

**South Douglas Highway Water & Sewer District**  
**Regular Meeting Minutes**  
**Wednesday, February 24, 2016, 12:00 p.m.**  
**Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

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

Dan King called the meeting to order at 12:07 p.m.

**Meeting Minutes**

It was moved by David Riley and seconded by Arlyn Magnuson to approve the regular meeting minutes for January 14, 2016, as written. Motion carried unanimously.

**Financial Information / Treasurer’s Report / Bill Payments**

The financial information was reviewed. It was moved by Arlyn Magnuson and seconded by David Riley to accept the Treasurer’s Report and pay the bills and claims as presented. Motion carried unanimously.

**Unfinished Business**

- a. Sewer Manholes issue – There was discussion on the manhole issues in Antelope Valley and the Southern Drive area. There were questions on how many need to be repaired. The Antelope Valley repairs are estimated at a total of \$2,000 to \$3,000. If the costs in Southern Drive are about the same, it may be more cost effective for the District to pay for the repairs rather than try to bill landowners or require landowners to make the repairs and then follow up to make sure those repairs get done. The consensus was to authorize Dave Engels to go out for bids to be reviewed at the next meeting.
- 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. It was moved by Arlyn Magnuson and seconded by David Riley to authorize \$9,360 for the street lateral charge instead of \$12,000 bringing the required total to \$13,360 owed by the landowner instead of \$16,000. Motion carried unanimously. The landowner needs to also install a sewer line.

**New Business**

- a. Budget – There was discussion on the budget. The District has consistently dropped the mil levy whenever possible over the years. The consensus was to keep the mil levy at 1 mil for the upcoming fiscal year. There aren’t any major expenses anticipated in the next fiscal year. The budget will be reviewed next month.
- b. The monthly meetings will be the fourth Wednesday of each month instead of the last Wednesday of each month.

**Adjourn**

Dan King adjourned the meeting at 12:37 p.m.

**Next Meeting: Wednesday, March 23, 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		