

**South Douglas Highway Water & Sewer District  
Regular Meeting Minutes  
Wednesday, April 22, 2020, 12:00 p.m.  
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

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

*Due to COVID-19 social distancing requirements and ongoing concerns, this meeting was held via Virtual Meeting.*

Dan King called the meeting to order at 12:04 p.m.

**Meeting Minutes**

It was moved by David Riley and seconded by Bill Edenfield to approve the minutes for the regular meeting on February 26, 2020, as presented. Motion carried unanimously. There was no meeting in March due to COVID-19.

**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 for March and April. Motion carried unanimously. The following checks were approved:

Ck#	Vendor	Description	Amount
2948	Cathey Consulting	Inv. 5380 - Feb. Admin./Bookkeeping/Compliance/Postage	\$409.38
2949	DESK Holdings, LLC	Rent	\$375.00
2950	K2 Technologies	Inv. 103 - Lunch for Board meeting 2/26/20	\$68.26
2951	US Postal Service	Annual Box Fee	\$76.00
2952	Wyo-Star II	02/29/20 Assessments to WyoStar II Accounts	\$6,050.48
2953	C N A Surety	Bond 69415896 10/15/19 - 10/15/20	\$250.00
2954	Cathey Consulting	Inv. 5423 - Mar. Admin./Bookkeeping/Compliance/Postage	\$406.00
2955	DESK Holdings, LLC	Rent	\$375.00
2956	EnTech, Inc.	Inv. 03015-160 Technical Coordinator 12/2/19 - 3/31/20	\$35.00
2957	Wyo-Star II	03/31/20 Assessments to WyoStar II Accounts	\$13,708.06
<b>TOTAL CHECKS</b>			<b>\$21,753.18</b>

**Unfinished Business**

- a. Assessments Resolution – It was moved by David Riley and seconded by Dennis Stillman to adopt the resolution to assess (20-01) and submit assessments to the County Assessor. Motion carried unanimously. There is no change in assessments.
- b. The budget for 7/1/20 – 6/30/21 was reviewed. It was moved by David Riley and seconded by Bill Edenfield to approve the preliminary budget and run the following legal ad on June 2, 9 and 16. Motion carried unanimously. The budget is attached to these minutes.

**NOTICE OF PUBLIC HEARING  
Proposed FY20-21 Budget for  
South Douglas Highway Water and Sewer District**

Notice is hereby given that a scheduled public hearing on the proposed FY19-20 budget of the South Douglas Highway Water and Sewer District will be held at 12:00 pm on Wednesday, June 24, 2020, in the meeting room at K2 Technologies, 400 South Gillette Avenue, Gillette. A summary of the proposed budget is as follows:

Estimated Carryover:	\$963,886
Estimated Revenues	
Taxes and Assessments (No Mil Levy)	\$388,417
Interest	\$11,900

TOTAL ESTIMATED REVENUES	\$400,317
Estimated Expenditures	
Operating Expenses	\$24,800
Miscellaneous Expenses (From Carryover)	\$15,000
Capital Outlays	
Debt Service on Phase 1	\$313,013
Debt Service on Phase 2	\$62,181
TOTAL ESTIMATED OPERATING EXPENSES, CAPITAL OUTLAYS AND DEBT SERVICE	\$414,994

Detailed copies of the proposed budget may be obtained at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 206, Gillette, or by calling 685-8235 or by going to [www.catheyconsulting.net](http://www.catheyconsulting.net) – Click on South Douglas Highway Water & Sewer District – 04/22/20 Minutes.

The budget will be adopted at the District’s regular monthly meeting on this same date immediately following the budget hearing. The District meets monthly on the 4<sup>th</sup> Wednesday of each month at 12:00 p.m. in this same location.

South Douglas Highway W&S District  
BY: Dan King, President

**New Business**


- a. Dan King signed the renewal application for the Local Government Liability Pool directors and officers and general liability insurance for the next fiscal year.
- b. There was discussion on the WyoStar program. The consensus is to leave the WyoStar II accounts for now.

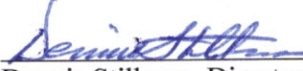
**Adjourn**

Dan King adjourned the meeting at 12:18 p.m.

