

**South Douglas Highway Water & Sewer District**  
**Regular Meeting Minutes**  
**Wednesday, July 26, 2017, 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  
**Board Members Not Present:** Dan McKillop  
**Others Present:** Helenanne Cathey

Dan King called the meeting to order at 12:04 p.m.

**Meeting Minutes**

It was moved by David Riley and seconded by Bill Edenfield to approve the minutes for the budget hearing and regular meeting on June 28, 2017, as presented. 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 Arlyn Magnuson and seconded by David Riley to accept the Treasurer's Report and pay the bills and claims as presented, paying Hot Iron on August 9, 2017, after the 41-day time period has expired from the first date of publication of the advertisement for final completion, and after approval of the engineers that the project is acceptable. Motion carried unanimously.

**Unfinished Business**

- a. Street Repairs
  - i. Black Cat Construction was paid on 7/19/17 (after 41 day time period after advertisement).
  - ii. Hot Iron work is complete (\$26,654). Final advertisement running. Payment to be made August 9, 2017, unless otherwise notified.

Dave Engels contacted PCA Engineering to have them look at the area where the Board was concerned there was still a slight dip in the road. The final payment will not be made until any issues are resolved.
- b. The budget was adopted at the last meeting for \$1,968,408. A revised budget was reviewed that included actual numbers from the end of the prior fiscal year. It was moved by Arlyn Magnuson and seconded by Bill Edenfield to approve the budget with actual numbers for a total of \$1,980,087. Motion carried unanimously. The budget is attached to these minutes.
- c. Director Election (November 7, 2017 – Edenfield, McKillop) – Applications to be on the ballot are due between August 9, 2017 and August 29, 2017.
- d. Dan King reported on a complaint that was filed with the District regarding concerns at 5266 Rourke Avenue (Hillcrest Auto). The issue had been discussed a few months ago. Dave Engels has been calling and e-mailing trying to get details regarding the concerns. He is still waiting for information. The company has been unresponsive to Dave Engels' requests for additional information.

**New Business**

- a. A letter was reviewed regarding the annual financial statement preparation / CPA review from Bennett, Weber & Hermstad. Paula Steiger is handling the audits now as Shelly Edwards is no longer with the company. It was moved by David Riley and seconded by Bill Edenfield to approve Bennett, Weber & Hermstad for the CPA review for the last fiscal year. Motion carried unanimously.
- b. It was moved by Bill Edenfield and seconded by David Riley to file a notice of satisfaction of lien for 7891 Rimrock Drive as the balance has been paid by the title company. Motion carried unanimously.
- c. An e-mail was received from an entity called "American Transparency" requesting vendor records (public records) for 2016. The company was contacted and notified that the records are stored at 400 South Gillette Avenue, Suite 106, Gillette.

**Adjourn**

Dan King adjourned the meeting at 12:18 p.m.



