

**South Douglas Highway Water & Sewer District
 Budget Hearing and Regular Meeting Minutes
 Wednesday, June 23, 2021, 12:00 p.m.
 Conference Room / K2 Technologies – 400 South Gillette Avenue, Gillette, Wyoming
 Revised 7/21/21**

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

David Riley called the meeting to order at 12:00 p.m.

BUDGET HEARING

David Riley called the budget hearing to order at 12:01 p.m. The budget was reviewed. There was an opportunity for public comment. David Riley moved to close public comment and adjourn the budget hearing. Bill Edenfield seconded. The budget hearing adjourned at 12:02 p.m.

REGULAR MEETING

David Riley called the regular meeting to order at 12:03 p.m.

Adoption of Budget

It was moved by Dennis Stillman and seconded by Bill Edenfield to adopt the budget for 7/1/21 – 6/30/22 for \$1,280,918. Motion carried unanimously. The budget is attached to these minutes.

Meeting Minutes

It was moved by Dennis Stillman and seconded by Bill Edenfield to approve the minutes for the regular meeting on May 26, 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. Forms were signed to authorize transfers from WyoStar and WyoStar II to State Lands & Investments for the annual loan payments. It was moved by Bill Edenfield and seconded by Dennis Stillman to accept the Treasurer’s Report, approve and pay the bills and claims as presented, and authorize transfers as needed. Motion carried unanimously. The following checks / transactions were approved:

Ck#	Vendor	Description	Amount
2998	Cathey Consulting	Inv. 6048 - May Admin./Bookkeeping/Compliance/Postage	\$400.00
2999	DESK Holdings, LLC	Rent	\$375.00
3000	Engineering Associates	Inv. 4105051 - Technical Coordinator 4/17/21 - 5/14/21	\$275.07
3001	K2 Technologies	Inv. 132 - Lunch for Board Meeting 5/26/21	\$67.01
3002	The News-Record	Ad 00367695 - Budget hearing ad	\$315.00
EFT	Wyo-Star	5/31/21 Assessments transferred to WyoStar accts (SID 1, 2 & 3)	\$11,635.00
EFT	Wyo-Star II	5/31/21 Assessments transferred to WyoStar II acct (Phase 1)	\$94,510.34
TOTAL CHECKS			\$107,577.42

Unfinished Business

- a. None

New Business

- a. Two board members signed the Public Records notice to submit to the County.
- b. It was moved by Dennis Stillman and seconded by Bill Edenfield to transfer funds from the SID II and III accounts in WyoStar and SID I, II and III accounts in WyoStar II and the general First Interstate Bank Checking Account into the WyoStar SID I Account 5523 (1883) to make the final Phase II loan payoff on July 6, 2021. WyoStar staff advised that the funds need to be in one account for wiring the funds for the SLIB loan payment. Motion carried unanimously.

WyoStar Account 5524 (1884)	\$725.01	
WyoStar Account 5525 (1885)	\$510.01	
WyoStar II Account 7019-3281	\$55,926.37	
WyoStar II Account 7019-3282	\$26,126.92	
WyoStar II Account 7019-3283	\$15,929.55	CORRECTION: \$15,529.55
First Interstate Bank Checking	\$1,500	

- c. It was moved by Dennis Stillman and seconded by Bill Edenfield to make the annual loan payment on Phase I and pay off the Phase II loan on July 6, 2021. Motion carried unanimously. The payments will be made as follows:

CWSRF-051 (Phase I) – Annual payment

Debit Funds:		Loan Payment
	WYOSTAR Account # 7016-3280	\$313,013.08
Credit Funds:	SRF Loan Payment CWSRF-051	
	Amount: \$313,013.08	
	Effective Date: Tuesday, July 6, 2021	

CWSRF-073 (Phase II Construction) – LOAN PAYOFF

Debit Funds:		Loan Payment
	WYOSTAR Account # 5523-1883 (SID 1):	\$112,678.50
	Total Debit Funds:	\$112,678.50
Credit Funds:	SRF Loan Payment CWSRF-073	
	Amount: \$112,678.50	
	Effective Date: Tuesday, July 6, 2021	

- d. Director Election (November 2, 2021 – Edenfield, Stillman) – The following legal ad will run in the News-Record July 13, 2021.

