

South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, April 27, 2016, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming

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

Dan King called the meeting to order at 12:03 p.m.

Meeting Minutes

It was moved by Arlyn Magnuson and seconded by David Riley to approve the regular meeting minutes for March 23, 2016, as written. Motion carried unanimously.

Financial Information / Treasurer’s Report / Bill Payments

The financial information was reviewed. 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. Sewer Manholes issue – Dave Engels has requested estimates from contractors.
- b. Southern Industrial Annexation / Issue with City assuming responsibility for all O & M of the system serving this area. Jim Edwards, Dave Engels and Helenanne Cathey are working on this item. No update at this time.
- c. Southern Drive Industrial Park Block 3, Lot 6 subdivided into Lot 6A and Lot 6B in 2010 –
 - i. Lot 6B has been taken care of.
 - ii. Lot 6A – A certified letter was mailed December 15, 2015. Fees due include \$9,360 for the street lateral charge and \$4,000 plant investment fee (\$2,000 for the City and \$2,000 for the District) for a total of \$13,360. The landowner also needs to install a sewer line to tap onto the main with a separate connection. Dave Engels will follow up with Brandon Scott regarding the issue.
- d. Budget – The budget for 7/1/16 – 6/30/17 was reviewed. It was moved by David Riley and seconded by Arlyn Magnuson to approve the preliminary budget and advertise as needed for a budget hearing at the June 22, 2016, meeting. Motion carried unanimously. The budget is attached to these minutes.
- e. It was moved by Arlyn Magnuson and seconded by David Riley to transfer \$22,000 from Miscellaneous to Operations – Miscellaneous Repairs in the current budget (7/1/15 – 6/30/16). Motion carried with Dan King, David Riley, and Arlyn Magnuson voting aye. Dan McKillop abstained.

New Business

- a. None

Adjourn

Dan King adjourned the meeting at 12:22 p.m.

Next Meeting: Wednesday, May 25, 2016, 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	_____ Dan McKillop, Director	_____ Date
_____ Arlyn Magnuson, Treasurer	_____ Date		

South Douglas Highway Water & Sewer District Budget - 7/1/16 - 6/30/17				Budget Hearing Date: June 22, 2016, 12:00 p.m. at 400 South Gillette Avenue, Gillette Mailing Address: PO Box 2245, Gillette, WY 82717				
	Previous Year Actual 7/1/14 - 6/30/15	FY 15-16 Special Fund	FY 15-16 Budget General Fund (1 mil)	Total FY 15-16 Entity Budget	(PROJECTED) Current Year Actual 7/1/15 - 6/30/16	FY 16-17 Special Fund	FY 16-17 Budget General Fund (1 mil)	Total FY 16-16 Entity Budget
ESTIMATED BEGINNING BALANCE	\$1,568,084	\$808,193	\$769,873	\$1,578,066	\$1,578,066	\$795,055	\$658,161	\$1,453,216
REVENUES								
Taxes and assessments	\$64,407		\$30,000	\$30,000	\$30,000		\$30,000	\$30,000
Special Assessments								
310 X 984 + 4367.74 + 4619.70 Phase 1 - Antelope Valley et al	\$314,280	\$314,027		\$314,027	\$314,027	\$314,027		\$314,027
36X 1000 Phase 2 - SID 1	\$38,500	\$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
Total Special Assessments	\$391,170	\$388,417		\$388,417	\$388,417	\$388,417		\$388,417
Interest - General Revenues				\$0				\$0
Interest - Special Assessments	\$1,059	\$1,600		\$1,600	\$1,176	\$1,600		\$1,600
Plant Investment Fees	\$0				\$4,000			
Interest on General Fund and Reserves	\$2,753				\$2,753			
Sewer Connections	\$0				\$9,360			
Sale of Asset				\$0				\$0
TOTAL REVENUES	\$459,389	\$390,017	\$30,000	\$420,017	\$435,706	\$390,017	\$30,000	\$420,017
TOTAL BEGINNING BALANCE PLUS REVENUE	\$2,027,473	\$1,198,210	\$799,873	\$1,998,083	\$2,013,771	\$1,185,072	\$688,161	\$1,873,233
OPERATING EXPENSES								
Total Personnel Services				\$0				\$0
Contractual Services								
Legal Services	\$626		\$500	\$500	\$962		\$1,000	\$1,000
Accounting and Auditing Services	\$8,250		\$1,750	\$1,750	\$4,000		\$4,000	\$4,000
Consultant Administrative Services	\$4,401		\$5,000	\$5,000	\$6,000		\$6,000	\$6,000
Administrative Support Services	\$4,850		\$4,800	\$4,800	\$4,950		\$5,000	\$5,000
Sewer Locating Services	\$4,000		\$10,000	\$10,000	\$4,230		\$6,000	\$6,000
Total Contractual Services	\$22,127		\$22,050	\$22,050	\$20,142		\$22,000	\$22,000
Office Expenses								
Office Supplies	\$179		\$300	\$300				\$0
Office Equipment Rent & Repair			\$300	\$300				\$0
Postage	\$184		\$400	\$400	\$250		\$300	\$300
Advertising/Public Notices	\$233		\$400	\$400	\$300		\$350	\$350
Election Expenses	\$0				\$765		\$800	\$800
Office Rent	\$4,500		\$4,500	\$4,500	\$4,500		\$4,500	\$4,500
Other	\$47						\$100	\$100
Telephone and Internet	\$475		\$300	\$300	\$98		\$300	\$300
Total Office Expenses	\$5,618		\$6,200	\$6,200	\$5,913		\$6,350	\$6,350
Indirect Costs								
Insurance & Bond Expense	\$750		\$1,100	\$1,100	\$750		\$1,000	\$1,000
Board Expenses	\$683		\$650	\$650	\$600		\$650	\$650
Total Indirect Costs	\$1,433		\$1,750	\$1,750	\$1,350		\$1,650	\$1,650
Operating / Miscellaneous Costs								
Tap Fees								
Miscellaneous Repairs	\$10,145		\$0	\$22,000	\$22,000		\$0	\$0
Total Operating / Misc. Costs	\$10,145		\$0	\$22,000	\$22,000		\$0	\$0
TOTAL OPERATING EXPENSES	\$39,322		\$30,000	\$52,000	\$49,405		\$30,000	\$30,000
MISCELLANEOUS EXPENSES								
From Cash Reserves for Misc. Expenses			\$100,000	\$100,000			\$100,000	\$100,000

