
<b>BEGINNING FUND BALANCE</b>	<b>23,188</b>	<b>23,276</b>	<b>23,276</b>	<b>18,067</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 23,213</b>	<b>\$ 65,635</b>	<b>\$ 18,067</b>	<b>\$ 88,067</b>