

**South Douglas Highway Water & Sewer District  
 Budget Hearing and Regular Meeting Minutes  
 Wednesday, June 22, 2022, 12:00 p.m.  
 Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

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

**BUDGET HEARING**

David Riley called the budget hearing to order at 12:00 p.m. The budget was reviewed. There was an opportunity for public comment. There was no public comment. David Riley adjourned the budget hearing at 12:11 p.m.

**REGULAR MEETING**

David Riley called the regular meeting to order at 12:11 p.m.

**Budget Adoption**

It was moved by Arlyn Magnuson and seconded by Dennis Stillman to adopt the budget for 7/1/22 – 6/30/23 for \$1,152,727.00. Motion carried unanimously. The budget is attached to these minutes.

**Meeting Minutes**

It was moved by Dennis Stillman and seconded by Bill Edenfield to approve the minutes for the regular meeting on May 25, 2022, as presented. Motion carried unanimously.

**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 Bill Edenfield 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:

Ck#	Vendor	Description	Amount
3045	Cathey Consulting	Inv. 6591 - May Admin./Bookkeeping/Compliance	\$400.00
3046	DESK Holdings, LLC	Rent	\$375.00
3047	Engineering Associates	Inv. 4205038 Technical Coordinator 4/16-5/13/22	\$192.92
3048	K2 Technologies	Inv. CW5025279 Board meeting lunch 5/25/22	\$44.06
3049	The News-Record	Ad 00374051 - Budget hearing ad	\$330.00
3050	Visionary Communications	1/1-6/30/22 (\$.18 per mo. X 6 = \$1.08) & 7/1/22-6/30/23 (\$8.38 X 12 mo. = \$100.56) - E-mail	\$101.64
EFT	Wyo-Star II	5/31/22 Assessments transferred to WyoStar II acct (Phase 1)	\$99,121.73
<b>TOTAL CHECKS AND TRANSFER</b>			<b>\$100,565.35</b>

**Unfinished Business**

None



**South Douglas Highway Water & Sewer District  
Budget - 7/1/22 - 6/30/23**

Budget Hearing Date: June 22, 2022, 12:00 p.m.  
at 400 South Gillette Avenue, Gillette

