

South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, April 26, 2017, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming

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

Dan King called the meeting to order at 12:00 p.m.

Meeting Minutes

It was moved by David Riley and seconded by Dan McKillop to approve the minutes for the regular meeting on March 22, 2017, as written. Motion carried unanimously.

Financial Information / Treasurer's Report / Bill Payments

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 Dan McKillop to accept the Treasurer's Report and pay the bills and claims as presented. Motion carried unanimously.

Unfinished Business

- a. Discussions with the City of Gillette regarding the City taking over maintenance and locating of sewer lines – No action needed. This item will be removed from the agenda. Water Guy is doing the locating (main lines only). He is also locating Stroup Mobile Home Park. There is a monthly fee of \$27.50 for managing the service, and then he charges his regular hourly fee to perform any locates. The insurance refund from Antelope Valley ISD was received and deposited (\$2,173.90).
- b. Street Repairs (3 intersections) – Bid awarded 3/22/17 to Black Cat Construction with Notice to Proceed 4/17/17. Black Cat has started on the project.
 1. Immediately south of Dove/Wolff intersection;
 2. Immediately west of Robin/Dove intersection (including both NW and SW corners); and
 3. Immediately east of Antler/Grouse intersection.
- c. Street Repairs for Asphalt Street Repairs Project at the Dove/Robin Intersection – Bids were received as follows:
DRM: \$27,584.00
Hot Iron: \$26,654.00
Simon Contractors: \$27,250.00
It was moved by David Riley and seconded by Dan McKillop to accept Hot Iron's bid in the amount of \$26,654.00. Motion carried unanimously. PCA will perform periodic construction inspection of the work, as well as any required materials testing.
- d. Budget – The budget for 7/1/17 – 6/30/18 was reviewed. It was moved by Dan McKillop and seconded by David Riley to approve the preliminary budget as presented. Motion carried unanimously. The preliminary budget is attached to these minutes.

New Business

- a. A letter was reviewed from the Department of Audit regarding changes to special district budget laws. Helenanne Cathey will submit the budget information as required.
- b. A letter was reviewed from Antelope Valley confirming they are not doing locates.

Adjourn

Dan King adjourned the meeting at 12:17 p.m.

Next Meeting: Wednesday, May 24, 2017, 12:00 p.m. – Regular meeting at the conference room at K2 Technologies.

South Douglas Highway Water & Sewer District
Budget - 7/1/17 - 6/30/18

Budget Hearing Date: June 28, 2017, 12:00 p.m.
at 400 South Gillette Avenue, Gillette

