

South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, May 22, 2019, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming

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

Dan King called the meeting to order at 12:04 p.m.

Meeting Minutes

It was moved by David Riley and seconded by Dennis Stillman to approve the minutes for the regular meeting on April 24, 2019, 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 List of Bills and Claims. It was moved by Arlyn Magnuson and seconded by David Riley to accept the Treasurer’s Report and pay the bills and claims as presented. Motion carried unanimously. The following checks were approved:

Ck#	Vendor	Description	Amount
2899	Cathey Consulting, LLC	Inv. 4927 - Apr. Admin./Bookkeeping/Compl./Post.	\$408.38
2900	DESK Holdings, LLC	Rent	\$375.00
2901	EnTech, Inc.	Inv. 03015-156 - Technical Coordinator 4/1/19 - 5/5/19	\$552.50
2902	K2 Technologies	Inv. 85 - Lunch for Board meeting 4/24/19	\$91.80
2903	Wyo-Star	4/30/19 Assessments to WyoStar Accounts	\$22,425.05
		TOTAL	\$23,852.73

Unfinished Business

- a. Stroup Mobile Home Park Sewer Line conveyed to Stroup Mobile Home Park – Dave Engels provided an update on the status of the Stroup Mobile Home Park as far as turning the ownership and responsibility over to Ned Stroup for the sewer mains now owned by the District which serve only the mobile home park. It was moved by David Riley and seconded by Dennis Stillman for the District to pay half the costs of a water meter installation in exchange for Mr. Stroup taking over ownership and responsibility for the sewer mains. There was discussion on the issue. Motion failed with all voting nay. The consensus is to have Dave Engels send a written agreement that turns the ownership and responsibility of the sewer mains over to Ned Stroup effective immediately. Dan King will talk to Dave Engels about this issue.
- b. Budget for the next fiscal year (7/1/19 – 6/30/20) – The preliminary budget was approved April 24th. The final budget will be finalized and approved at the June 26th budget hearing and regular meeting.

2. New Business

- a. A newsletter was provided from the Wyoming Association of Special Districts. No action was necessary.
- b. It was moved by Dennis Stillman and seconded by David Riley to designate Helenanne Cathey as the District’s Public Records Person. Motion carried unanimously.
- c. November 5, 2019 Director Election – King, Magnuson, Riley (4 yrs), Stillman (2 yrs). The following legal ad will run in the News-Record on Wednesday, July 10, 2019.

NOTICE OF DIRECTOR ELECTION
SOUTH DOUGLAS HIGHWAY WATER & SEWER DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, November 5, 2019, an election shall be held for the purpose of electing three Directors to serve four (4)-year terms and one Director to serve a two (2)-

year term on the Board of the South Douglas Highway Water & Sewer District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 5, 2019, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helenanne Cathey (685-8235 or hlcathey@collinscom.net) between August 7, 2019, and August 27, 2019. A qualified elector means a person who is an owner of land within the district, or the person holding record fee title to real property, or a registered voter of the District.

David Riley, Secretary / Filing Officer
South Douglas Highway Water & Sewer District

Adjourn

Dan King adjourned the meeting at 12:27 p.m.

Next Meeting: Wednesday, June 26, 2019, 12:00 p.m. – Budget Hearing / Regular Meeting at the conference room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Dan King, President Date

Bill Edenfield, Director Date

David Riley, Secretary Date

Dennis Stillman, Director Date

Arlyn Magnuson, Treasurer Date