

**South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, May 24, 2023, 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, Jim Edwards

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 April 26, 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:

Ck#	Vendor	Description	Amount
3082	Cathey Consulting	Inv. 7053 - April Admin./Bookkeeping/Compliance \$400.00	\$440.56
		Inv. 7059 - 4/26/23 meeting meal \$40.56	
3083	DESK Holdings, LLC	Rent	\$375.00
3084	Engineering Associates	Inv. 4304024 Technical Coordinator 3/18/23 - 4/14/23	\$2,522.10
3085	Local Gov't Liability Pool	Inv. 14377 - Liability Insurance 7/1/23 - 6/30/24	\$500.00
EFT	WyoStar	4/30/23 Assessments and Interest - Phase 1	\$22,782.29
TOTAL CHECKS AND TRANSFER			\$26,619.95

Unfinished Business

- a. City of Gillette / Sewer line to Stroup – An agreement was sent to Mr. Stroup for the conveyance of his portion of the sewer line. It was moved by David Riley and seconded by Dennis Stillman to approve the agreement with Mr. Stroup as presented and authorize Dan King to sign the agreement when Mr. Stroup has signed it. There was discussion on the agreement and if changes are requested by Mr. Stroup. Motion carried unanimously.
- b. Dissolution process – There was discussion on the dissolution process and anticipated costs. Jim Edwards will work on the dissolution plan.
- c. Budget for 2023-2024 – The budget hearing and regular meeting for July will be July 19, 2023, 12:00 p.m. The budget was discussed. There will be some expenditures in the 24-25 fiscal year, but they should be minimal. There are still some unknowns costs that could change the budget numbers for the 23-24 fiscal year. The final budget will be approved in July. It was moved by David Riley and seconded by Arlyn Magnuson to approve the proposed budget and run the following legal ad in the Gillette News-Record on June 27, July 4 and July 11. Motion carried unanimously. The budget is attached to these minutes.

NOTICE OF PUBLIC HEARING
SOUTH DOUGLAS HIGHWAY WATER & SEWER DISTRICT FY23-24 BUDGET
 South Douglas Highway Water & Sewer District will hold a public hearing to review the 7/1/23 – 6/30/24 budget followed by the regular District meeting to adopt the budget and conduct regular business at the meeting room at K2 Technologies, 400 South Gillette Avenue, Gillette, on July 19, 2023. A summary of the proposed budget is as follows:

Estimated Carryover:	\$811,000.00
Assessments	\$92,843
Estimated Revenues	

**South Douglas Highway Water & Sewer District
Budget - 7/1/23 - 6/30/24**

Budget Hearing Date: June 28, 2023, 12:00 p.m.
at 400 South Gillette Avenue, Gillette

