

**South Douglas Highway Water & Sewer District
 Budget Hearing / Regular Meeting Minutes
 Wednesday, June 26, 2019, 12:00 p.m.
 Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

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

BUDGET HEARING

Dan King called the budget hearing to order at 12:05 p.m. The budget was reviewed. There was an opportunity for public comment. Dan King adjourned the budget hearing at 12:07 p.m.

REGULAR MEETING

Dan King called the regular meeting to order at 12:07 p.m. A correction was made on the agenda for the second loan payment, which was \$62,181.69 and not \$382,181.69 as written on the agenda.

Budget Approval

It was moved by Bill Edenfield and seconded by David Riley to adopt the budget for 7/1/19 – 6/30/20 for \$1,307,746.00. Motion carried unanimously. The budget is attached to these minutes.

Meeting Minutes

It was moved by Dennis Stillman and seconded by Arlyn Magnuson to approve the minutes for the regular meeting on May 22, 2019, as presented. Motion carried unanimously.

Financial Information / Treasurer's Report / Bill Payments / Quarterly Reports

The financial information was reviewed, including the Treasurer's Report and List of Bills and Claims. It was moved by David Riley and seconded by Bill Edenfield to accept the Treasurer's Report and pay the bills and claims as presented. Motion carried unanimously. The following checks were approved:

Ck#	Vendor	Description	Amount
2904	Cathey Consulting, LLC	Inv. 4975 - May Admin./Bookkeeping/Compliance/Postage	\$407.75
2905	DESK Holdings, LLC	Rent	\$375.00
2906	EnTech, Inc.	Inv. 03015-157 - Technical Coordinator 5/6/19 - 6/2/19	\$422.50
2907	K2 Technologies	Inv. 87 - Lunch for Board meeting 5/22/19	\$58.16
2908	The News-Record	Ad for budget hearing	\$291.84
2909	Wyo-Star	5/31/19 Assessments to WyoStar Accounts	\$100,034.72
		TOTAL	\$101,589.97

Unfinished Business

- a. Stroup Mobile Home Park Sewer Line conveyed to Stroup Mobile Home Park – Dave Engels sent an agreement to Mr. Stroup to be signed. It has not been signed yet.
- b. November 5, 2019 Director Election – King, Magnuson, Riley (4 yrs), Stillman (2 yrs). The first ad will run in the News-Record on July 10th. Applications to be on the ballot are due between August 7th and August 27th

New Business

- a. It was moved by Arlyn Magnuson and seconded by Dennis Stillman to submit memos to the State Treasurer for loan payments to be made in July (CWSRF-051 for \$313,013.08 and CWSRF-073 for \$62,181.69). Motion carried unanimously.

Adjourn

Dan King adjourned the meeting at 12:19 p.m.

Next Meeting: Wednesday, July 24, 2019, 12:00 p.m. – Regular Meeting at the conference room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board




Dan King, President

Date




Bill Edenfield, Director

Date



David Riley, Secretary

Date



Dennis Stillman, Director

Date

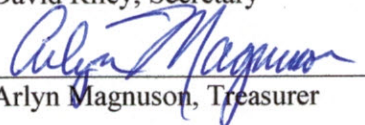


Arlyn Magnuson, Treasurer

Date

 7/24/19

 7/24/2019

 7-24-19

South Douglas Highway Water & Sewer District
Budget - 7/1/19 - 6/30/20

Budget Hearing Date: June 26, 2019, 12:00 p.m.
at 400 South Gillette Avenue, Gillette