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CAPITAL EXPENSE								
Street Repairs								
Phase 2 Mohan East - Sewer Improvement								
TOTAL CAPITAL EXPENSE			\$0	\$0			\$0	\$0
DEBT SERVICE ON PHASE 1								
Principal	\$227,305	\$233,013		\$233,013	\$231,873	\$235,000		\$235,000
Interest	\$85,708	\$80,000		\$80,000	\$81,140	\$78,013		\$78,013
	\$313,013	\$313,013	\$0	\$313,013	\$313,013	\$313,013	\$0	\$313,013
DEBT SERVICE ON PHASE 2								
Principal	\$91,751	\$44,182		\$44,182	\$44,032	\$45,000		\$45,000
Interest	\$14,407	\$18,000		\$18,000	\$18,150	\$17,182		\$17,182
	\$106,158	\$62,182	\$0	\$62,182	\$62,182	\$62,182	\$0	\$62,182
				\$0				\$0
TOTAL DEBT SERVICE	\$419,171	\$375,195	\$0	\$375,195	\$375,195	\$375,195	\$0	\$375,195
				\$0				\$0
TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE	\$458,493	\$375,195	\$130,000	\$527,195	\$424,600	\$375,195	\$130,000	\$505,195
ESTIMATED ENDING BALANCE		\$823,016	\$669,873	\$1,470,888		\$809,877	\$558,161	\$1,368,038

	7/1/2013	6/30/2014	6/30/2015	4/27/2016
CASH ON HAND START OF FY				
General Fund	\$222,880.11	\$290,038.74	320,380.21	207,577.23
Unencumbered Reserves (WyoStar)	\$451,252.29	\$451,915.10	449,492.37	450,583.67
Debt Service - Phase 1	\$554,033.79	\$553,986.79	570,358.10	544,624.03
Debt Service - SID 1	\$95,478.23	\$101,117.37	84,318.68	93,006.71
Debt Service - SID 2	\$105,715.72	\$104,165.10	94,264.70	96,115.45
Debt Service - SID 3	\$65,050.49	\$68,861.06	59,251.47	61,308.81
TOTAL	\$1,494,410.63	\$1,568,084.16	1,578,065.53	1,453,215.90

Budget Message

The District will continue with a levy of 1 mil this next fiscal year. The District meets monthly on the fourth Wednesday of each month at 12:00 p.m. at the conference room at K2 Technologies. All services are contracted so no staff are employed by the District. The District's records are stored in the K2 Technologies building at 400 S Gillette Avenue, Gillette.

Dan King, President

Arlyn Magnuson, Treasurer