

**South Douglas Highway Water & Sewer District
Regular Meeting Minutes**

Wednesday, September 27, 2023, 12:00 p.m.

**Conference Room / K2 Technologies / Office of Cathey Consulting, Suite 106 – 400 South Gillette Avenue,
Gillette, Wyoming**

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

David Riley called the meeting to order at 12:01 p.m. The meeting location was changed to the office of Cathey Consulting – in the same building as K2 Technologies.

It was moved by Bill Edenfield and seconded by Dennis Stillman to approve the minutes for the regular meeting on August 30, 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 Dennis Stillman and seconded by Bill Edenfield to accept the Treasurer’s Report and approve and pay the bills and claims as presented and transfer \$30,000 from the WyoStar General Savings Account to the First Interstate Bank Checking account. Motion carried unanimously. The following checks / transactions were approved:

Ck#	Vendor	Description	Amount
3103	Cathey Consulting	Inv. 7228 - August Admin./Bookkeeping/Compliance \$400.00	\$509.70
		Inv. 7195 - 8/30/23 meeting meal \$109.70	
3104	DESK Holdings, LLC	Rent	\$375.00
3105	Engineering Associates	Inv. 4308056 Technical Coordinator 7/15/23 - 8/18/23	\$302.10
		TOTAL CHECKS	\$1,186.80
EFT	Transfer from WyoStar 5447 - General Savings to First Interstate Bank Checking		\$30,000.00

Unfinished Business

- a. City of Gillette / Sewer line to Stroup – DRM hasn’t completed the work yet.
- b. Dissolution process – June 20, 2024, is the proposed date for dissolution. No action is required at this time.
- c. Director Election (November 7, 2023 – King, Magnuson, Riley – 4 year terms) – The draft ballot was reviewed and will be mailed between October 13th and October 23rd. The following legal ad will run in the News-Record on October 24th after ballots have been mailed:

**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 three directors for four (4)-year terms. Candidates include Danny King, Jr., Arlyn Magnuson, and David Riley. 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 7, 2023, or at Cathey Consulting by 5:00 p.m. on Tuesday, November 7, 2023, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 7, 2023, between 9:00 a.m. and 2:00 p.m.

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

New Business

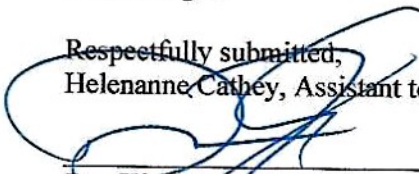
- a. The Local Government Annual Report Summary for Fiscal Year Ending 6/30/23 was signed and will be submitted to the State along with the Proof of Cash completed by Helenanne Cathey and the Self-Audit completed by Crystal Ninas. The annual census report (F32) report was submitted online by Helenanne Cathey.
- b. It was moved by Bill Edenfield and seconded by Dennis Stillman to approve the letter to confirm the CPA services with Bennett, Weber & Hermstad, LLP for fiscal year ending 6/30/23. Motion carried unanimously.
- c. A News Release was reviewed regarding the completion of the sewer project and debt repayment and dissolution of the District due to having met all objectives, marking an example of a local governmental entity disbanding because it has met its objectives. It was moved by Dennis Stillman and seconded by Bill Edenfield to send the news release to the City Council, County Commissioners, Governor Gordon and the Gillette News-Record. Motion carried unanimously.

Adjourn


David Riley adjourned the meeting at 12:09 p.m.

Next Meeting: Wednesday, October 25, 2023, 12:00 p.m. – Regular Meeting / Conference Room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board




Dan King, President 10-25-2023
Date



David Riley, Secretary 10/25/23
Date

Bill Edenfield, Director Date



Dennis Stillman, Director 10/25/2023
Date

Arlyn Magnuson, Treasurer Date