**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 General Fund (1 mil)	Total FY 16-17 Entity Budget	Current Year Accrual 7/1/16 - 6/30/17	Current Year Cash Basis 7/1/16-6/30/17 (F-32)	FY 17-18 Special Fund	FY 17-18 Budget General Fund (0 mil)	Total FY 17-18 Entity Budget
<b>ESTIMATED BEGINNING BALANCE</b>	\$1,573,420	\$916,682	\$669,195	\$1,585,877	\$1,586,842	\$1,585,905	\$935,353	\$654,717	\$1,590,069
<b>REVENUES</b>									
Taxes and assessments	\$33,101		\$30,000	\$30,000	\$30,102			\$0	\$0
Special Assessments									
Phase 1 - Antelope Valley + 310 X 984 + 4367.74 + 4619.70	\$307,631	\$314,027		\$314,027	\$315,995		\$314,027		\$314,027
36X 1000 Phase 2 - SID 1	\$25,192	\$36,000		\$36,000	\$42,000		\$36,000		\$36,000
22 X 1020 Phase 2 - SID 2	\$26,380	\$22,440		\$22,440	\$23,460		\$22,440		\$22,440
11 X 1450 Phase 2 - SID 3	\$15,950	\$15,950		\$15,950	\$15,225		\$15,950		\$15,950
<b>Total Special Assessments</b>	\$375,153	\$388,417		\$388,417	\$396,680	428,662	\$388,417		\$388,417
Interest - General Revenues				\$0					\$0
Interest - Special Assessments	\$1,481	\$1,600		\$1,600	\$1,880		\$1,600		\$1,600
Plant Investment Fees	\$4,000								
Interest on General Fund and Reserves	\$4,267				\$4,416	7,380			
Past Due Bills - City	\$81				\$400				
Other						4,234			
Sewer Connections	\$9,360								
Sale of Asset				\$0					\$0
<b>TOTAL REVENUES</b>	\$427,442	\$390,017	\$30,000	\$420,017	\$433,478	\$440,276	\$390,017	\$0	\$390,017
<b>TOTAL BEGINNING BALANCE PLUS R</b>	\$2,000,862	\$1,306,699	\$699,195	\$2,005,894	\$2,020,320	\$2,026,181	\$1,325,370	\$654,717	\$1,980,087
<b>OPERATING EXPENSES</b>									
<b>Contractual Services</b>									
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	\$15,716			\$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	\$3,952			\$6,000	\$6,000
<b>Total Contractual Services</b>	\$25,018		\$37,000	\$37,000	\$31,181			\$22,000	\$22,000
<b>Office Expenses</b>									
Office Supplies				\$0					\$0
Office Equipment Rent & Repair				\$0					\$0
Postage	\$216		\$300	\$300	\$203			\$300	\$300
Advertising/Public Notices	\$437		\$350	\$350	\$557			\$350	\$350
Election Expenses	\$765		\$800	\$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
<b>Total Office Expenses</b>	\$6,017		\$6,350	\$6,350	\$5,461	36,958		\$6,350	\$6,350
<b>Indirect Costs</b>									
Insurance & Bond Expense	\$750		\$1,000	\$1,000	\$750			\$1,000	\$1,000
Board Expenses	\$508		\$650	\$650	\$564			\$650	\$650
<b>Total Indirect Costs</b>	\$1,258		\$1,650	\$1,650	\$1,314	1,301		\$1,650	\$1,650
<b>Operating / Miscellaneous Costs</b>									
Tap Fees									
Miscellaneous Repairs	\$467		\$70,000	\$70,000	\$67,587			\$0	\$0
<b>Total Operating / Misc. Costs</b>	\$467		\$70,000	\$70,000	\$67,587			\$0	\$0
<b>TOTAL OPERATING EXPENSES</b>	\$32,761	\$0	\$115,000	\$115,000	\$105,543	20,578		\$30,000	\$30,000
<b>MISCELLANEOUS EXPENSES</b>									
From Cash Reserve for Misc. Exp.			\$15,000	\$15,000				\$100,000	\$100,000
<b>CAPITAL EXPENSE</b>			\$0	\$0				\$0	\$0
<b>TOTAL CAPITAL EXPENSE</b>			\$0	\$0				\$0	\$0
<b>DEBT SERVICE ON PHASE 1</b>									
Principal	\$231,873	\$235,000		\$235,000	\$240,182	285,661	\$240,182		\$240,182
Interest	\$81,140	\$78,013		\$78,013	\$72,831	89,534	\$72,831		\$72,831
	\$313,013	\$313,013	\$0	\$313,013	\$313,013		\$313,013	\$0	\$313,013
<b>DEBT SERVICE ON PHASE 2</b>									
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
<b>TOTAL DEBT SERVICE</b>	\$375,195	\$375,195	\$0	\$375,195	\$375,195	375,195	\$375,195	\$0	\$375,195
<b>TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE</b>	\$407,956	\$375,195	\$130,000	\$505,195	\$480,738	\$434,032	\$375,195	\$130,000	\$505,195
<b>ESTIMATED ENDING BALANCE</b>		\$931,504	\$569,195	\$1,500,699		\$1,592,149	\$950,175	\$524,717	\$1,474,892
<b>CASH ON HAND START OF FY</b>	6/30/2014	6/30/2015	6/30/2016	6/30/2017 (QB)	6/30/17 (Bank)				
General Fund	\$290,038.74	320,406.91	218,039.46	200,805.03	286,681.77				
Unenc. Reserves (WyoStar)	\$451,915.10	449,607.07	451,474.01	453,911.91	453,911.91				
Debt Service - Phase 1	\$553,986.79	565,511.18	659,848.54	659,680.51	582,172.84				
Debt Service - SID 1	\$101,117.37	84,339.87	97,193.30	109,141.64	106,636.71				
Debt Service - SID 2	\$104,165.10	94,288.69	98,857.29	103,602.44	100,542.44				
Debt Service - SID 3	\$66,861.06	59,266.59	61,428.92	62,927.93	62,202.93				
<b>TOTAL</b>	\$1,568,084.16	1,573,420.31	1,586,841.52	1,590,069.46	1,592,148.60				

6/30/16 = 1,586,841.52 QuickBooks Balance - \$936.50 deposits in transit = 1,585,905

**Budget Message**

The District's revenue will decrease with the elimination of the mil 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

David Riley, Secretary

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.