

South Douglas Highway Water & Sewer District
Regular Meeting Minutes
Wednesday, September 26, 2018, 12:00 p.m.
Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming

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

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

Meeting Minutes

It was moved by David Riley and seconded by Bill Edenfield to approve the minutes for the regular meeting on August 22, 2018, 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. Quarterly reports for 6/30/18 were also available for review. Helennane Cathey reported that the total assets still include the assets that have been transferred to the City. These numbers will be updated by Bennett, Weber and Hermstad during this year’s CPA review, and corrected reports will be provided as a result. It was moved by David Riley and seconded by Arlyn Magnuson to accept the Treasurer’s Report and pay the bills and claims as presented. Motion carried unanimously. The following bills were paid:

9/26/2018	2854	Cathey Consulting, LLC	Inv. 45576 - Aug. Admin./Bookkeeping/Compliance/Postage	\$410.16
9/26/2018	2855	C N A Surety	Treasurer Bond	\$250.00
9/26/2018	2856	DESK Holdings, LLC	Rent	\$375.00
9/26/2018	2857	EnTech Inc.	Inv. 03015-149 Technical Coordinator 7/30/18 - 9/2/18	\$715.00
9/26/2018	2858	K2 Technologies	Inv. cw273 (Lunch 8/22/18)	\$53.22
9/26/2018	2859	One Call of Wyoming	Inv. 49596 - Locate tickets for August	\$8.25
9/26/2018	2860	Stevens, Edwards, Hallock	Legal fees 7/21/18 - 8/20/18	\$250.00
9/26/2018	2861	Water Guy, LLC	Inv. 2018-767 - Locate Service for August \$27.50	\$450.00
			Inv. 2018-806 - Locates in August \$422.50	
			TOTAL BILLS	\$2,511.63

Unfinished Business

- a. Stroup Mobile Home Park Sewer Line conveyed to Stroup Mobile Home Park / landowner – Dave Engels has had several conversations with Mr. Stroup, but Mr. Stroup has not taken any action yet. There was discussion on the possibility of the District paying for part of the cost of the vault and the meter for Mr. Stroup. Board members were not in favor of paying any costs at this time.
- b. Bennett, Weber & Hermstad Annual Review – Helennane Cathey has provided information to Paul Steiger at Bennett, Weber and Hermstad as requested.

New Business

- a. A letter was received from the Department of Audit stating that a CPA audit will be required for all Water and Sewer Districts starting with the fiscal year ending 6/30/19. This is the result of a recent Attorney General opinion on the Water and Sewer District statute. In the past, an audit was only required if \$1,000,000 or more was incurred in revenue or costs in a fiscal year. This would be a financial burden on the members of the District. Helennane Cathey will prepare a letter identifying the suggested statutory change that would keep Water and Sewer Districts under the previous reporting requirements that will be forwarded to Campbell County legislators.

Adjourn

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

Next Meeting: Wednesday, October 24, 2018, 12:00 p.m. – 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