

South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, April 24, 2019, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming

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

Dan King called the meeting to order at 12:04 p.m. One item was added under new business.

Meeting Minutes

It was moved by Dennis Stillman and seconded by David Riley to approve the minutes for the regular meeting on March 27, 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 as well as Quarterly reports for the 3rd quarter ending 3/31/19. It was moved by David Riley and seconded by Arlyn Magnuson to accept the Treasurer’s Report and pay the bills and claims as presented. Motion carried unanimously. The following bills were paid:

2893	Cathey Consulting, LLC	Inv. 4878 - Mar. Adm./Bookkeeping/Compl/Postage	\$407.00
2894	DESK Holdings, LLC	Rent	\$375.00
2895	EnTech, Inc.	Inv. 03015-155 - Tech Coordinator 3/4/19 - 3/31/19	\$260.00
2896	Local Gov't Liab. Pool	Inv. 12059 - Insurance for 7/1/19 - 6/30/20	\$500.00
2897	Wyo-Star	3/31/19 Assessments to Wyo-Star Accounts	\$12,141.98
2898	K2 Technologies	Inv. 76 - Lunch for Board meeting 3/27/19	\$62.87
TOTAL			\$13,746.85

Unfinished Business

- a. Stroup Mobile Home Park Sewer Line conveyed to Stroup Mobile Home Park / landowner – Dave Engels advised that Mr. Stroup has expressed interest in taking over the sewer main in order to see a reduced City sewer bill.
- b. Budget for 7/1/19 – 6/30/20 – The budget was discussed. It was moved by David Riley and seconded by Arlyn Magnuson to approve the preliminary budget as presented. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will run in the News-Record June 5, June 12, and June 19, 2019.

NOTICE OF PUBLIC HEARING

Proposed FY19-20 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 26, 2019, in the meeting room at K2 Technologies, 400 South Gillette Avenue, Gillette. A summary of the proposed budget is as follows:

Estimated Carryover:		\$901,700.00
	Estimated Revenues	
Taxes and Assessments (No Mil Levy)		\$388,417
Interest		\$10,800
TOTAL ESTIMATED REVENUES		\$399,117
	Estimated Expenditures	
Operating Expenses		\$27,300
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		\$417,494

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 – Click on South Douglas Highway Water & Sewer District – 04/24/19 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 4th 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. A check was sent to the District by the City of Gillette from Cyclone Drilling for Plant Investment Fees for the sewer connection at 5741 Swanson Road for \$14,000. There was discussion on whether this should go in the SID 2 account or if it should go in the general fund. Past PIF payments were deposited in the general fund. After discussion, the consensus was to deposit the money into the general fund.

Adjourn

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

Next Meeting: Wednesday, May 22, 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

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	\$763,000	\$138,700	\$901,700
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	\$1,330	\$700		\$700
Plant Investment Fees									
Miscellaneous	\$28	\$440				\$4			
Interest on General Fund and Reserves	\$13,563	\$14,613				\$18,850	\$10,000	\$100	\$10,100
Sewer Connections									
TOTAL REVENUES	\$403,257	\$396,787	\$389,117	\$0	\$389,117	\$408,627	\$399,117	\$0	\$399,217
TOTAL BEGINNING BALANCE PLUS RE	\$1,990,573		\$1,347,163	\$559,425	\$1,906,588		\$1,162,117	\$138,700	\$1,300,917
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	\$200		\$600	\$600
Advertising/Public Notices	\$913			\$600	\$600	\$300		\$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	\$5,098		\$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	\$22,549		\$27,300	\$27,300
MISCELLANEOUS EXPENSES									
From Cash Reserve for Misc. Exp.				\$15,000	\$15,000	\$0		\$15,000	\$15,000
CAPITAL EXPENSE				\$0	\$0			\$0	\$0
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	\$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	\$1,017,743	\$375,194	\$42,300	\$417,494
ESTIMATED ENDING BALANCE	\$1,572,498	\$1,528,185	\$751,969	\$117,225	\$869,194	\$908,520	\$786,923	\$96,400	\$883,423
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	75,700.00			
Unenc. Reserves (WyoStar)	457,785.00	459,390.00			457,397.00	63,000.00			
Debt Service - Phase 1	658,453.00				663,410.00	670,000.00			
Debt Service - SID 1	108,917.00				115,363.00	35,000.00			
Debt Service - SID 2	103,391.00				108,891.00	33,000.00			
Debt Service - SID 3	62,797.00	924,982.00			66,014.00	25,000.00			
TOTAL	1,592,149.00	1,528,183.00			1,517,636.00	901,700.00			

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

David Riley, Secretary

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.