

South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, September 22, 2021, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming

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 12:05 p.m.

Meeting Minutes

It was moved by David Riley and seconded by Dennis Stillman to approve the minutes for the regular meeting on August 25, 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 Dennis Stillman 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
3011	Cathey Consulting	Inv. 6185 - August Admin./Bookkeeping/Compliance/Postage	\$400.00
3012	C N A Surety	Treasurer Bond 10/15/21 - 10/15/22	\$250.00
3013	DESK Holdings, LLC	Rent	\$375.00
3014	K2 Technologies	Inv. 136 - Lunch for Board Meeting 8/25/21	\$52.44
EFT	Wyo-Star II	8/31/21 Assessments transferred to WyoStar II acct (Phase 1)	\$3,124.28
TOTAL CHECKS			\$4,201.72

Unfinished Business

- a. Director election (November 2, 2021 – Edenfield, Stillman) – The draft ballot was reviewed and approved to mail between October 8th and October 18th. The following legal ad will run on October 19, 2021:

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

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the South Douglas Highway Water & Sewer District for the purpose of electing two directors for four (4)-year terms. Candidates include William Edenfield and Dennis Stillman. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helenanne Cathey at 307-685-8235. An "Elector Affidavit" form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by South Douglas Highway Water & Sewer District by mail at P.O. Box 2245, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, November 2, 2021, or at Cathey Consulting by 5:00 p.m. on Tuesday, November 2, 2021, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 2, 2021, between 9:00 a.m. and 2:00 p.m.

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

Helenanne Cathey will coordinate the canvassing of ballots within 7 days of the election by calling Dan King and one other person to count ballots.

- b. Bennett, Weber & Hermstad is working on the annual CPA Compilation for fiscal year ending 6/30/21.
- c. Crystal Ninas is working on the self-audit for fiscal year ending 6/30/21.