Mailing Address: PO Box 2245, Gillette, WY 82717

	Previous Year 7/1/17 - 6/30/18 (From QB Accruals Bal Sheet & P & L)	F32 Numbers (From Bank Statements - Cash Basis)	FY 18-19 Budget Special Fund	FY 18-19 Budget General Fund (0 mil)	Total FY 17-18 Entity Budget	Current Year Accrual (ESTIMATED) 7/1/18 - 6/30/19	FY 19-20 Special Fund	FY 19-20 Budget General Fund (0 mil)	Total FY 19-20 Entity Budget
ESTIMATED BEGINNING BALANCE	\$1,587,316	\$1,592,149	\$958,046	\$559,425	\$1,517,471	\$1,517,636	\$757,028	\$151,501	\$908,529
REVENUES									
Taxes and assessments		\$381,734		\$0	\$0			\$0	\$0
Special Assessments									
Phase 1 - Antelope Valley + 310 X 984 + 4367.74 + 4619.70	\$314,027		\$314,027		\$314,027	\$314,027	\$314,027		\$314,027
36X 1000 Phase 2 - SID 1	\$36,000		\$36,000		\$36,000	\$36,026	\$36,000		\$36,000
22 X 1020 Phase 2 - SID 2	\$22,440		\$22,440		\$22,440	\$22,440	\$22,440		\$22,440
11 X 1450 Phase 2 - SID 3	\$15,950		\$15,950		\$15,950	\$15,950	\$15,950		\$15,950
Total Special Assessments	\$388,417		\$388,417		\$388,417	\$388,443	\$388,417		\$388,417
Interest - Special Assessments	\$1,249		\$700		\$700	\$1,417	\$700		\$700
Plant Investment Fees						\$14,000			
Miscellaneous	\$28	\$440				\$4			
Interest on General Fund and Reserves	\$13,563	\$14,613				\$18,754	\$10,000	\$100	\$10,100
Sewer Connections									
TOTAL REVENUES	\$403,257	\$396,787	\$389,117	\$0	\$389,117	\$422,618	\$399,117	\$0	\$399,217
TOTAL BEGINNING BALANCE PLUS REVENUES	\$1,990,573		\$1,347,163	\$559,425	\$1,906,588		\$1,156,145	\$151,501	\$1,307,746
OPERATING EXPENSES									
Contractual Services									
Legal Services	\$972	\$75		\$1,000	\$1,000	\$250		\$1,000	\$1,000
Accounting and Auditing Services	\$4,185	\$5,000		\$4,500	\$4,500	\$5,750		\$4,500	\$4,500
Consultant Administrative Services	\$10,847	\$13,485		\$6,000	\$6,000	\$4,600		\$6,000	\$6,000
Administrative Support Services	\$5,300	\$6,000		\$5,300	\$5,300	\$4,880		\$5,300	\$5,300
Sewer Locating Services	\$2,696	\$2,436		\$2,000	\$2,000	\$496		\$2,000	\$2,000
Total Contractual Services	\$24,000	\$26,996		\$18,800	\$18,800	\$15,976		\$18,800	\$18,800
Office Expenses									
Postage	\$550			\$600	\$600	\$180		\$600	\$600
Advertising/Public Notices	\$913			\$600	\$600	\$292		\$600	\$600
Election Expenses	\$452			\$800	\$800			\$800	\$800
Office Rent	\$4,500	\$4,125		\$4,500	\$4,500	\$4,500		\$4,500	\$4,500
Other				\$100	\$100			\$100	\$100
E-mail	\$98	\$98		\$150	\$150	\$98		\$150	\$150
Total Office Expenses	\$6,513	\$28,784		\$6,750	\$6,750	\$5,070		\$6,750	\$6,750
Indirect Costs									
Insurance & Bond Expense	\$750	\$750		\$1,000	\$1,000	\$750		\$1,000	\$1,000
Board Expenses	\$733	\$715		\$650	\$650	\$725		\$750	\$750
Total Indirect Costs	\$1,483	\$1,465		\$1,650	\$1,650	\$1,475		\$1,750	\$1,750
Operating / Miscellaneous Costs									
Tap Fees									
Miscellaneous Repairs	\$10,884	\$28,312		\$0	\$0	\$0		\$0	\$0
Total Operating / Misc. Costs	\$10,884	\$28,312		\$0	\$0	\$0		\$0	\$0
TOTAL OPERATING EXPENSES	\$42,880	\$85,557		\$27,200	\$27,200	\$22,521		\$27,300	\$27,300
MISCELLANEOUS EXPENSES									
From Cash Reserve for Misc. Exp.				\$15,000	\$15,000	\$0		\$15,000	\$15,000
TOTAL CAPITAL EXPENSE				\$0	\$0			\$0	\$0
DEBT SERVICE ON PHASE 1 (051)									
Principal	\$243,518	\$289,997	\$250,638	\$300,000	\$550,638	\$549,446	\$250,638		\$250,638
Interest	\$69,495	\$85,197	\$62,375		\$62,375	\$63,567	\$62,375		\$62,375
	\$313,013	\$375,194	\$313,013	\$300,000	\$613,013	\$613,013	\$313,013	\$0	\$313,013
DEBT SERVICE ON PHASE 2 (073)									
Principal	\$46,480		\$267,566	\$100,000	\$367,566	\$367,257	\$55,181		\$55,181
Interest	\$15,702	included above	\$14,615		\$14,615	\$14,924	\$7,000		\$7,000
	\$62,182		\$282,181	\$100,000	\$382,181	\$382,181	\$62,181	\$0	\$62,181
TOTAL DEBT SERVICE	\$375,195	\$375,194	\$595,194	\$400,000	\$995,194	\$995,194	\$375,194	\$0	\$375,194
TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE	\$418,075	\$460,751	\$595,194	\$442,200	\$1,037,394	\$1,017,715	\$375,194	\$42,300	\$417,494
ESTIMATED ENDING BALANCE	\$1,572,498	\$1,528,185	\$751,969	\$117,225	\$869,194	\$922,539	\$780,951	\$109,201	\$890,252
CASH ON HAND START OF FY	6/30/2017	6/30/18 (F32)			6/30/2018 (QB)	6/30/2019 (EST)			
General Fund	200,806.00	143,811.00			106,561.00	90,557.00			
Unenc. Reserves (WyoStar)	457,785.00	459,390.00			457,397.00	60,944.00			
Debt Service - Phase 1	658,453.00				663,410.00	678,363.00			
Debt Service - SID 1	108,917.00				115,363.00	34,920.00			
Debt Service - SID 2	103,391.00				108,891.00	26,306.00			
Debt Service - SID 3	62,797.00	924,982.00			66,014.00	17,439.00			
TOTAL	1,592,149.00	1,528,183.00			1,517,636.00	908,529.00			

CWSRF#051 Loan Prin. 7/18/18: \$1,945,387.25
CWSRF#073 Loan Prin. 7/18/18: \$224,825.76

Budget Message

The District's revenue will stay the same as last year with no mil levy again this year. All services are contracted so no staff are employed by the District. The District maintains an Unencumbered Reserves Balance which will be used in the coming years to manage the District until the District dissolves, which will occur as soon as the debt is paid off. The majority of the District has been annexed into the City of Gillette, so bills are minimal. There is only one small section of sewer line serving Stroup Mobile Home Park that is still in the District.

Dan King, President

Arlyn Magnuson, Treasurer

Directors: Dan King (President), David Riley (Secretary) & Arlyn Magnuson (Treasurer) terms end Nov., 2019 and Bill Edenfield term ends Nov., 2021 and Dennis Stillman term ends Nov. 2019 will be 2yr. term on ballot)

Regular meetings are at 400 S Gillette Ave., Gillette, on the fourth Wednesday of each month at noon.

Records are stored at 400 S Gillette Avenue, Gillette.