

**Ward Creek Improvement & Service District
Regular Meeting
MINUTES**

Tuesday, December 19, 2023, 4:00 p.m.

At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Jim Fifield, William Rea
BOARD MEMBERS NOT PRESENT: Evalyn Kahila
OTHERS PRESENT: Helenanne Cathey

Jim Fifield called the meeting to order at 4:14 p.m.

I. Minutes Approval – Jim Fifield moved to approve the minutes from the November 21, 2023, 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. Jim Fifield seconded. Motion carried unanimously. Jim Fifield reported that he talked to Water Guy regarding water quality issues and sending an electrician out to make some needed repairs.

| | | | |
|--|--|---|--------------------|
| Bank Balance End of Last Meeting: | | \$16,852.58 | |
| 11/30/23 | Interest | \$5.42 | |
| 12/06/23 | Deposit – Transfer from Landowners Association | \$5,276.95 | |
| 12/06/23 | Deposit – Assessments | \$1,800.00 | |
| 12/14/23 | Deposit – Monthly Billing | \$100.00 | |
| Balance Prior to Meeting: | | \$24,034.95 | |
| BILLS PAID AT MEETING: | | | |
| <u>CHECK #</u> | <u>Vendor</u> | <u>Purpose</u> | <u>Amount</u> |
| 1019 | Cathey Consulting | Inv. 7363 – November, 2023 admin/bks/postage | \$500.00 |
| 1020 | Hawkins, Inc. | Inv. 6644638 – Chemicals/Water (Azone 15) | \$598.68 |
| 1021 | Powder River Energy | Acct 2159626 11/1-12/1/23 Electricity \$87.01 | \$438.44 |
| | | Acct 2159726 11/1-12/1/23 Electricity \$351.43 | |
| 1022 | Water Guy | Inv. 2023-1207 – Nov. Water Oper./Bacteria test | \$558.80 |
| TOTAL | | | \$2,095.92 |
| ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS: | | | \$21,939.03 |
| Accounts Receivable Balance \$19,457.00 | | | |

III. Unfinished Business

- a. **By-Laws** – The by-laws were e-mailed to residents along with the draft minutes in December, 2022. The approval of the by-laws will be done at the January meeting.
- b. **Transfer from Landowners Association** – The Secretary of State has approved the plan of dissolution for the Ward Creek Landowners Association. The remaining money in the Landowners Association has been transferred to the Improvement and Service District. Jim Edwards will work on the final items that need to be completed.
- c. **Taps outside of the District**
 - i. **District Enlargement** – Helenanne Cathey drafted paperwork for the district enlargement based on other enlargements she has worked with and conversations with the County. The paperwork was reviewed. Board members will call Brent and Jessica Miller and Pat Ford to see if they will come in and sign the petition.
 - ii. **Fees** – This will be discussed at a later date.
- d. **County Grant** – A County grant was approved for \$4,500 for reimbursement for costs for transferring from the landowners association. The first pay request was submitted and grant money deposited (\$910). There haven’t been any bills since then.

- e. **Lead and Copper Service Lines Inventory (EPA Rule) by October, 2024** – No update. This item will be removed from the agenda because Water Guy is taking care of it.
- a. Two stop signs and one post and brackets were ordered from the County after the last meeting (for a place on Doll House that is missing a stop sign and one on Melvin that is very faded). The County has advised that the person who makes the signs has been out on medical leave, and it may be January before she is back at work.

IV. New Business

- a. None

Jim Fifield moved to adjourn the meeting. William Rea seconded. The meeting was adjourned at 4:30 p.m.

Next Regular Meeting: TUESDAY, JANUARY 16, 2024, 4:00 p.m. at the office of Cathey Consulting.

2024 Meetings:

Tues., Jan. 16, 2024, 4:00 p.m./Tues., Feb. 20, 2024, 4:00 p.m./Tues., Mar. 19, 2024, 4:00 p.m.

Tues., Apr. 16, 2024, 4:00 p.m./Tues., May 21, 2024, 4:00 p.m./Tues., June 18, 2024, 4:00 p.m.

Tues., July 16, 2024, 4:00 p.m./Tues., Aug. 20, 2024, 4:00 p.m./Tues., Sep. 17, 2024, 4:00 p.m.

Tues., Oct. 15, 2024, 4:00 p.m./Tues., Nov. 19, 2024, 4:00 p.m./Tues., Dec. 17, 2024, 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,
Helennane Cathey, Assistant to the Board

Jim Fifield, President / Date

William Rea, Vice President / Date

Evalyn Kahila, Secretary/Treasurer / Date