Mailing Address: PO Box 2245, Gillette, WY 82717

	Previous Year Actual 7/1/15 - 6/30/16	FY 16-17 Special Fund	FY 16-17 Budget General Fund (1 mil)	Total FY 16-17 Entity Budget	Current Year (Projected) 7/1/16 - 6/30/17	FY 17-18 Special Fund	FY 17-18 Budget General Fund (0 mil)	Total FY 17-18 Entity Budget
ESTIMATED BEGINNING BALANCE	\$1,573,420	\$916,682	\$669,195	\$1,585,877	\$1,573,420	\$812,856	\$644,083	\$1,456,939
REVENUES								
Taxes and assessments	\$33,101		\$30,000	\$30,000	\$30,000		\$0	\$0
Special Assessments								
Phase 1 - Antelope Valley + 310 X 984 + 4367.74 + 4619.70	\$307,631	\$314,027		\$314,027	\$314,027	\$314,027		\$314,027
Phase 2 - SID 1 36X 1000	\$25,192	\$36,000		\$36,000	\$36,000	\$36,000		\$36,000
Phase 2 - SID 2 22 X 1020	\$26,380	\$22,440		\$22,440	\$22,440	\$22,440		\$22,440
Phase 2 - SID 3 11 X 1450	\$15,950	\$15,950		\$15,950	\$15,950	\$15,950		\$15,950
Total Special Assessments	\$375,153	\$388,417		\$388,417	\$388,417	\$388,417		\$388,417
Interest - General Revenues				\$0				\$0
Interest - Special Assessments	\$1,481	\$1,600		\$1,600	\$1,375	\$1,600		\$1,600
Plant Investment Fees	\$4,000							
Interest on General Fund and Reserves	\$4,267				\$4,200			
Past Due Bills - City	\$81				\$397			
Sewer Connections	\$9,360							
Sale of Asset				\$0				\$0
TOTAL REVENUES	\$427,442	\$390,017	\$30,000	\$420,017	\$424,389	\$390,017	\$0	\$390,017
TOTAL BEGINNING BALANCE PLUS RE	\$2,000,862	\$1,306,699	\$699,195	\$2,005,894	\$1,997,809	\$1,202,873	\$644,083	\$1,846,956
OPERATING EXPENSES								
Contractual Services								
Legal Services	\$1,087		\$1,000	\$1,000	\$918		\$1,000	\$1,000
Accounting and Auditing Services	\$4,000		\$4,000	\$4,000	\$5,645		\$4,000	\$4,000
Consultant Administrative Services	\$7,380		\$21,000	\$21,000	\$18,000		\$6,000	\$6,000
Administrative Support Services	\$4,950		\$5,000	\$5,000	\$4,950		\$5,000	\$5,000
Sewer Locating Services	\$7,601		\$6,000	\$6,000	\$3,500		\$6,000	\$6,000
Total Contractual Services	\$25,018		\$37,000	\$37,000	\$33,013		\$22,000	\$22,000
Office Expenses								
Office Supplies				\$0				\$0
Office Equipment Rent & Repair				\$0				\$0
Postage	\$216		\$300	\$300	\$250		\$300	\$300
Advertising/Public Notices	\$437		\$350	\$350	\$350		\$350	\$350
Election Expenses	\$765		\$800	\$800			\$800	\$800
Office Rent	\$4,500		\$4,500	\$4,500	\$4,500		\$4,500	\$4,500
Other			\$100	\$100	\$103		\$100	\$100
Telephone and Internet	\$98		\$300	\$300	\$98		\$300	\$300
Total Office Expenses	\$6,017		\$6,350	\$6,350	\$5,301		\$6,350	\$6,350
Indirect Costs								
Insurance & Bond Expense	\$750		\$1,000	\$1,000	\$1,000		\$1,000	\$1,000
Board Expenses	\$508		\$650	\$650	\$650		\$650	\$650
Total Indirect Costs	\$1,258		\$1,650	\$1,650	\$1,650		\$1,650	\$1,650
Operating / Miscellaneous Costs								
Tap Fees								
Miscellaneous Repairs	\$467		\$70,000	\$70,000	\$67,000		\$0	\$0
Total Operating / Misc. Costs	\$467		\$70,000	\$70,000	\$67,000		\$0	\$0
TOTAL OPERATING EXPENSES	\$32,761	\$0	\$115,000	\$115,000	\$106,964		\$30,000	\$30,000
MISCELLANEOUS EXPENSES								
From Cash Reserve for Misc. Exp.			\$15,000	\$15,000			\$100,000	\$100,000
CAPITAL EXPENSE			\$0	\$0			\$0	\$0
TOTAL CAPITAL EXPENSE			\$0	\$0			\$0	\$0
DEBT SERVICE ON PHASE 1								
Principal	\$231,873	\$235,000		\$235,000	\$240,182	\$240,182		\$240,182
Interest	\$81,140	\$78,013		\$78,013	\$72,831	\$72,831		\$72,831
	\$313,013	\$313,013	\$0	\$313,013	\$313,013	\$313,013	\$0	\$313,013
DEBT SERVICE ON PHASE 2								
Principal	\$44,032	\$45,000		\$45,000	\$45,479	\$45,479		\$45,479
Interest	\$18,150	\$17,182		\$17,182	\$16,703	\$16,703		\$16,703
	\$62,182	\$62,182	\$0	\$62,182	\$62,182	\$62,182	\$0	\$62,182
TOTAL DEBT SERVICE	\$375,195	\$375,195	\$0	\$375,195	\$375,195	\$375,195	\$0	\$375,195
TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE	\$407,956	\$375,195	\$130,000	\$505,195	\$482,159	\$375,195	\$130,000	\$505,195
ESTIMATED ENDING BALANCE		\$931,504	\$569,195	\$1,500,699		\$827,678	\$514,083	\$1,341,761
CASH ON HAND START OF FY	6/30/2014	6/30/2015	6/30/2016	4/26/2017				
General Fund	\$290,038.74	320,406.91	218,039.46	191,090.00				
Unenc. Reserves (WyoStar)	\$451,915.10	449,607.07	451,155.99	452,993.00				
Debt Service - Phase 1	\$553,986.79	565,511.18	659,383.74	545,015.00				
Debt Service - SID 1	\$101,117.37	84,339.87	97,124.84	105,423.00				<i>Last Loan Pmts due 2026 (Phase 1) & 2028 (Phase 2 Cons.)</i>
Debt Service - SID 2	\$104,165.10	94,288.69	98,787.65	100,340.00				<i>Last Yr. to assess 2025 (Phase 1) & 2027 (Phase 2 Constr.)</i>
Debt Service - SID 3	\$66,861.06	59,266.59	61,385.65	62,078.00				
TOTAL	\$1,568,084.16	1,573,420.31	1,585,877.33	1,456,939.00				

Budget Message
The District's revenue will decrease with the elimination of the mill levy this next fiscal 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.

Dan King, President

Arlyn Magnuson, Treasurer

Directors: Dan King (President), David Riley (Secretary) & Arlyn Magnuson (Treasurer) terms end Nov., 2019 and Bill Edenfield and Dan McKillop terms end Nov., 2017
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.