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

Public Notice is hereby given that on Tuesday, November 2, 2021, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms on the Board of the South Douglas Highway Water & Sewer District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. 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.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helenanne Cathey (685-8235 or hlcathey@collinscom.net) between August 4, 2021, and August 24, 2021. A qualified elector means a person who is an owner of land within the district, or the person holding record fee title to real property, or a registered voter of the District.

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

Adjourn

David Riley adjourned the meeting at 12:18 p.m.

Next Meeting:

Wed., July 28, 2021, 12:00 p.m. –Regular Meeting / Conference Room at K2 Technologies.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Dan King, President Date

David Riley *7/28/21*

David Riley, Secretary Date

Arlyn Magnuson *7/28/21*

Arlyn Magnuson, Treasurer Date

Bill Edenfield *7/28/21*

Bill Edenfield, Director Date

Dennis Stillman *7/28/21*

Dennis Stillman, Director Date

South Douglas Highway Water & Sewer District
Budget - 7/1/21 - 6/30/22

Budget Hearing Date: June 23, 2021, 12:00 p.m.
at 400 South Gillette Avenue, Gillette

Mailing Address: PO Box 2245, Gillette, WY 82717

	Previous Year 7/1/19 - 6/30/20 (From QB Accruals Bal Sheet & P & L)	F32 Numbers	FY 20-21 Special Fund	FY 20-21 Budget General Fund (0 mil)	Total FY 20-21 Entity Budget	Current Year Accrual (ESTIMATED) 7/1/20 - 6/30/21	FY 21-22 Special Fund	FY 21-22 Budget General Fund (0 mil)	Total FY 21-22 Entity Budget
ESTIMATED BEGINNING BALANCE	\$924,192	\$924,192	\$811,000	\$152,886	\$963,886	\$946,485	\$839,645	\$116,546	\$956,191
REVENUES									
Taxes and assessments		\$388,445		\$0	\$0			\$0	\$0
Special Assessments									
Phase 1 - Antelope Valley +	\$314,027		\$314,027		\$314,027	\$314,027	\$314,027		\$314,027
310 X 984 + 4387.74 + 4619.70									
36X 1000 Phase 2 - SID 1	\$36,000		\$36,000		\$36,000	\$36,130			\$0
22 X 1020 Phase 2 - SID 2	\$22,468		\$22,440		\$22,440	\$22,476			\$0
11 X 1450 Phase 2 - SID 3	\$15,950		\$15,950		\$15,950	\$15,950			\$0
Total Special Assessments	\$388,445		\$388,417		\$388,417	\$388,583	\$314,027		\$314,027
Interest - Special Assessments	\$1,569	\$1,569	\$700		\$700	\$1,200	\$700		\$700
Plant Investment Fees	\$0					\$0			
Miscellaneous						\$0			
Interest on General Fund and Reserves	\$30,853	\$13,612	\$10,000	\$1,200	\$11,200	\$15,000	\$10,000		\$10,000
Sewer Connections									
TOTAL REVENUES	\$420,867	\$403,626	\$399,117	\$0	\$400,317	\$404,783	\$324,727	\$0	\$324,727
TOTAL BEGINNING BALANCE PLUS RE	\$1,345,059		\$1,210,117	\$152,886	\$1,364,203		\$1,164,372	\$116,546	\$1,280,918
OPERATING EXPENSES									
Contractual Services									
Legal Services	\$0			\$1,000	\$1,000	\$0		\$1,000	\$1,000
Accounting and Auditing Services	\$5,125			\$5,500	\$5,500	\$5,100		\$5,500	\$5,500
Consultant Administrative Services	\$327			\$2,500	\$2,500	\$1,749		\$2,500	\$2,500
Administrative Support Services	\$4,800			\$5,300	\$5,300	\$4,800		\$5,300	\$5,300
Sewer Locating Services	\$0			\$2,000	\$2,000	\$0		\$2,000	\$2,000