Mailing Address: PO Box 2245, Gillette, WY 82717

	Previous Year 7/1/20 - 6/30/21 (From QB Accruals Bal Sheet & P & L)	F32 Numbers	FY 21-22 Special Fund	FY 21-22 General Fund (0 mil)	Total FY 21-22 Entity Budget	Current Year Accrual (ESTIMATED) 7/1/21 - 6/30/22	FY 22-23 Special Fund	FY 22-23 Budget General Fund (0 mil)	Total FY 22-23 Entity Budget
<b>ESTIMATED BEGINNING BALANCE</b>	\$946,024	\$929,244	\$839,645	\$116,546	\$956,191	\$946,024	\$726,000	\$107,000	\$833,000
<b>REVENUES</b>									
Taxes and assessments		\$388,590		\$0	\$0			\$0	\$0
Special Assessments									
Phase 1 - Antelope Valley + 310 X 984 + 4367.74 + 4619.70	\$314,027		\$314,027		\$314,027	\$314,027	\$314,027		\$314,027
36X 1000 Phase 2 - SID 1	\$36,135				\$0				\$0
22 X 1020 Phase 2 - SID 2	\$22,476				\$0				\$0
11 X 1450 Phase 2 - SID 3	\$15,950				\$0				\$0
<b>Total Special Assessments</b>	\$388,588		\$314,027		\$314,027	\$314,027	\$314,027		\$314,027
Interest - Special Assessments	\$1,572	\$1,572	\$700		\$700	\$924	\$700		\$700
Plant Investment Fees	\$0					\$0			
Miscellaneous	\$2					\$0			
Interest on General Fund and Reserves	-\$5,892	-\$5,892	\$10,000		\$10,000	\$4,106	\$5,000		\$5,000
Sewer Connections									
<b>TOTAL REVENUES</b>	\$384,270	\$384,270	\$324,727	\$0	\$324,727	\$319,057	\$319,727	\$0	\$319,727
<b>TOTAL BEGINNING BALANCE PLUS REV</b>			\$1,164,372	\$116,546	\$1,280,918		\$1,045,727	\$107,000	\$1,152,727
<b>OPERATING EXPENSES</b>									
<b>Contractual Services</b>									
Legal Services	\$0			\$1,000	\$1,000	\$0		\$1,000	\$1,000
Accounting and Auditing Services	\$5,100			\$5,500	\$5,500	\$5,590		\$5,500	\$5,500
Consultant Administrative Services	\$2,024			\$2,500	\$2,500	\$183		\$2,500	\$2,500
Administrative Support Services	\$4,800			\$5,300	\$5,300	\$4,800		\$5,300	\$5,300
Sewer Locating Services	\$0			\$2,000	\$2,000	\$0		\$2,000	\$2,000
<b>Total Contractual Services</b>	\$11,924			\$16,300	\$16,300	\$10,573		\$16,300	\$16,300
<b>Office Expenses</b>									
Postage	\$76			\$600	\$600	\$198		\$600	\$600
Advertising/Public Notices	\$315			\$600	\$600	\$500		\$600	\$600
Election Expenses	\$0			\$800	\$800	\$983		\$800	\$800
Office Rent	\$4,500			\$4,500	\$4,500	\$4,500		\$4,500	\$4,500
Other	\$83			\$100	\$100	\$16		\$100	\$100
E-mail	\$98			\$150	\$150	\$98		\$150	\$150
<b>Total Office Expenses</b>	\$5,072	\$16,996		\$6,750	\$6,750	\$6,295		\$6,750	\$6,750
<b>Indirect Costs</b>		\$0							
Insurance & Bond Expense	\$750	\$750		\$1,000	\$1,000	\$750		\$1,000	\$1,000
Board Expenses	\$218	\$218		\$750	\$750	\$250		\$750	\$750
<b>Total Indirect Costs</b>	\$968	\$968		\$1,750	\$1,750	\$1,000		\$1,750	\$1,750
<b>Operating / Miscellaneous Costs</b>									
Tap Fees									
Miscellaneous Repairs	\$0			\$0	\$0	\$0		\$0	\$0
<b>Total Operating / Misc. Costs</b>	\$0	\$0		\$0	\$0	\$0		\$0	\$0
<b>TOTAL OPERATING EXPENSES</b>	\$17,964	\$17,964		\$24,800	\$24,800	\$17,868		\$24,800	\$24,800
<b>MISCELLANEOUS EXPENSES</b>	\$0			\$15,000	\$15,000	\$0		\$15,000	\$15,000
<b>TOTAL CAPITAL EXPENSE</b>				\$0	\$0			\$0	\$0
<b>DEBT SERVICE ON PHASE 1 (051)</b>									
Principal	\$329,070	\$329,070	\$265,710		\$273,013	\$277,700	\$280,701		\$280,701
Interest	\$38,016	\$38,016	\$47,303		\$40,000	\$35,401	\$32,312		\$32,312
	\$367,086	\$367,086	\$313,013	\$0	\$313,013	\$313,101	\$313,013	\$0	\$313,013
<b>DEBT SERVICE ON PHASE 2 (073)</b>									
Principal			\$109,974		\$109,974	\$109,974			
Interest		included above	\$2,705		\$2,705	\$2,705			
	\$0		\$112,679	\$0	\$112,679	\$112,679	\$0	\$0	\$0
<b>TOTAL DEBT SERVICE</b>	\$367,086	\$367,086	\$425,692	\$0	\$425,692	\$425,780	\$313,013	\$0	\$313,013
<b>TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE</b>	\$385,050	\$385,050	\$425,692	\$39,800	\$465,492	\$443,648	\$313,013	\$39,800	\$352,813
ADJUSTMENTS (F32)		\$17,560							
<b>ESTIMATED ENDING BALANCE</b>	\$945,244	\$946,024	\$738,680	\$76,746	\$815,426	\$821,433	\$732,714	\$67,200	\$799,914
CASH ON HAND START OF FY General Fund (FIB & WyoStar)	6/30/2021 (EST) 123,157.55	6/30/20 (F32) 72,436.00			6/30/2021 (QB) 123,157.55	6/30/2022 (EST) 107,000.00			
Unenc. Reserves (WyoStar)		62,410.00							
Debt Service - Phase 1	706,236.01				706,236.01	726,000.00			
Debt Service - SID 1	70,587.66				70,587.66				
Debt Service - SID 2	29,615.48				29,615.48				
Debt Service - SID 3	16,427.70	794,398.00			16,427.70				
<b>TOTAL</b>	<b>946,024.40</b>	<b>929,244.00</b>			<b>946,024.40</b>	<b>833,000.00</b>			

CWSRF#051 Loan Prin. 7/18/21: \$1,130,955.00

**Budget Message**

The District has one remaining loan outstanding. All services will continue to be contracted. The Unencumbered Reserves Balance was transferred to the General Fund to manage the District until the District dissolves, which will occur as soon as the debt is paid off. The majority of the District has been annexed into the City of Gillette, so bills are minimal. There is only one small section of sewer line serving Stroup Mobile Home Park that is still in the District.

Dan King, President

Aryln Magnuson, Treasurer

Directors: Dan King (President), David Riley (Secretary) & Aryln Magnuson (Treasurer) terms end Nov., 2023 / Bill Edenfield and Dennis Stillman terms end Nov., 2025

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.