

**South Douglas Highway Water & Sewer District**  
**Regular Meeting Minutes**  
**Wednesday, February 1, 2023, 12:00 p.m.**  
**Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

**Board Members Present:** Dan King, David Riley, Dennis Stillman  
**Board Members Approved Absent:** Bill Edenfield, Arlyn Magnuson  
**Others Present:** Helenanne Cathey

Dan King called the meeting to order at 12:02 p.m. This meeting was originally scheduled for Wednesday, January 25, 2023, but was rescheduled due to the absence of a quorum available on January 25th.

**Meeting Minutes**

It was moved by David Riley and seconded by Dennis Stillman to approve the minutes for the regular meeting on October 26, 2022, as presented. Motion carried unanimously. There was no meeting in November or December.

**Financial Information / Treasurer’s Report / Bill Payments / Quarterly Reports**

The financial information was reviewed, including the Treasurer’s Report and the List of Bills and Claims. It was moved by Dennis Stillman and seconded by David Riley to accept the Treasurer’s Report and approve and pay the bills and claims as presented for November, December, and January. Motion carried unanimously. The following checks / transactions were approved:

Ck#	Vendor	Description	Amount
November			
3065	Cathey Consulting	Inv. 6771-Oct. Admin./Bookkeeping/Compliance/mtg. meal	\$474.96
3066	DESK Holdings, LLC	Rent	\$375.00
3067	Engineering Associates	Inv. 4210007 - Technical coordinator 9/17/22 - 10/14/22	\$503.50
EFT	WyoStar II	10/31/22 Assessments - Phase 1	\$40,067.87
<b>TOTAL CHECKS AND TRANSFER (NOVEMBER)</b>			<b>\$41,421.33</b>

December			
3068	Cathey Consulting	Inv. 6839 - November Admin./Bookkeeping/Compliance	\$400.00
3069	DESK Holdings, LLC	Rent	\$375.00
EFT	WyoStar II	11/30/22 Assessments - Phase 1	\$122,027.16
<b>TOTAL CHECKS AND TRANSFER (DECEMBER)</b>			<b>\$122,802.16</b>

January			
3070	Cathey Consulting	Inv. 6879 - December Admin./Bookkeeping/Compliance	\$400.00
3071	DESK Holdings, LLC	Rent	\$375.00
EFT	WyoStar II	12/31/22 Assessments - Phase 1	\$7,896.26
<b>TOTAL CHECKS AND TRANSFER (JANUARY)</b>			<b>\$8,671.26</b>

**Unfinished Business**

- a. Dan King reported that he contacted Mike Cole with the City of Gillette regarding the last section of sewer line to be transferred to the City. There has been no update.

**New Business**

- a. It was moved by David Riley and seconded by Dennis Stillman to keep the same slate of officers for the year (Dan King, President / David Riley, Secretary / Arlyn Magnuson, Treasurer). Motion carried unanimously.

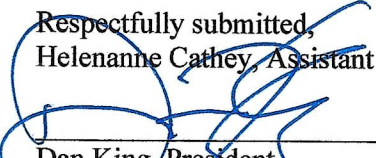
- b. It was moved by Dennis Stillman and seconded by David Riley to designate the Gillette News-Record as the official newspaper for the calendar year and designate First Interstate Bank, WyoStar and WyoStar II as the official depositories for the calendar year. Motion carried unanimously.
- c. An e-mail was received from the Campbell County Assessor stating that another County has brought up a concern about a Water and Sewer District's ability to assess with an assessment (dollar amount) instead of a tax levy. The consensus is to approve the resolution to assess and send the letter and assessments list to the County as usual in March. If the County rejects the assessment, the District will consult with an attorney and/or Board members will call legislators or the Attorney General's office or take any action needed to address the issue at that time. This will be the final year of the 20 years of assessments to pay off the loan to the state.

**Adjourn**

It was moved by David Riley and seconded by Dennis Stillman to adjourn the meeting. The meeting adjourned at 12:20 p.m.

**Next Meeting: Wed., February 22, 2023, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.**

Respectfully submitted,  
 Helenanne Cathey, Assistant to the Board

  
 \_\_\_\_\_ 3/1/2023  
 Dan King, President                      Date

  
 \_\_\_\_\_ 3/1/23  
 David Riley, Secretary                      Date

\_\_\_\_\_  
 Bill Edenfield, Director                      Date

\_\_\_\_\_  
 Dennis Stillman, Director                      Date

\_\_\_\_\_  
 Arlyn Magnuson, Treasurer                      Date