

**South Douglas Highway Water & Sewer District**  
**Regular Meeting Minutes**  
**Wednesday, November 25, 2020, 12:00 p.m.**  
**Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming**  
*(By Telephone Conference Call)*

**Board Members Present:** Bill Edenfield, Dan King, David Riley, Dennis Stillman  
**Board Members Approved Absent:** 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 October 28, 2020, as presented. Motion carried unanimously.

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

The financial information was reviewed, including the Treasurer's Report, List of Bills and Claims. Quarterly reports were provided. It was moved by Bill Edenfield and seconded by Dennis Stillman 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
2975	Bennett, Weber & Hermstad	Inv. 63821 - 6/30/2020 CPA Review Final Billing	\$1,700.00
2976	Cathey Consulting	Inv. 5732 - Oct. Admin./Bookkeeping/Compliance/Postage	\$400.00
2977	DESK Holdings, LLC	Rent	\$375.00
2978	Engineering Associates	Inv. 4010081 Technical Coordinator 9/12/20 - 10/16/20	\$1,441.60
EFT	Wyo-Star II	10/31/20 Assessments transferred to WyoStar II accounts	\$47,691.00
<b>TOTAL CHECKS</b>			<b>\$51,607.60</b>

**Unfinished Business**

- a. CPA Financial Statements – Bennett, Weber, and Hermstad has completed the 6/30/20 financial statements. The Department of Audit has advised that since the reports submitted by Bennett, Weber and Hermstad are considered a “compilation” and not a “review”, the District needs to submit the “Self-Audit” forms as required of any District with more than \$100,000 revenue or expenditures. Paula Steiger advised that the state accepted the financial statements for fiscal years ending 2015 – 2019, but this year they are requiring the self-audit. Crystal Ninas is available to complete the self-audit within a few days to submit to the state. \$500 would be the cost and it is within budget as BWH cost this year is \$4,600 and the budget is \$5,500 for accounting and auditing.
  - i. It was moved by David Riley and seconded by Dennis Stillman to authorize Crystal Ninas to complete the self-audit for \$500. Motion carried unanimously.
  - ii. It was moved by David Riley and seconded by Bill Edenfield to accept the financial reports for fiscal year ending 6/30/2020 as presented by Bennett, Weber & Hermstad. Motion carried unanimously.

**New Business**

- a. It was moved by Dennis Stillman and seconded by Bill Edenfield to keep the same slate of officers for the next year (Dan King, President / David Riley, Secretary / Arlyn Magnuson, Treasurer). Motion carried unanimously.
- b. It was moved by David Riley and seconded by Dennis Stillman to designate the Gillette News-Record as the Official Newspaper for the next year. Motion carried unanimously.
- c. It was moved by Bill Edenfield and seconded by David Riley to designate First Interstate Bank, WyoStar and WyoStar II as the Official Depositories for the next year. Motion carried unanimously.

**Adjourn**

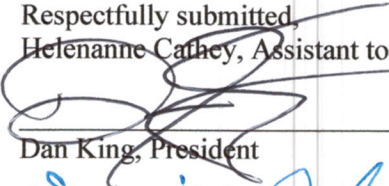
Dan King adjourned the meeting at 12:10 p.m.

**Next Meeting:**

**No meeting in December. Regular bills will be paid as needed and reported with the January bills.  
Wed., January 27, 2021, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.**

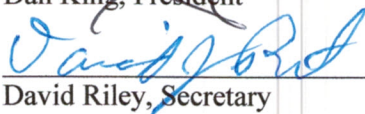
Respectfully submitted,

Helennne Cathey, Assistant to the Board

  
Dan King, President

Date

1/27/2021

  
David Riley, Secretary

Date

1/28/21

Arlyn Magnuson, Treasurer

Date

Bill Edenfield, Director

Date

  
Dennis Stillman, Director

Date

2/27/2021