

**South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, March 24, 2021, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**

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

Dan King called the meeting to order at 12:00 p.m.

Meeting Minutes

It was moved by David Riley and seconded by Dennis Stillman to approve the minutes for the regular meeting on January 27, 2021, as presented. Motion carried unanimously. There was no meeting in February.

Financial Information / Treasurer's Report / Bill Payments / Quarterly Reports

The financial information was reviewed, including the Treasurer's Report, List of Bills and Claims. It was moved by David Riley and seconded by Dennis Stillman to accept the Treasurer's Report and approve and pay the bills and claims as presented for February and March. Motion carried unanimously. The following checks / transactions were approved:

FEBRUARY

Ck#	Vendor	Description	Amount
2985	Cathey Consulting	Inv. 5867 - Jan. Admin./Bookkeeping/Compliance/Postage	\$400.00
2986	DESK Holdings, LLC	Rent	\$375.00
EFT	Wyo-Star II	1/31/21 Assessments transferred to WyoStar II accounts	\$11,017.91
TOTAL CHECKS			\$11,792.91

MARCH

Ck#	Vendor	Description	Amount
2987	Cathey Consulting	Inv. 5910 - Feb. Admin./Bookkeeping/Compliance/Postage	\$400.00
2988	DESK Holdings, LLC	Rent	\$375.00
2989	Engineering Associates	Inv. 4102060 Technical Coordinator 1/16-2/12/21	\$307.40
2990	Local Gov't Liab. Pool	Inv. 13026 - General Liab. & D & O Insurance 7/1/21 - 6/30/22	\$500.00
2991	US Postal Service	Annual Box Fee	\$76.00
EFT	Wyo-Star II	1/31/21 Assessments transferred to WyoStar II accounts	\$6,503.22
TOTAL CHECKS			\$8,161.62

Unfinished Business

- a. None

New Business

- a. Budget – The budget for the next fiscal year was reviewed. The Phase II loan will be paid off in July so there will be no assessment on Phase II properties. It was moved by Dennis Stillman and seconded by David Riley to approve the preliminary budget for 7/1/21-6/30/22 as presented. Motion carried unanimously. The preliminary budget is attached to these minutes.
- b. Resolution to Assess – It was moved by David Riley and seconded by Dennis Stillman to approve resolution 21-01 and submit assessments to the County. Motion carried unanimously.
- c. A letter was signed to submit assessments to the County.
- d. The Local Government Liability Pool renewal application was signed to renew the insurance for the next fiscal year.
- e. Helenanne Cathey will order checks for the District.

Adjourn

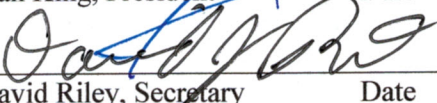
Dan King adjourned the meeting at 12:11 p.m.

Next Meeting:

Wed., April 28, 2021, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Dan King, President Date



David Riley, Secretary Date

Arlyn Magnuson, Treasurer Date

Bill Edenfield, Director Date

 4/29/21

Dennis Stillman, Director Date

South Douglas Highway Water & Sewer District
Budget - 7/1/21 - 6/30/22

Budget Hearing Date: June 23, 2021, 12:00 p.m.
at 400 South Gillette Avenue, Gillette

