

South Douglas Highway Water & Sewer District
Budget Hearing / Regular Meeting Minutes
Wednesday, June 22, 2016, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming

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

David Riley called the meeting to order at 12:45 p.m.

BUDGET HEARING

The budget hearing opened at 12:45 p.m. The budget was available for review. Other than bank balances, there have been no changes to the budget for 7/1/16 – 6/30/17 since the preliminary approval. There was no public comment. The public hearing was closed at 12:46 p.m.

REGULAR MEETING

The regular meeting came back into session at 12:46 p.m.

Meeting Minutes

It was moved by Bill Edenfield and seconded by Dan McKillop to approve the regular meeting minutes for May 25, 2016, as written. Motion carried unanimously.

Financial Information / Treasurer's Report / Bill Payments

The financial information was reviewed. It was moved by Dan McKillop and seconded by Bill Edenfield to accept the Treasurer's Report and pay the bills and claims as presented. Motion carried unanimously.

Unfinished Business

- a. Sewer Manholes issue – DRM will start on this project after July 4th.
- 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. \$9,360 has been paid. \$4,000 still due. Dave Engels sent a note to the landowner reminding them of the \$4,000 due the District.
- d. It was moved by Dan McKillop and seconded by Bill Edenfield to adopt the budget for 7/1/16 – 6/30/17 for \$2,083,249. Motion carried unanimously.

New Business

- a. Loan Payments – It was moved by Bill Edenfield and seconded by Dan McKillop by to authorize the two loan payments for the District (CWSRF-051 for \$313,013.08 and CWSRF-073 for \$62,181.69)
- b. Public Records Notice – David Riley completed the form to send to the County reporting that the District's records are stored at 400 South Gillette Avenue, Gillette.
- c. The consensus of the Board was to send a letter to the County in response to the County Public Work's May 25, 2016, letter letting the County know that the District would like them to require a letter or approval from the South Douglas Highway Water & Sewer District as part of the permitting process for any new construction in the District.

Adjourn

It was moved by Dan McKillop and seconded by Bill Edenfield to adjourn the meeting. The meeting adjourned at 12:51 p.m.

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	\$803,406	\$770,014	\$1,573,420	\$1,573,420	\$917,500	\$745,732	\$1,663,232
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	\$1,193,424	\$800,014	\$1,993,438	\$2,009,126	\$1,307,517	\$775,732	\$2,083,249
OPERATING EXPENSES								
Total Personnel Services				\$0				\$0
Contractual Services								
Legal Services	\$626		\$500	\$500	\$1,087		\$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	\$7,380		\$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	\$7,650		\$6,000	\$6,000
Total Contractual Services	\$22,127		\$22,050	\$22,050	\$25,067		\$22,000	\$22,000
Office Expenses								
Office Supplies	\$179		\$300	\$300				\$0
Office Equipment Rent & Repair			\$300	\$300				\$0
Postage	\$184		\$400	\$400	\$230		\$300	\$300
Advertising/Public Notices	\$233		\$400	\$400	\$437		\$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	\$6,031		\$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	\$19,552		\$0	\$0
Total Operating / Misc. Costs	\$10,145		\$0	\$22,000	\$19,552		\$0	\$0
TOTAL OPERATING EXPENSES	\$39,322		\$30,000	\$52,000	\$52,000		\$30,000	\$30,000
MISCELLANEOUS EXPENSES								
From Cash Reserves for Misc. Expenses			\$100,000	\$100,000			\$100,000	\$100,000

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
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	\$427,195	\$375,195	\$130,000	\$505,195
ESTIMATED ENDING BALANCE		\$818,229	\$670,014	\$1,466,243		\$932,322	\$645,732	\$1,578,054

	7/1/2013	6/30/2014	6/30/2015	6/30/2016	
CASH ON HAND START OF FY					
General Fund	\$222,880.11	\$290,038.74	320,406.91	293,732.00	
Unencumbered Reserves (WyoStar)	\$451,252.29	\$451,915.10	449,607.07	452,000.00	
Debt Service - Phase 1	\$554,033.79	\$553,986.79	565,511.18	659,300.00	
Debt Service - SID 1	\$95,478.23	\$101,117.37	84,339.87	98,000.00	Last Loan Payments due 2026 (Phase 1) & 2028 (Phase 2 Constr.)
Debt Service - SID 2	\$105,715.72	\$104,165.10	94,288.69	98,800.00	Last Yr. to assess 2025 (Phase 1) & 2027 (Phase 2 Constr.)
Debt Service - SID 3	\$65,050.49	\$66,861.06	59,266.59	61,400.00	
TOTAL	\$1,494,410.63	\$1,568,084.16	1,573,420.31	1,663,232.00	

NOTE: Actual revenue, expenses and bank balances will be updated at July meeting.

Budget Message
<p>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.</p>

Dan King, President

Arlyn Magnuson, Treasurer