

**South Douglas Highway Water & Sewer District  
 Budget Hearing and Regular Meeting Minutes  
 Wednesday, July 19, 2023, 12:00 p.m.  
 Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

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

**BUDGET HEARING**

Dan King called the budget hearing to order at 12:00 p.m. The assessment for the 23-24 fiscal year will be reduced to half of what it was in prior years. This is the final assessment for the final loan payment. There was discussion on the WyoStar funds. There was an opportunity for public comment. There were no public comments. Dan King adjourned the budget hearing at 12:08 p.m.

**REGULAR MEETING**

Dan King called the meeting to order at 12:08 p.m.

**Budget**

It was moved by David Riley and seconded by Dennis Stillman to adopt the final budget of \$969,664 for 7/1/23 – 6/30/24 and adopt Resolution Number 23-01 to assess properties as approved in the budget. Motion carried unanimously.

**Meeting Minutes**

It was moved by Dennis Stillman and seconded by Bill Edenfield to approve the minutes for the regular meeting on June 28, 2023, as corrected. Motion carried unanimously. The budget is attached to these minutes.

**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 Dennis Stillman and seconded by Arlyn Magnuson to accept the Treasurer’s Report and approve and pay the bills and claims as presented. Motion carried unanimously. The following checks / transactions were approved:

| <b>Ck#</b>                       | <b>Vendor</b>            | <b>Description</b>                                      | <b>Amount</b>     |
|----------------------------------|--------------------------|---|-------------------|
| 3092                             | Cathey Consulting        | Inv. 7141 - June Admin./Bookkeeping/Compliance \$400.00 | \$486.85          |
|                                  |                          | Inv. 7146 - 6/28/23 meeting meal \$86.85                |                   |
| 3093                             | DESK Holdings, LLC       | Rent  | \$375.00          |
| 3094                             | Engineering Associates   | Inv. 4306091 Technical Coordinator 5/20/23 - 6/16/23    | \$1,021.90        |
| 3095                             | The News-Record          | Invoice 6543 - Budget Hearing Ad 6/27, 7/4, 7/11        | \$370.50          |
| 3096                             | Visionary Communications | E-mail 7/1/23 - 6/30/24                                 | \$103.32          |
| EFT                              | WyoStar II               | 6/30/23 Assessments and Interest - Phase 1              | \$6,881.93        |
| <b>TOTAL CHECKS AND TRANSFER</b> |                          |   | <b>\$9,239.50</b> |

**Unfinished Business**

- a. City of Gillette / Sewer line to Stroup – Dan King reported on the quote from DRM for the work that the City is requiring before the City will accept the Stroup Mobile Home Park sewer line. The total cost estimate is \$8,512.20. The work should be done in two to three weeks.
- b. Dissolution process – June 20, 2024, is the proposed date for dissolution. No action is required at this time. The files that are in storage will be boxed up and delivered to the County when the District is dissolved or as soon as the County will accept the District’s records.
- c. Director Election (November 7, 2023 – King, Magnuson, Riley – 4 year terms) – The first legal ad ran in the News-Record on July 11, 2023. Applications to be on the ballot are due between August 9, 2023 and August 29, 2023.

**New Business**

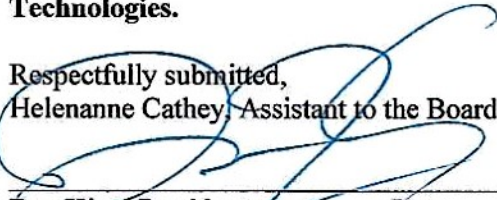
a. None.

**Adjourn**


It was moved by David Riley and seconded by Bill Edenfield to adjourn. The meeting adjourned at 12 20 p.m.