**Next Meeting: Wed., May 27, 2020, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

_____ Dan King, President	_____ Date
	5/27/20
_____ David Riley, Secretary	_____ Date

_____ Bill Edenfield, Director	_____ Date
	May 27, 2020
_____ Dennis Stillman, Director	_____ Date

_____ Arlyn Magnuson, Treasurer	_____ Date
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**South Douglas Highway Water & Sewer District  
Budget - 7/1/20 - 6/30/21**

**Budget Hearing Date: June 24, 2020, 12:00 p.m.  
at 400 South Gillette Avenue, Gillette**

Mailing Address: PO Box 2245, Gillette, WY 82717

	Previous Year 7/1/18 - 6/30/19 (From QB Accruals Bal Sheet & P & L)	F32 Numbers	FY 19-20 Special Fund	FY 19-20 Budget General Fund (0 mil)	Total FY 19-20 Entity Budget	Current Year Accrual (ESTIMATED) 7/1/19 - 6/30/20	FY 20-21 Special Fund	FY 20-21 Budget General Fund (0 mil)	Total FY 20-21 Entity Budget
<b>ESTIMATED BEGINNING BALANCE</b>	\$1,517,637	\$1,528,183	\$757,028	\$151,501	\$908,529	\$924,193	\$811,000	\$152,886	\$963,886
<b>REVENUES</b>									
Taxes and assessments		\$388,743		\$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	\$36,326		\$36,000		\$36,000	\$36,000	\$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
<b>Total Special Assessments</b>	<b>\$388,743</b>		<b>\$388,417</b>		<b>\$388,417</b>	<b>\$388,417</b>	<b>\$388,417</b>		<b>\$388,417</b>
Interest - Special Assessments	\$1,787	\$1,798	\$700		\$700	\$1,054	\$700		\$700
Plant Investment Fees	\$14,000	\$14,000				\$0			
Miscellaneous						\$4			
Interest on General Fund and Reserves	\$19,199	\$19,199	\$10,000	\$100	\$10,100	\$14,995	\$10,000	\$1,200	\$11,200
Sewer Connections									
<b>TOTAL REVENUES</b>	<b>\$423,729</b>	<b>\$423,740</b>	<b>\$399,117</b>	<b>\$0</b>	<b>\$399,217</b>	<b>\$404,470</b>	<b>\$399,117</b>	<b>\$0</b>	<b>\$400,317</b>
<b>TOTAL BEGINNING BALANCE PLUS REVENUES</b>	<b>\$1,941,366</b>		<b>\$1,156,145</b>	<b>\$151,501</b>	<b>\$1,307,746</b>		<b>\$1,210,117</b>	<b>\$152,886</b>	<b>\$1,364,203</b>
<b>OPERATING EXPENSES</b>									
<b>Contractual Services</b>									
Legal Services	\$250			\$1,000	\$1,000	\$0		\$1,000	\$1,000
Accounting and Auditing Services	\$5,750			\$4,500	\$4,500	\$5,125		\$5,500	\$5,500
Consultant Administrative Services	\$4,946			\$6,000	\$6,000	\$300		\$2,500	\$2,500
Administrative Support Services	\$4,880			\$5,300	\$5,300	\$4,800		\$5,300	\$5,300
Sewer Locating Services	\$496			\$2,000	\$2,000	\$0		\$2,000	\$2,000
<b>Total Contractual Services</b>	<b>\$16,322</b>	<b>\$16,694</b>		<b>\$18,800</b>	<b>\$18,800</b>	<b>\$10,225</b>		<b>\$16,300</b>	<b>\$16,300</b>
<b>Office Expenses</b>									
Postage	\$177			\$600	\$600	\$180		\$600	\$600
Advertising/Public Notices	\$293			\$600	\$600	\$350		\$600	\$600
Election Expenses	\$0			\$800	\$800	\$862		\$800	\$800
Office Rent	\$4,500			\$4,500	\$4,500	\$4,500		\$4,500	\$4,500
