

**Ward Creek Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Tuesday, April 18, 2023, 4:00 p.m.**  
**At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming**

BOARD MEMBERS PRESENT: Jim Fifield, Evalyn Kahila, William Rea  
OTHERS PRESENT: Helenanne Cathey, Toni Clark, Emil Pendleton, Cindy Prince

Jim Fifield called the meeting to order at 4:09 p.m.

- I. Director Election (March 21, 2023** – Two directors for four years and one director for two years) – Ballots were canvassed on Thursday, March 23, 2023, at 1:00 p.m. by Helenanne Cathey, Evalyn Kahila, and Emil Pendleton. Election Results:

**Votes for two directors to serve four-year terms:**

William A. Rea – 18 votes  
Evalyn Kahila – 6 votes  
Jill Smith – 3 votes  
Jim Fifield – 1 vote

**Votes for one director to serve a two-year term:**

Jim Fifield – 16 votes  
Jill Smith – 2 votes

Congratulations to William Rea, Evalyn Kahila, and Jim Fifield. Oaths were completed as required.

- II. Annual Election of Officers** – Jim Fifield moved to have the following slate of officers for the year: Jim Fifield, President / William Rea, Vice President / Evalyn Kahila, Secretary/Treasurer. Evalyn Kahila seconded. Motion carried unanimously.
- III. Minutes Approval** – Jim Fifield moved to approve the minutes from the March 21, 2023, regular meeting. William Rea seconded. Motion carried unanimously.
- IV. Treasurer’s Report Acceptance** – Evalyn Kahila moved to approve the bill as presented (Cathey Consulting Invoice 7011 for \$500 for bookkeeping/administrative/compliance services in March). Jim Fifield seconded. Motion carried unanimously. The District doesn’t have any funds or revenue at this time, so the bill will be paid by the Landowners Association.
- V. Unfinished Business**
- a. By-Laws** – The by-laws were e-mailed to residents along with the draft minutes from December. The by-laws will be discussed over the coming months.
  - b. Transfer from Landowners Association** – The attorney has advised on the process to transfer everything from the Association to the District, but he is out of town until the end of May. A special meeting will be scheduled when he returns to work on the transfer.

There are taps on the water system that are not in the District. The attorney has advised that the District cannot provide water to anyone outside of the District, so these lots will need to come into the District through what is called an Enlargement. If someone doesn’t want to join the District, the water tap will have to be removed. The Enlargement process starts by those outside of the District on the water system signing a petition to join the District. The District Board will approve the petition and send the information to the County Commissioners with a request for an enlargement to be approved. It looks like there are three taps that are outside of the District.

The consensus is to submit a County grant application requesting 100% reimbursement for the enlargement costs. An informal map will need to be submitted along with the grant application showing the anticipated enlarged district. Helenanne Cathey will prepare the grant application and Emil Pendleton will provide a map that can be used to show the enlarged district.

There was discussion on the assessment amount and the possibility of charging a higher assessment amount for lots that have more than one living unit on them. If there is a lot that has no water tap, there was discussion on a different assessment amount for them. It doesn't appear that there are any lots without taps, but the map will be reviewed to verify that. After discussion, the consensus is to assess lots with more than one living unit an additional \$600 for each additional living unit. This will be discussed further at the next meeting.

Past due amounts will be added to this year's assessment.

- c. **Water Operator / Billing** – There was discussion on whether or not to hire Water Guy as the water operator for the District. The fee will be \$560 per month. William Rae moved to hire Water Guy. Evalyn Kahila seconded. Motion carried unanimously. The consensus is to have Water Guy start June 1, 2023.
- d. **Budget for 7/1/23 – 6/30/24** – A proposed budget will be approved at the next meeting and the final budget at the July meeting.

**A reminder to landowners that any unpaid balance as of the end of June will be added to the assessment for the next fiscal year.**

**VI. New Business**

- a. None

Jim Fifield moved to adjourn. William Rea seconded. The meeting adjourned at 5:31 p.m.

**Next Regular Meeting: TUESDAY, MAY 16, 2023, 4:00 p.m. at the office of Cathey Consulting.**

Tues., May 16, 2023, 4:00 p.m.

Tues., June 20, 2023, 4:00 p.m.

Tues., Sept. 19, 2023, 4:00 p.m.

Tues., Dec. 19, 2023, 4:00 p.m.

Tues., July 18, 2023, 4:00 p.m.

Tues., Oct. 17, 2023, 4:00 p.m.

Tues., Aug. 15, 2023, 4:00 p.m.

Tues., Nov. 21, 2023, 4:00 p.m.

**MEETINGS: BOARD MEETINGS WILL BE HELD THE THIRD TUESDAY OF THE MONTH AT 4:00 P.M. AT THE OFFICE OF CATHEY CONSULTING (400 S GILLETTE AVE., SUITE 106, GILLETTE – K2 TECHNOLOGIES BUILDING – OFFICE ENTRANCE IS ON 4<sup>TH</sup> STREET ACROSS FROM ARROW PRINTING.)**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

\_\_\_\_\_  
Jim Fifield, President / Date

\_\_\_\_\_  
William Rea, Vice President / Date

\_\_\_\_\_  
Evalyn Kahila, Secretary/Treasurer / Date