**Next Meeting: Wed., August 23, 2023, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.**


Respectfully submitted,  
Helennane Cathey, Assistant to the Board

  
\_\_\_\_\_  
Dan King, President                      Date

                      8/30/23  
\_\_\_\_\_  
Bill Edenfield, Director                      Date

  
\_\_\_\_\_  
David Riley, Secretary                      Date

\_\_\_\_\_  
Dennis Stillman, Director                      Date

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

**South Douglas Highway Water & Sewer District  
Budget - 7/1/23 - 6/30/24**

**Budget Hearing Date: July 19, 2023, 12:00 p.m.  
at 400 South Gillette Avenue, Gillette**

Mailing Address: PO Box 2245, Gillette, WY 82717

|  | Previous Year<br>7/1/21 - 6/30/22<br>(From QB<br>Accruals Bal<br>Sheet & P & L) | F32 Numbers       | FY 22-23<br>Special<br>Fund | FY 22-23<br>Budget<br>General<br>Fund<br>(0 mil) | Total<br>FY 22-23<br>Entity<br>Budget | Current Year<br>Accrual<br>(ESTIMATED)<br>7/1/22 - 6/30/23 | FY 23-24<br>Special<br>Fund | FY 23-24<br>Budget<br>General Fund<br>(0 mil) | Total<br>FY 23-24<br>Entity<br>Budget |
|--|---|-------------------|-----------------------------|--|---------------------------------------|--|-----------------------------|---|---------------------------------------|
| <b>ESTIMATED BEGINNING BALANCE</b>                           | \$946,024   | \$946,024         | \$839,645                   | \$116,546  | \$956,191                             | \$796,856  | \$728,000                   | \$83,000                                      | \$811,000                             |
| <b>REVENUES</b>  |   |                   |                             |  |                                       |  |                             |   |                                       |
| Taxes and assessments  | \$12  |                   |                             | \$0  | \$0                                   |  |                             | \$0   | \$0                                   |
| Special Assessments  |   |                   |                             |  |                                       |  |                             |   | \$0                                   |
| Phase 1 - Antelope Valley +                                  | \$314,027   | \$314,027         | \$314,027                   |  | \$314,027                             | \$314,027  | \$156,964                   |   | \$156,964                             |
| Final assessment 310 X 291 + 1,294 + 1,339                   |   |                   |                             |  |                                       |  |                             |   |                                       |
| 2022 & prior assessm.310 X 984 + 4387.74 + 4619.70           |   |                   |                             |  |                                       |  |                             |   | \$0                                   |
| <b>Total Special Assessments</b>                             | \$314,027   | \$314,027         | \$314,027                   |  | \$314,027                             | \$314,027  | \$156,964                   |   | \$156,964                             |
| Interest - Special Assessments                               | \$1,054   | \$1,054           | \$700                       |  | \$700                                 | \$500  | \$700                       |   | \$700                                 |
| Miscellaneous  |   |                   |                             |  |                                       | \$0  |                             |   | \$0                                   |
| Interest on General Fund and Reserves                        | -\$25,343   | \$6,934           | \$10,000                    |  | \$10,000                              | \$39,000   | \$1,000                     |   | \$1,000                               |
| Sewer Connections  |   |                   |                             |  |                                       |  |                             |   |                                       |
| <b>TOTAL REVENUES</b>  | \$289,750   | \$322,015         | \$324,727                   | \$0  | \$324,727                             | \$353,527  | \$158,664                   | \$0   | \$158,664                             |
| <b>TOTAL BEGINNING BALANCE PLUS REV</b>                      |   |                   | \$1,164,372                 | \$116,546  | \$1,280,918                           |  | \$886,664                   | \$83,000                                      | \$969,664                             |
| <b>OPERATING EXPENSES</b>                                    |   |                   |                             |  |                                       |  |                             |   |                                       |
| <b>Contractual Services</b>                                  |   |                   |                             |  |                                       |  |                             |   |                                       |
| Legal Services   | \$0   |                   |                             | \$1,000  | \$1,000                               | \$1,000  |                             | \$10,543                                      | \$10,543                              |
| Accounting and Auditing Services                             | \$5,590   |                   |                             | \$5,500  | \$5,500                               | \$5,550  |                             | \$6,000                                       | \$6,000                               |
| Consultant Administrative Services                           | \$473   |                   |                             | \$2,500  | \$2,500                               | \$6,500  |                             | \$10,000                                      | \$10,000                              |
| Administrative Support Services                              | \$4,800   |                   |                             | \$5,300  | \$5,300                               | \$4,900  |                             | \$6,800                                       | \$6,800                               |
| Sewer Locating Services                                      | \$0   |                   |                             | \$2,000  | \$2,000                               | \$0  |                             | \$0   | \$0                                   |
| <b>Total Contractual Services</b>                            | \$10,863  |                   |                             | \$16,300   | \$16,300                              | \$17,950   |                             | \$33,343                                      | \$33,343                              |
| <b>Office Expenses</b>                                       |   |                   |                             |  |                                       |  |                             |   |                                       |
| Postage  | \$198   |                   |                             | \$600  | \$600                                 | \$210  |                             | \$250   | \$250                                 |
| Advertising/Public Notices                                   | \$485   |                   |                             | \$600  | \$600                                 | \$600  |                             | \$600   | \$600                                 |
| Election Expenses  | \$983   |                   |                             | \$800  | \$800                                 | \$0  |                             | \$1,300                                       | \$1,300                               |
| Office Rent  | \$4,500   |                   |                             | \$4,500  | \$4,500                               | \$4,500  |                             | \$4,500                                       | \$4,500                               |
| Other  | \$24  |                   |                             | \$100  | \$100                                 | \$24   |                             | \$100   | \$100                                 |