Other				\$100	\$100			\$100	\$100
E-mail	\$98			\$150	\$150	\$98		\$150	\$150
<b>Total Office Expenses</b>	<b>\$5,068</b>	<b>\$5,442</b>		<b>\$6,750</b>	<b>\$6,750</b>	<b>\$5,990</b>		<b>\$6,750</b>	<b>\$6,750</b>
<b>Indirect Costs</b>									
Insurance & Bond Expense	\$750	\$750		\$1,000	\$1,000	\$750		\$1,000	\$1,000
Board Expenses	\$746			\$750	\$750	\$472		\$750	\$750
<b>Total Indirect Costs</b>	<b>\$1,496</b>	<b>\$750</b>		<b>\$1,750</b>	<b>\$1,750</b>	<b>\$1,222</b>		<b>\$1,750</b>	<b>\$1,750</b>
<b>Operating / Miscellaneous Costs</b>									
Tap Fees									
Miscellaneous Repairs				\$0	\$0	\$0		\$0	\$0
<b>Total Operating / Misc. Costs</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$22,886</b>	<b>\$22,886</b>		<b>\$27,300</b>	<b>\$27,300</b>	<b>\$17,437</b>		<b>\$24,800</b>	<b>\$24,800</b>
<b>MISCELLANEOUS EXPENSES</b>									
From Cash Reserve for Misc. Exp.				\$15,000	\$15,000	\$0		\$15,000	\$15,000
				\$0	\$0			\$0	\$0
<b>TOTAL CAPITAL EXPENSE</b>				<b>\$0</b>	<b>\$0</b>			<b>\$0</b>	<b>\$0</b>
<b>DEBT SERVICE ON PHASE 1 (051)</b>									
Principal	\$549,446	\$916,704	\$250,638		\$250,638	\$265,710	\$265,710		\$265,710
Interest	\$49,312	\$55,426	\$62,375		\$62,375	\$42,252	\$47,303		\$47,303
	\$598,758	\$972,130	\$313,013	\$0	\$313,013	\$307,962	\$313,013	\$0	\$313,013
<b>DEBT SERVICE ON PHASE 2 (073)</b>									
Principal	\$367,258		\$55,181		\$55,181	\$56,801	\$56,801		\$56,801
Interest	\$6,027	included above	\$7,000		\$7,000	\$4,243	\$5,380		\$5,380
	\$373,285		\$62,181	\$0	\$62,181	\$61,044	\$62,181	\$0	\$62,181
<b>TOTAL DEBT SERVICE</b>	<b>\$972,043</b>	<b>\$972,130</b>	<b>\$375,194</b>	<b>\$0</b>	<b>\$375,194</b>	<b>\$369,006</b>	<b>\$375,194</b>	<b>\$0</b>	<b>\$375,194</b>
<b>TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE</b>	<b>\$994,929</b>	<b>\$995,016</b>	<b>\$375,194</b>	<b>\$42,300</b>	<b>\$417,494</b>	<b>\$386,443</b>	<b>\$375,194</b>	<b>\$39,800</b>	<b>\$414,994</b>
<b>ESTIMATED ENDING BALANCE</b>	<b>\$946,437</b>	<b>\$956,907</b>	<b>\$780,951</b>	<b>\$109,201</b>	<b>\$890,252</b>	<b>\$942,220</b>	<b>\$834,923</b>	<b>\$113,086</b>	<b>\$949,209</b>
<b>CASH ON HAND START OF FY</b>	<b>6/30/2018</b>	<b>6/30/18 (F32)</b>			<b>6/30/2019 (QB)</b>	<b>6/30/2020 (EST)</b>			
General Fund	106,561.00	143,811.00			105,778.00	90,340.00			
Unenc. Reserves (WyoStar)	457,397.00	459,390.00			60,979.00	62,546.00			
Debt Service - Phase 1	663,410.00				678,728.00	696,000.00			
Debt Service - SID 1	115,364.00				34,941.00	55,000.00			
Debt Service - SID 2	108,891.00				26,319.00	35,000.00			
Debt Service - SID 3	66,014.00	924,982.00			17,448.00	25,000.00			
<b>TOTAL</b>	<b>1,517,637.00</b>	<b>1,528,183.00</b>			<b>924,193.00</b>	<b>963,886.00</b>			

CWSRF#051 Loan Prin. 7/18/19: \$1,679,676.30  
CWSRF#073 Loan Prin. 7/18/19: \$168,024.47

**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