

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

Tuesday, February 20, 2024, 4:00 p.m.

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

BOARD MEMBERS PRESENT: Jim Fifield (by phone), Evalyn Kahila, William Rea
OTHERS PRESENT: Helenanne Cathey

William Rea called the meeting to order at 4:00 p.m.

I. Minutes Approval – William Rea moved to approve the minutes from the January 16, 2024, regular meeting. Jim Fifield 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:		\$24,298.49	
12/31/23 Interest	\$8.56		
Adjusted Balance Forward:		\$24,307.05	
01/31/23 Interest	\$9.40		
02/09/24 Deposit – (Miller)	\$100.00		
02/09/24 Deposit – Assessments	\$668.91		
02/16/24 Deposit – Monthly Billing	\$100.00		
Balance Prior to Meeting:		\$25,185.36	
BILLS PAID AT MEETING:			
CHECK #	Vendor	Purpose	Amount
1026	Cathey Consulting	Inv. 7445 – January, 2024 admin/bks/postage	\$500.00
1027	Powder River Energy	Acct 2159626 1/1-2/1/24 Electricity \$80.66	\$455.64
		Acct 2159726 1/1-2/1/24 Electricity \$374.98	
1028	Stevens, Edwards, & Hallock, P.C.	Legal fees / transfer from landowners assoc. 7/31/23 – 11/16/23	\$2,259.17
1029	Water Guy	Inv. 2024-85 – Jan. Water Oper./Bacteria test \$558.80	\$1,026.92
		Inv. 2024-106 – Installed motor saver/checked heater \$468.12	
TOTAL			\$4,241.73
ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:			\$20,943.63

Accounts Receivable Balance \$17,489.00 (Assessments \$16,207 / Direct bill accounts \$300 (one customer owes for three months) A board member will talk to the landowner to see if the past due account can’t be dealt with.

III. Unfinished Business

- a. **District Enlargement** – The Department of Revenue is reviewing the documents and should have a letter to the District within a couple of weeks. Once approved, paperwork will be submitted to the County Commissioners to start the process.
- b. **County Grant** – A County grant was approved for \$4,500 for reimbursement for costs for transferring everything from the landowners association. The first pay request was submitted and grant money deposited (\$910). Evalyn Kahila moved to approve and sign pay request 2 for \$2,259.17 for Stevens, Edwards, & Hallock for legal fees. William Rea seconded. Motion carried unanimously.
- c. **Signs** – Two stop signs and one post and brackets were ordered from the County (for a place on Doll House that is missing a stop sign and one on Melvin that is very faded). Jim Fifield picked up the signs and post provided by the County. One sign was put up that already had a post in the ground. The remaining signs/posts will be put up as soon as possible, depending on the weather.

- d. **Concerns about people speeding discussed at the last meeting** – Jim Fifield talked to a young driver that was speeding, and it appears that this issue has been resolved.

II. New Business

- a. There was discussion on purchasing a tool from Contractors Supply for working on the water system.
- b. Water Guy will be sending out a notice to homeowners explaining that monitoring requirements were not met prior to Water Guy’s taking over as the water operator for the District. The notice was reviewed.

Evalyn Kahila moved to adjourn the meeting. William Rea seconded. The meeting was adjourned at 4:11 p.m.

Next Regular Meeting: TUESDAY, MARCH 19, 2024, 4:00 p.m. at the office of Cathey Consulting.

2024 Meetings:

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