

**South Douglas Highway Water & Sewer District**  
**Regular Meeting Minutes**  
**Wednesday, June 28, 2023, 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:** Helennane Cathey, Chad Richardson

David Riley called the meeting to order at 12:02 p.m.

**Meeting Minutes**

It was moved by Dennis Stillman and seconded by Arlyn Magnuson to approve the minutes for the regular meeting on May 24, 2023, 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 Arlyn Magnuson and seconded by Dennis Stillman 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>
3086	Cathey Consulting	Inv. 7096 - May Admin./Bookkeeping/Compliance \$400.00	\$662.29
		Inv. 7063 - 5/24/23 meeting meal \$124.79	
		Inv. 7105 - Stroup agreement and filing fee \$137.50	
3087	DESK Holdings, LLC	Rent	\$375.00
3088	Engineering Associates	Inv. 4305086 Technical Coordinator 4/15/23 - 5/19/23	\$2,969.24
3089	Visionary Communications	E-mail through 6/30/23 / rate increase 1/1/23	\$1.38
EFT	WyoStar II	5/31/23 Assessments and Interest - Phase 1	\$104,592.40
3090	VOID		
3091	Wyo State Lands & Investments	CW051 Loan \$313,013.08 plus \$412,000 principal payment	\$725,013.08
<b>TOTAL CHECKS AND TRANSFER</b>			<b>\$833,613.39</b>

It was moved by Bill Edenfield and seconded by Dennis Stillman to transfer any remaining funds from the WyoStar II Account 7016-3280 to the WyoStar Account 5481-1520 effective immediately and to close the WyoStar II Account 7016-3280. Motion carried unanimously.

It was moved by Dennis Stillman and seconded by Bill Edenfield to transfer \$725,000 from the Phase I WyoStar Account 5481-1520 to the First Interstate Bank Checking Account effective July 5, 2023. Motion carried unanimously. Check # 3091 for the loan payment, listed above, will be mailed July 7, 2023. After this loan payment, the estimated principal balance on the loan will be \$143,063.36.

**Unfinished Business**

- a. City of Gillette / Sewer line to Stroup – Ned Stroup signed the agreement which was filed with the Campbell County Courthouse. David Engels is waiting for information from contractors.
- b. Dissolution process – June 20, 2024, is the proposed date for dissolution.
- c. Budget for 2023-2024 / Assessments – The proposed budget was approved at the May meeting. The final budget will be reviewed and finalized at the July 19<sup>th</sup> budget hearing and regular meeting. The final budget will have an assessment of approximately 50% of prior year assessments. This is an increased amount from the proposed assessment listed in the proposed budget, but due to increasing costs and some unknowns on the final costs for the Stroup repairs, the consensus is to make sure that there are enough funds to pay the final loan payment and close out the District without having to do an assessment or levy in the 24-25 fiscal year. If there are any funds remaining in the District’s account upon dissolution, the amount will be

transferred to the County who may keep up to \$6,000 and then refund any remaining amounts as tax credits to property owners.

- d. Director Election (November 7, 2023 – King, Magnuson, Riley – 4 year terms) – The first legal ad will run 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. There was a discussion on the office and files in storage.


**Adjourn**

It was moved by Dennis Stillman and seconded by Bill Edenfield to adjourn. The meeting adjourned at 12:24 p.m.

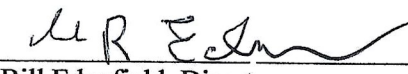
**Next Meeting: Wed., July 19, 2023, 12:00 p.m. – Budget Hearing and Regular Meeting / Conference Room at K2 Technologies.**


Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
Dan King, President                      7-19-2023  
Date

  
David Riley, Secretary                      7/19/23  
Date

  
Arlyn Magnuson, Treasurer                      7/19/23  
Date

  
Bill Edenfield, Director                      7/19/23  
Date

  
Dennis Stillman, Director                      7/19/2023  
Date