Mailing Address: PO Box 2245, Gillette, WY 82717

	Previous Year 7/1/21 - 6/30/22 (From QB Accruals Bal Sheet & P & L)	F32 Numbers	FY 22-23 Special Fund	FY 22-23 Budget General Fund (0 mil)	Total FY 22-23 Entity Budget	Current Year Accrual (ESTIMATED) 7/1/22 - 6/30/23	FY 23-24 Special Fund	FY 23-24 Budget General Fund (0 mil)	Total FY 23-24 Entity Budget
ESTIMATED BEGINNING BALANCE	\$946,024	\$946,024	\$839,645	\$116,546	\$956,191	\$796,856	\$728,000	\$83,000	\$811,000
REVENUES									
Taxes and assessments	\$12			\$0	\$0			\$0	\$0
Special Assessments									\$0
Phase 1 - Antelope Valley +	\$314,027	\$314,027	\$314,027		\$314,027	\$314,027	\$92,843		\$92,843
Final assessment 310 X 291 + 1,294 + 1,339									
2022 & prior assessm. 310 X 984 + 4367.74 + 4619.70									\$0
Total Special Assessments	\$314,027	\$314,027	\$314,027		\$314,027	\$314,027	\$92,843		\$92,843
Interest - Special Assessments	\$1,054	\$1,054	\$700		\$700	\$500	\$700		\$700
Miscellaneous						\$0			\$0
Interest on General Fund and Reserves	-\$25,343	\$6,934	\$10,000		\$10,000	\$39,000	\$1,000		\$1,000
Sewer Connections									
TOTAL REVENUES	\$289,750	\$322,015	\$324,727	\$0	\$324,727	\$353,527	\$94,543	\$0	\$94,543
TOTAL BEGINNING BALANCE PLUS REV			\$1,164,372	\$116,546	\$1,280,918		\$822,543	\$83,000	\$905,543
OPERATING EXPENSES									
Contractual Services									
Legal Services	\$0			\$1,000	\$1,000	\$1,000		\$10,543	\$10,543
Accounting and Auditing Services	\$5,590			\$5,500	\$5,500	\$5,550		\$6,000	\$6,000
Consultant Administrative Services	\$473			\$2,500	\$2,500	\$6,500		\$1,500	\$1,500
Administrative Support Services	\$4,800			\$5,300	\$5,300	\$4,900		\$6,800	\$6,800
Sewer Locating Services	\$0			\$2,000	\$2,000	\$0		\$0	\$0
Total Contractual Services	\$10,863			\$16,300	\$16,300	\$17,950		\$24,843	\$24,843
Office Expenses									
Postage	\$198			\$600	\$600	\$210		\$250	\$250
Advertising/Public Notices	\$485			\$600	\$600	\$600		\$600	\$600
Election Expenses	\$983			\$800	\$800	\$0		\$1,300	\$1,300
Office Rent	\$4,500			\$4,500	\$4,500	\$4,500		\$4,500	\$4,500
Other	\$24			\$100	\$100	\$24		\$100	\$100
E-mail	\$99			\$150	\$150	\$105		\$150	\$150
Total Office Expenses	\$6,289	\$17,152		\$6,750	\$6,750	\$5,439		\$6,900	\$6,900
Indirect Costs		\$0							
Insurance & Bond Expense	\$723			\$1,000	\$1,000	\$750		\$750	\$750
Board Expenses	\$579			\$750	\$750	\$600		\$750	\$750
Total Indirect Costs	\$1,302	\$1,250		\$1,750	\$1,750	\$1,350		\$1,500	\$1,500
Operating / Miscellaneous Costs									
Miscellaneous Repairs	\$0			\$0	\$0	\$10,000		\$0	\$0
Total Operating / Misc. Costs	\$0	\$0		\$0	\$0	\$10,000		\$0	\$0
TOTAL OPERATING EXPENSES	\$18,454	\$18,402		\$24,800	\$24,800	\$34,739		\$33,243	\$33,243
MISCELLANEOUS EXPENSES	\$0			\$15,000	\$15,000	\$0			\$0
TOTAL CAPITAL EXPENSE				\$0	\$0			\$0	\$0
DEBT SERVICE ON PHASE 1 (051)									
Principal	\$397,220	\$387,674	\$265,710		\$273,013	\$283,655	\$847,300		\$847,300
Interest	\$28,471	\$28,471	\$47,303		\$40,000	\$29,358	\$25,000		\$25,000
	\$425,691	\$416,145	\$313,013	\$0	\$313,013	\$313,013	\$872,300	\$0	\$872,300
DEBT SERVICE ON PHASE 2 (073)									
Principal			\$109,974		\$109,974				
Interest		included	\$2,705		\$2,705				
	\$0	above	\$112,679	\$0	\$112,679	\$0	\$0	\$0	\$0
TOTAL DEBT SERVICE	\$425,691	\$416,145	\$425,692	\$0	\$425,692	\$313,013	\$872,300	\$0	\$872,300
TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE	\$444,145	\$434,547	\$425,692	\$39,800	\$465,492	\$347,752	\$872,300	\$33,243	\$905,543
ADJUSTMENTS (F32)		-\$7,781							
ESTIMATED ENDING BALANCE	\$791,629	\$825,711	\$738,680	\$76,746	\$815,426	\$802,631	-\$49,757	\$49,757	\$0
CASH ON HAND START OF FY	6/30/2021 (EST)	6/30/21 (F32)			6/30/2022 (QB)	6/30/2023 (EST)			
General Fund (FIB & WyoStar)	123,157.55	59,571.00			107,102.25	83,000.00			
Unenc. Reserves (WyoStar)		63,587.00							
Debt Service - Phase 1	706,236.01				689,753.78	728,000.00			
Debt Service - SID 1	70,587.66				0.00				
Debt Service - SID 2	29,615.48				0.00				
Debt Service - SID 3	16,427.70	822,866.00			0.00				
TOTAL	946,024.40	946,024.00			796,856.03	811,000.00			

CWSRF#051 Loan Prin. 7/18/22: \$847,300.27

Budget Message

The District has one remaining loan outstanding. All services will continue to be contracted. The District will pay off the outstanding debt by July of 2024 and will dissolve when that has been done. The assessment for 2023-2024 will be the final assessment, and it is a reduced amount as the full assessment is not required to pay off the remaining debt.

Dan King, President

Arlyn Magnuson, Treasurer

Directors: Dan King (President), David Riley (Secretary) & Arlyn 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.