Total Contractual Services	\$10,252			\$16,300	\$16,300	\$11,649		\$16,300	\$16,300
Office Expenses									
Postage	\$144			\$600	\$600	\$76		\$600	\$600
Advertising/Public Notices	\$482			\$600	\$600	\$350		\$600	\$600
Election Expenses	\$862			\$800	\$800	\$0		\$800	\$800
Office Rent	\$4,500			\$4,500	\$4,500	\$4,500		\$4,500	\$4,500
Other	\$7			\$100	\$100	\$16		\$100	\$100
E-mail	\$98			\$150	\$150	\$98		\$150	\$150
Total Office Expenses	\$6,093	\$16,345		\$6,750	\$6,750	\$5,040		\$6,750	\$6,750
Indirect Costs									
Insurance & Bond Expense	\$750	\$750		\$1,000	\$1,000	\$750		\$1,000	\$1,000
Board Expenses	\$471	\$471		\$750	\$750	\$250		\$750	\$750
Total Indirect Costs	\$1,221	\$1,221		\$1,750	\$1,750	\$1,000		\$1,750	\$1,750
Operating / Miscellaneous Costs									
Tap Fees				\$0	\$0	\$0		\$0	\$0
Miscellaneous Repairs				\$0	\$0	\$0		\$0	\$0
Total Operating / Misc. Costs	\$0	\$0		\$0	\$0	\$0		\$0	\$0
TOTAL OPERATING EXPENSES	\$17,566	\$17,566		\$24,800	\$24,800	\$17,689		\$24,800	\$24,800
MISCELLANEOUS EXPENSES				\$15,000	\$15,000	\$0		\$15,000	\$15,000
TOTAL CAPITAL EXPENSE				\$0	\$0	\$0		\$0	\$0
DEBT SERVICE ON PHASE 1 (051)				\$0	\$0			\$0	\$0
Principal	\$265,711	\$322,514	\$265,710		\$265,710	\$271,826	\$265,710		\$273,013
Interest	\$42,252	\$46,495	\$47,303		\$47,303	\$41,187	\$47,303		\$40,000
	\$307,963	\$369,009	\$313,013	\$0	\$313,013	\$313,013	\$313,013	\$0	\$313,013
DEBT SERVICE ON PHASE 2 (073)									
Principal	\$56,801		\$56,801		\$56,801	\$58,061	\$109,974		\$109,974
Interest	\$4,243	included	\$5,380		\$5,380	\$4,120	\$2,705		\$2,705
	\$61,044	above	\$62,181	\$0	\$62,181	\$62,181	\$112,679	\$0	\$112,679
TOTAL DEBT SERVICE	\$369,007	\$369,009	\$375,194	\$0	\$375,194	\$375,194	\$425,692	\$0	\$425,692
TOTAL OPERATING, CAPITAL AND DEBT SERVICE EXPENSE	\$386,573	\$386,575	\$375,194	\$39,800	\$414,994	\$392,883	\$425,692	\$39,800	\$465,492
ADJUSTMENTS (F32)		-\$11,999							
ESTIMATED ENDING BALANCE	\$958,486	\$929,244	\$834,923	\$113,086	\$949,209	\$958,385	\$738,680	\$76,746	\$815,426
CASH ON HAND START OF FY									
General Fund	105,778.39	6/30/2019	6/30/19 (F32)		6/30/2020 (QB)	6/30/2021 (EST)			
Unenc. Reserves (WyoStar)	60,979.38		62,410.00		72,436.00	54,000.00			
Debt Service - Phase 1	678,727.94				63,665.00	62,546.00			
Debt Service - SID 1	34,940.61				709,159.00	719,934.00			
Debt Service - SID 2	26,319.09				50,677.00	62,462.00			
Debt Service - SID 3	17,447.50		794,398.00		30,555.00	35,502.00			
TOTAL	924,192.91	929,244.00			19,993.00	21,747.00			

CWSRF#051 Loan Prin. 7/18/20: \$1,408,655.22
CWSRF#073 Loan Prin. 7/18/20: \$109,974.34

Budget Message

The District will pay off the loan on Phase II either in June or July. Revenue will decrease as there will be no assessment on the Phase II properties in this next fiscal year. All services will continue to be contracted. The Unencumbered Reserves Balance will be transferred to the General Fund to manage the District until the District dissolves, which will occur as soon as the debt is paid off. The majority of the District has been annexed into the City of Gillette, so bills are minimal. There is only one small section of sewer line serving Stroup Mobile Home Park that is still in the District.