

South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, March 23, 2022, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming

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

David Riley called the meeting to order at 12:00 p.m.

Meeting Minutes

It was moved by Dennis Stillman and seconded by Arlyn Magnuson to approve the minutes for the regular meeting on February 23, 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 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:

Ck#	Vendor	Description	Amount
3034	Cathey Consulting	Inv. 6468 - February Admin./Bookkeeping/Compliance	\$400.00
3035	DESK Holdings, LLC	Rent	\$375.00
3036	US Postal Service	Annual box fee	\$198.00
3037	VOID		
EFT	Wyo-Star II	2/28/22 Assessments transferred to WyoStar II acct (Phase 1)	\$1,030.83
TOTAL CHECKS			\$2,003.83

Unfinished Business

- a. None

New Business

- a. Budget for 7/1/22 – 6/30/23 – The proposed budget was reviewed. It is the same as last year's, except the Phase 2 loan has been paid off, so there is nothing in next year's budget for that assessment or loan payment. It was moved by Arlyn Magnuson and seconded by Dennis Stillman to approve the proposed budget as presented. Motion carried unanimously. The proposed budget is attached to these minutes. The final budget will be adopted at the June budget hearing and regular meeting.
- b. Assessments Resolution – It was moved by Arlyn Magnuson and seconded by Dennis Stillman to adopt the resolution to assess (22-01) and submit assessments to the County Assessor.
- c. Letter to County Assessor – A letter will be signed by Dan King to send to the County Assessor along with the assessments list.
- d. Local Government Liability Pool – The renewal for the Local Government Liability Pool general liability and directors and officers insurance for 7/1/22 – 6/30/23 was submitted online by Helenanne Cathey. Board members reviewed and signed a copy of the renewal application which is kept on file.

Adjourn

David Riley adjourned the meeting at 12:07 p.m.


Next Meeting:

Wed., April 27, 2022, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



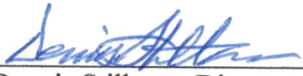
Dan King, President 4/27/22 Date



David Riley, Secretary 4/27/22 Date

Arlyn Magnuson, Treasurer Date

Bill Edenfield, Director Date



Dennis Stillman, Director 4/27/2022 Date

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 Budget 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
ESTIMATED BEGINNING BALANCE	\$946,024	\$929,244	\$839,645	\$116,546	\$956,191	\$946,024	\$726,000	\$107,000	\$833,000
REVENUES									
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
Total Special Assessments	\$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			\$0
Miscellaneous	\$2					\$0			\$0
Interest on General Fund and Reserves	-\$5,892	-\$5,892	\$10,000		\$10,000	\$4,106	\$5,000		\$5,000
Sewer Connections									
TOTAL REVENUES	\$384,270	\$384,270	\$324,727	\$0	\$324,727	\$319,057	\$319,727	\$0	\$319,727
TOTAL BEGINNING BALANCE PLUS REV			\$1,164,372	\$116,546	\$1,280,918		\$1,045,727	\$107,000	\$1,152,727
OPERATING EXPENSES									
Contractual Services									
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
Total Contractual Services	\$11,924			\$16,300	\$16,300	\$10,573		\$16,300	\$16,300
Office Expenses									
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
Total Office Expenses	\$5,072	\$16,996		\$6,750	\$6,750	\$6,295		\$6,750	\$6,750
Indirect Costs									
Insurance & Bond Expense	\$750	\$750		\$1,000	\$1,000	\$750		\$1,000	\$1,000
Board Expenses	\$218	\$218		\$750	\$750	\$250		\$750	\$750
Total Indirect Costs	\$968	\$968		\$1,750	\$1,750	\$1,000		\$1,750	\$1,750
Operating / Miscellaneous Costs									
Tap Fees									
Miscellaneous Repairs	\$0			\$0	\$0	\$0		\$0	\$0
Total Operating / Misc. Costs	\$0	\$0		\$0	\$0	\$0		\$0	\$0
TOTAL OPERATING EXPENSES	\$17,964	\$17,964		\$24,800	\$24,800	\$17,868		\$24,800	\$24,800
MISCELLANEOUS EXPENSES	\$0			\$15,000	\$15,000	\$0		\$15,000	\$15,000
TOTAL CAPITAL EXPENSE				\$0	\$0			\$0	\$0
DEBT SERVICE ON PHASE 1 (051)				\$0	\$0			\$0	\$0
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
DEBT SERVICE ON PHASE 2 (073)									
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
TOTAL DEBT SERVICE	\$367,086	\$367,086	\$425,692	\$0	\$425,692	\$425,780	\$313,013	\$0	\$313,013
TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE	\$385,050	\$385,050	\$425,692	\$39,800	\$465,492	\$443,648	\$313,013	\$39,800	\$352,813
ADJUSTMENTS (F32)		\$17,560							
ESTIMATED ENDING BALANCE	\$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				
TOTAL	946,024.40	929,244.00			946,024.40	833,000.00			

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

Arlyn Magnuson, Treasurer