Mailing Address: PO Box 2245, Gillette, WY 82717

	Previous Year 7/1/19 - 6/30/20 (From QB Accruals Bal Sheet & P & L)	F32 Numbers	FY 20-21 Special Fund	FY 20-21 Budget General Fund (0 mil)	Total FY 20-21 Entity Budget	Current Year Accrual (ESTIMATED) 7/1/20 - 6/30/21	FY 21-22 Special Fund	FY 21-22 Budget General Fund (0 mil)	Total FY 21-22 Entity Budget
ESTIMATED BEGINNING BALANCE	\$924,192	\$924,192	\$811,000	\$152,886	\$963,886	\$946,485	\$839,645	\$116,546	\$956,191
REVENUES									
Taxes and assessments		\$388,445		\$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	\$36,000		\$36,000		\$36,000	\$36,130			\$0
22 X 1020 Phase 2 - SID 2	\$22,468		\$22,440		\$22,440	\$22,476			\$0
11 X 1450 Phase 2 - SID 3	\$15,950		\$15,950		\$15,950	\$15,950			\$0
Total Special Assessments	\$388,445		\$388,417		\$388,417	\$388,583	\$314,027		\$314,027
Interest - Special Assessments	\$1,569	\$1,569	\$700		\$700	\$1,200	\$700		\$700
Plant Investment Fees	\$0					\$0			
Miscellaneous						\$0			
Interest on General Fund and Reserves	\$30,853	\$13,612	\$10,000	\$1,200	\$11,200	\$15,000	\$10,000		\$10,000
Sewer Connections									
TOTAL REVENUES	\$420,867	\$403,626	\$399,117	\$0	\$400,317	\$404,783	\$324,727	\$0	\$324,727
TOTAL BEGINNING BALANCE PLUS RE	\$1,345,059		\$1,210,117	\$152,886	\$1,364,203		\$1,164,372	\$116,546	\$1,280,918
OPERATING EXPENSES									
Contractual Services									
Legal Services	\$0			\$1,000	\$1,000	\$0		\$1,000	\$1,000
Accounting and Auditing Services	\$5,125			\$5,500	\$5,500	\$5,100		\$5,500	\$5,500
Consultant Administrative Services	\$327			\$2,500	\$2,500	\$1,749		\$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	\$10,252			\$16,300	\$16,300	\$11,649		\$16,300	\$16,300
Office Expenses									
Postage	\$144			\$600	\$600	\$76		\$600	\$600
Advertising/Public Notices	\$482			\$600	\$600	\$350		\$600	\$600
Election Expenses	\$862			\$800	\$800	\$0		\$800	\$800
Office Rent	\$4,500			\$4,500	\$4,500	\$4,500		\$4,500	\$4,500
Other	\$7			\$100	\$100	\$16		\$100	\$100
E-mail	\$98			\$150	\$150	\$98		\$150	\$150
Total Office Expenses	\$6,093	\$16,345		\$6,750	\$6,750	\$5,040		\$6,750	\$6,750
Indirect Costs									
Insurance & Bond Expense	\$750	\$750		\$1,000	\$1,000	\$750		\$1,000	\$1,000
Board Expenses	\$471	\$471		\$750	\$750	\$250		\$750	\$750
Total Indirect Costs	\$1,221	\$1,221		\$1,750	\$1,750	\$1,000		\$1,750	\$1,750
Operating / Miscellaneous Costs									
Tap Fees									
Miscellaneous Repairs				\$0	\$0	\$0		\$0	\$0
Total Operating / Misc. Costs	\$0	\$0		\$0	\$0	\$0		\$0	\$0
TOTAL OPERATING EXPENSES	\$17,566	\$17,566		\$24,800	\$24,800	\$17,689		\$24,800	\$24,800
MISCELLANEOUS EXPENSES				\$15,000	\$15,000	\$0		\$15,000	\$15,000
TOTAL CAPITAL EXPENSE				\$0	\$0	\$0		\$0	\$0
DEBT SERVICE ON PHASE 1 (051)									
Principal	\$265,711	\$322,514	\$265,710		\$265,710	\$271,826	\$265,710		\$273,013
Interest	\$42,252	\$46,495	\$47,303		\$47,303	\$41,187	\$47,303		\$40,000
	\$307,963	\$369,009	\$313,013	\$0	\$313,013	\$313,013	\$313,013	\$0	\$313,013
DEBT SERVICE ON PHASE 2 (073)									
Principal	\$56,801		\$56,801		\$56,801	\$58,061	\$109,974		\$109,974
Interest	\$4,243	included above	\$5,380		\$5,380	\$4,120	\$4,000		\$4,000
	\$61,044		\$62,181	\$0	\$62,181	\$62,181	\$113,974	\$0	\$113,974
TOTAL DEBT SERVICE	\$369,007	\$369,009	\$375,194	\$0	\$375,194	\$375,194	\$426,987	\$0	\$426,987
TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE	\$386,573	\$386,575	\$375,194	\$39,800	\$414,994	\$392,883	\$426,987	\$39,800	\$466,787
ADJUSTMENTS (F32)		-\$11,999							
ESTIMATED ENDING BALANCE	\$958,486	\$929,244	\$834,923	\$113,086	\$949,209	\$958,385	\$737,385	\$76,746	\$814,131
CASH ON HAND START OF FY General Fund	6/30/2019 105,778.39	6/30/19 (F32) 72,436.00			6/30/2020 (QB) 72,436.00	6/30/2021 (EST) 54,000.00			
Unenc. Reserves (WyoStar)	60,979.38	62,410.00			63,665.00	62,546.00			
Debt Service - Phase 1	678,727.94				709,159.00	719,934.00			
Debt Service - SID 1	34,940.61				50,677.00	62,462.00			
Debt Service - SID 2	26,319.09				30,555.00	35,502.00			
Debt Service - SID 3	17,447.50	794,398.00			19,993.00	21,747.00			
TOTAL	924,192.91	929,244.00			946,485.00	956,191.00			

CWSRF#051 Loan Prin. 7/18/20: \$1,408,655.22
CWSRF#073 Loan Prin. 7/18/20: \$109,974.34

Budget Message

The District will pay off the loan on Phase II either in June or July. Revenue will decrease as there will be no assessment on the Phase II properties in this next fiscal year. All services will continue to be contracted. The Unencumbered Reserves Balance will be 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