

**South Douglas Highway Water & Sewer District  
Regular Meeting Minutes**

**Wednesday, January 24, 2024, 12:00 p.m.**

**Conference Room / K2 Technologies / Office of Cathey Consulting, Suite 106 – 400 South Gillette Avenue,  
Gillette, Wyoming**

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

Dan King called the meeting to order at 12:41 p.m.

**Minutes**

It was moved by Dennis Stillman and seconded by David Riley to approve the minutes for the regular meeting on November 22, 2023, as presented. Motion carried unanimously. There was no meeting in December.

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

The financial information was reviewed, including the Treasurer’s Report and the List of Bills and Claims. It was moved by David Riley and seconded by Dennis Stillman to acknowledge receipt of the Treasurer’s Report and approve and pay the bills and claims as presented except there will be no transfer to the WyoStar account. Motion carried unanimously. The following checks / transactions were approved:

<b>Ck#</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
3119	Cathey Consulting	Inv. 7400 - December Admin./Bookkeeping/Compliance \$400	\$500.00
		Inv. 7411 - Locate, scan and e-mail to Dave Engels the City of Gillette Letter and Permit to Construct for Phase 1A / Stroup \$100	
3120	DESK Holdings, LLC	Rent	\$375.00
3121	Engineering Associates	Inv. 4312075 - Technical Coordinator 11/18/23-12/15/23	\$1,007.00
3122	PCA Engineering, Inc.	Inv. 23493 Stroup MHP Repairs - Inspection	\$1,055.55
3123	Stevens, Edwards, & Hollock	Legal fees 5/18/23 - 1/8/24	\$2,060.00
		<b>TOTAL CHECKS</b>	<b>\$4,997.55</b>

It was moved by David Riley and seconded by Dennis Stillman to transfer the WyoStar Funds to the First Interstate Bank Checking account and close the two WyoStar accounts. Motion carried unanimously.

It was moved by Dennis Stillman and seconded by David Riley to pay the final CW051 loan payment of \$144,778.09 which is a payoff amount calculated as of January 31, 2024. There was discussion on the low balance in the bank account after the loan payment, but there is still \$73,215.78 due from assessments by the end of June. The worst case if any bills come in is the District waits a month or two to pay a bill. Motion carried unanimously.

**Unfinished Business**

- a. City of Gillette / Sewer line to Stroup – All work has been completed. The final total cost was \$13,735.73 (DRM \$12,006.33 and PCA Engineering \$1,729.40). Dave Engels explained that DRM’s cost of \$12,006.33 exceeded the original bid price of \$8,512.20 because they were asked to install the Ned Stroup-supplied manhole and make repairs to two taps (both of which were required by the City) on a time-and-materials basis. Going into that work, we did not know the depth of Stroup’s sewer line, nor did we know the depths or what would be required to make the repairs to the two taps. To attempt to better define that work and get a hard quote for the extra work would have exceeded DRM’s cost to do it on a T&M basis, so we just asked for them to do it that way. The Board knew the costs were going to be higher on the project than originally bid and had included around \$15,000 in the annual budget for the project.
- b. It was moved by David Riley and seconded by Dennis Stillman to approve the Agreement with the City of Gillette to Convey the remaining section of Sewer System (that supplies Stroup) to the City of Gillette.

Motion carried unanimously. The City will consider the agreement on February 20, 2024. Dan King is planning on attending the City Council meeting in case they have any questions.

- c. Dissolution – June 20, 2024, is the scheduled date for dissolution. Jim Edwards provided the draft paperwork to be approved at the February 28<sup>th</sup> meeting – resolution and plan of dissolution, notice of dissolution election and plan summary. There was discussion. The resolution will be adopted at the February 28<sup>th</sup> meeting and submitted to the County Commissioners on March 1<sup>st</sup>. A Notice of Dissolution will be mailed to landowners/qualified electors no later than March 10<sup>th</sup> as instructed by the attorney and the County Clerk. Ballots will be mailed between May 26<sup>th</sup> and June 5<sup>th</sup>.

**New Business**


- a. None

**Adjourn**

Dan King adjourned the meeting at 1:03 p.m.

**Next Meeting: Wednesday, February 28, 2024, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

\_\_\_\_\_  
Dan King, President                      Date  
                      2/28/24  
David Riley, Secretary                      Date

\_\_\_\_\_  
Bill Edenfield, Director                      Date  
\_\_\_\_\_  
Dennis Stillman, Director                      Date

\_\_\_\_\_  
Arlyn Magnuson, Treasurer                      Date