

**South Douglas Highway Water & Sewer District
Regular Meeting Minutes**

Wednesday, October 25, 2023, 12:00 p.m.

**Conference Room / K2 Technologies / Office of Cathey Consulting, Suite 106 – 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 12:06 p.m.

Minutes

It was moved by Dennis Stillman and seconded by David Riley to approve the minutes for the regular meeting on September 27, 2023, 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 the List of Bills and Claims. It was moved by David Riley and seconded by Dennis Stillman to accept the Treasurer’s Report and approve and pay the bills and claims as presented. Motion carried unanimously. The following checks / transactions were approved:

Ck#	Vendor	Description	Amount
3106	9S Consulting	Inv. 2023-415 - Self-audit for 6/30/23	\$500.00
3107	Bennett, Weber & Hermstad	Inv. 69116 - 6/30/23 CPA Compilation	\$3,300.00
3108	Cathey Consulting	Inv. 7268 – Sept. Admin./Bookkeeping/Compliance \$400.00	\$2,719.38
		Inv. 7195 - 9/27/23 meeting meal \$102.19	
		Inv. 7285 - Director election mailing \$2,217.19	
3109	DESK Holdings, LLC	Rent	\$375.00
3110	Engineering Associates	Inv. 4309097 Technical Coordinator 8/19/23-9/15/23	\$704.90
EFT	WyoStar Acct 5481	9/30/23 Assessments transferred to WyoStar	\$5,412.00
TOTAL CHECKS AND TRANSFER			\$13,011.28

Unfinished Business

- a. City of Gillette / Sewer line to Stroup – DRM has reported that they will be starting the project tomorrow, October 26, 2023.
- b. Dissolution process – June 20, 2024, is the proposed date for dissolution. No action is required at this time.
- c. Director Election (November 7, 2023 – King, Magnuson, Riley – 4 year terms) – Ballots were mailed October 13th. Dennis Stillman, Helenanne Cathey and one other person will count ballots within 7 business days of the election.
- d. CPA Compilation / Bennett, Weber & Hermstad, LLP – The compilation has been completed and was reviewed. It was moved by Dennis Stillman and seconded by David Riley to accept the CPA Compilation as presented. Motion carried unanimously. The report is on file.

New Business

- a. District board members are required to complete a Public Officers training program sponsored by or approved by the Department of Audit by June 30, 2024. The District should be dissolved by that date or shortly thereafter.

Adjourn

Dan King adjourned the meeting at 12:15 p.m.

Next Meeting: Wednesday, November 22, 2023, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



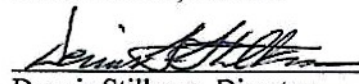
Dan King, President Date



David Riley, Secretary Date

Arlyn Magnuson, Treasurer Date

Bill Edenfield, Director Date



Dennis Stillman, Director Date