

South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, October 27, 2021, 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: Helennane Cathey

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

Meeting Minutes

It was moved by Dennis Stillman and seconded by David Riley to approve the minutes for the regular meeting on September 22, 2021, 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 David Riley 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
3015	9S Consulting	Inv. 2021-436 - Self-audit for 6/30/21 fiscal year	\$500.00
3016	Bennett, Weber & Hermstad	Inv. 65388- CPA Review progress billing	\$3,290.00
3017	Cathey Consulting	Inv. 6231 – Sept. Admin./Bookkeeping/Compliance \$400	\$1,382.50
		Inv. 6242 - Director election mailing \$982.50	
3018	DESK Holdings, LLC	Rent	\$375.00
3019	K2 Technologies	Inv. 138 - Lunch for Board Meeting 9/22/21	\$87.36
EFT	Wyo-Star II	9/30/21 Assessments transfer to WyoStar II acct (Phase 1)	\$6,034.54
TOTAL CHECKS			\$11,669.40

Unfinished Business

- a. Director election (November 2, 2021 – Edenfield, Stillman) – Ballots were mailed October 8th. Helennane Cathey, Dan King, and one other person will canvass ballots within 7 days of the election date.
- b. Bennett, Weber & Hermstad is working on the annual CPA Compilation for fiscal year ending 6/30/21 – The reports should be done by the November meeting.
- c. The Board reviewed and signed the Local Government Annual Report Summary and Internal Control Evaluation Worksheet to be submitted to the Department of Audit along with year-end paperwork including the self-audit that was completed by Crystal Ninas.
- d. Transfer of Phase 2 accounts (SID 1, 2 and 3) – Since the Phase 2 loan has been paid off, the Board requested the accountant determine whether or not the District could transfer the remaining money in the Phase 2 WyoStar accounts to a general fund account. The total amount in these accounts is less than the total interest that has accrued over the life of those accounts, so the remaining amounts are interest and not actual assessments paid by landowners. Paula Steiger has advised that they (accountants at Bennett, Weber, and Hermstad) saw no issues with transferring the funds to the general fund as long as nothing in the loan documents would restrict those funds to a replacement reserve account or anything like that even after loan payoff. Dave Engels reviewed the loan paperwork and saw no such restriction.

It was moved by Dennis Stillman and seconded by Arlyn Magnuson to move funds from the Phase 2 accounts (SID 1, SID 2, and SID 3) into the WyoStar II General Savings account. Motion carried unanimously.

New Business

- a. None

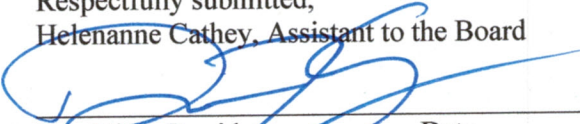
Adjourn

Dan King adjourned the meeting at 12:07 p.m.


Next Meeting:

Wed., November 24, 2021, 12:00 p.m. –Regular Meeting / Conference Room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Dan King, President Date



11/24/21

David Riley, Secretary Date

Arlyn Magnuson, Treasurer Date

Bill Edenfield, Director Date



11/24/2021

Dennis Stillman, Director Date