| E-mail   | \$99  |                   |                             | \$150  | \$150                                 | \$105  |                             | \$150   | \$150                                 |
| <b>Total Office Expenses</b>                                 | \$6,289   | \$17,152          |                             | \$6,750  | \$6,750                               | \$5,439  |                             | \$6,900                                       | \$6,900                               |
| <b>Indirect Costs</b>  |   | \$0               |                             |  |                                       |  |                             |   |                                       |
| Insurance & Bond Expense                                     | \$723   |                   |                             | \$1,000  | \$1,000                               | \$750  |                             | \$750   | \$750                                 |
| Board Expenses   | \$579   |                   |                             | \$750  | \$750                                 | \$600  |                             | \$750   | \$750                                 |
| <b>Total Indirect Costs</b>                                  | \$1,302   | \$1,250           |                             | \$1,750  | \$1,750                               | \$1,350  |                             | \$1,500                                       | \$1,500                               |
| <b>Operating / Miscellaneous Costs</b>                       |   |                   |                             |  |                                       |  |                             |   |                                       |
| Miscellaneous Repairs / Other Costs                          | \$0   |                   |                             | \$0  | \$0                                   | \$10,000   |                             | \$55,621                                      | \$55,621                              |
| <b>Total Operating / Misc. Costs</b>                         | \$0   | \$0               |                             | \$0  | \$0                                   | \$10,000   |                             | \$55,621                                      | \$55,621                              |
| <b>TOTAL OPERATING EXPENSES</b>                              | \$18,454  | \$18,402          |                             | \$24,800   | \$24,800                              | \$34,739   |                             | \$97,364                                      | \$97,364                              |
| <b>MISCELLANEOUS EXPENSES</b>                                | \$0   |                   |                             | \$15,000   | \$15,000                              | \$0  |                             |   | \$0                                   |
| <b>TOTAL CAPITAL EXPENSE</b>                                 |   |                   |                             | \$0  | \$0                                   |  |                             | \$0   | \$0                                   |
| <b>DEBT SERVICE ON PHASE 1 (051)</b>                         |   |                   |                             |  |                                       |  |                             | \$0   | \$0                                   |
| Principal  | \$397,220   | \$387,674         | \$265,710                   |  | \$273,013                             | \$283,655  | \$847,300                   |   | \$847,300                             |
| Interest   | \$28,471  | \$28,471          | \$47,303                    |  | \$40,000                              | \$29,358   | \$25,000                    |   | \$25,000                              |
|  | \$425,691   | \$416,145         | \$313,013                   | \$0  | \$313,013                             | \$313,013  | \$872,300                   | \$0   | \$872,300                             |
| <b>DEBT SERVICE ON PHASE 2 (073)</b>                         |   |                   |                             |  |                                       |  |                             |   |                                       |
| Principal  |   |                   | \$109,974                   |  | \$109,974                             |  |                             |   |                                       |
| Interest   |   | included<br>above | \$2,705                     |  | \$2,705                               |  |                             |   |                                       |
|  | \$0   |                   | \$112,679                   | \$0  | \$112,679                             | \$0  | \$0                         | \$0   | \$0                                   |
| <b>TOTAL DEBT SERVICE</b>                                    | \$425,691   | \$416,145         | \$425,692                   | \$0  | \$425,692                             | \$313,013  | \$872,300                   | \$0   | \$872,300                             |
| <b>TOTAL OPERATING, CAPITAL AND<br/>DEBT SERVICE EXPENSE</b> | \$444,145   | \$434,547         | \$425,692                   | \$39,800   | \$465,492                             | \$347,752  | \$872,300                   | \$97,364                                      | \$969,664                             |
| <b>ADJUSTMENTS (F32)</b>                                     |   | -\$7,781          |                             |  |                                       |  |                             |   |                                       |
| <b>ESTIMATED ENDING BALANCE</b>                              | \$791,629   | \$825,711         | \$738,680                   | \$76,746   | \$815,426                             | \$802,631  | \$14,364                    | -\$14,364                                     | \$0                                   |
| <b>CASH ON HAND START OF FY</b>                              | 8/30/2021 (EST)   | 8/30/21 (F32)     |                             |  | 6/30/2022 (QB)                        | 6/30/2023 (EST)  |                             |   |                                       |
| General Fund (FIB & WyoStar)                                 | 123,157.55  | 59,571.00         |                             |  | 107,102.25                            | 83,000.00  |                             |   |                                       |
| Unenc. Reserves (WyoStar)                                    |   | 63,587.00         |                             |  |                                       |  |                             |   |                                       |
| Debt Service - Phase 1                                       | 706,236.01  |                   |                             |  | 689,753.78                            | 728,000.00   |                             |   |                                       |
| Debt Service - SID 1   | 70,587.66   |                   |                             |  | 0.00                                  |  |                             |   |                                       |
| Debt Service - SID 2   | 29,615.48   |                   |                             |  | 0.00                                  |  |                             |   |                                       |
| Debt Service - SID 3   | 16,427.70   | 822,866.00        |                             |  | 0.00                                  |  |                             |   |                                       |
| <b>TOTAL</b>   | 946,024.40  | 946,024.00        |                             |  | 796,856.03                            | 811,000.00   |                             |   |                                       |

CWSRF#051 Loan Prin. 7/18/22: \$847,300.27

**Budget Message**

The District has one remaining loan outstanding. All services will continue to be contracted. The District will pay off the outstanding debt by July of 2024 and will dissolve when that has been done. The assessment for 2023-2024 will be the final assessment, and it is a reduced amount as the full assessment is not required to pay off the remaining debt.

Dan King, President

Arlyn Magnuson, Treasurer