

Ward Creek Improvement & Service District
Regular Meeting
MINUTES
Tuesday, August 15, 2023, 4:00 p.m.
At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming
Revised 8/16/23

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

William Rea called the meeting to order at 4:07 p.m.

I. Minutes Approval – Evalyn Kahila moved to approve the minutes from the July 18, 2023, budget hearing and regular meeting. William Rea seconded. Motion carried unanimously.

II. Treasurer’s Report Acceptance – William Rea moved to accept the Treasurer’s Report and approve the bills as presented and as listed below. Evalyn Kahila seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$0.00	
07/21/23	Transfer in from Landowners Association	\$5,000.00	
07/31/23	Interest	\$0.60	
Balance Prior to Meeting:		\$5,000.60	
BILLS PAID AT MEETING:			
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1001	Cathey Consulting	Inv. 7155 – Checks, deposit tickets, Endorsement stamp \$134.78 Inv. 7191 – Re-order checks, deposit tickets, Endorsement stamp (bank provided Wrong account number) \$134.78 Inv. 7189 – July, 2023 adm/bks/postage \$500.00	\$769.56
1002	Energy Laboratories	Inv. 568866 – Testing (bacteria test) \$53.00 Credit for Bacteria Test -\$53.00 Inv. 571071 – Testing (Nitrogen, Nitrate+Nitrite) \$53.00	\$53.00
1003	Stevens, Edwards, & Hallock, P.C.	Legal fees – transfer from homeowners association to the District \$840.00 Legal fees – transfer from homeowners Association to the District \$70.00	\$910.00
1004	Water Guy	Inv. 2023-728 – July Water Operator & Bacteria test	\$558.80
1005	Powder River Energy	Acct 3260827 Electricity 7/1-8/1/23	\$460.15
TOTAL			\$2,751.51
ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:			\$2,249.09

III. Unfinished Business

- a. By-Laws** – The by-laws were e-mailed to residents along with the draft minutes in December. The by-laws will be discussed over the coming months.
- b. Transfer from Landowners Association** – A few ballots have been received for transferring from the Landowners Association to the District. A reminder for everyone to please fill out your ballot as soon as possible – they will need to be signed in front of a notary and the notary statement completed as well. Helenanne Cathey is a notary and can notarize for people if they want to stop and see her at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette (K2 Technologies building – entrance is on 4th Street, across from Arrow Printing) – the office is open most Mondays through Thursdays from 9 a.m. until 5 p.m. but oftentimes later in the evenings. Call Helenanne

Cathey at 307-685-8235 to set up a time. There are also notaries at the public library, most banks, and the courthouse.

- c. **County Grant** – A County grant was approved for \$4,500 for reimbursement for costs for transferring from the landowners association. A pay request was completed for the two legal bills paid at this meeting (\$910 – total grant request as this is a 100% grant).
- d. **Lead and Copper Service Lines Inventory (EPA Rule) by October, 2024** – Jim Fifield reported that Duaine Faucett (Water Guy) explained that he is working on a grant application to cover the cost of developing the inventory to comply with this rule.

IV. New Business

- a. A form was signed for the County Treasurer to direct deposit assessments into the District’s bank account.
- b. A letter was signed to send to the bank to request reimbursement for \$134.78 for the Cathey Consulting invoice for ordering supplies with the wrong account number that the bank provided the first.
- c. Evalyn Kahila reported that she sent a letter to Powder River Energy to get the account moved over to the District’s name and new mailing address.
- d. Several people at the meeting reported that they are experiencing low water pressure. Jim Fifield will contact Water Guy regarding the concerns about water pressure.
- e. The Board clarified the two addresses that are billed monthly because the properties are not yet in the District (01 Smokey Avenue and 21 Doll House).
- f. There was discussion on a couple of houses that are for sale. Evalyn Kahila reported that she is usually notified by a title company when a property sells. The District could send a “welcome” letter if the Board wants to do that. Since billing is on assessments, there is no monthly bill sent anymore. A “welcome” letter could also be given to the realtor when a house is listed. This will be discussed at the next meeting.

William Rea moved to adjourn. Evalyn Kahila seconded. The meeting was adjourned at 4:41 p.m.

Next Regular Meeting: TUESDAY, SEPTEMBER 19, 2023, 4:00 p.m. at the office of Cathey Consulting.

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

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

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

Tues., Dec. 19, 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 4TH 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