

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

Tuesday, January 16, 2024, 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, Emil Pendleton, Robert Carlson, Cindy Prince

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

- I. Minutes Approval** – Jim Fifield moved to approve the minutes from the December 19, 2023, regular meeting. William Rea seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance** – Jim Fifield 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:		\$21,939.03
01/02/24	Deposit – PR Energy Capital Credits	\$1,257.44
01/09/24	Deposit – Assessments	\$2,500.00
01/12/24	Deposit – Monthly Billing	\$100.00
Balance Prior to Meeting:		\$25,796.47

BILLS PAID AT MEETING:

CHECK #	Vendor	Purpose	Amount
1023	Cathey Consulting	Inv. 7403 – December, 2023 admin/bks/postage	\$500.00
1024	Powder River Energy	Acct 2159626 12/1-1/1/24 Electricity \$75.81	\$439.18
		Acct 2159726 12/1-1/1/24 Electricity \$363.37	
1025	Water Guy	Inv. 2023-1311 – Dec. Water Oper./Bacteria test	\$558.80
TOTAL			\$1,497.98
ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:			\$24,298.49
Accounts Receivable Balance \$17,057.00			

III. Unfinished Business

- a. **By-Laws** – The by-laws were e-mailed to residents along with the draft minutes in December, 2022. Jim Fifield moved to adopt the by-laws as written. Evalyn Kahila seconded. There was discussion on the association’s by-laws. Motion carried unanimously.
- b. **Transfer from Landowners Association** – The paperwork has been completed. Evalyn Kahila will take the paperwork to Jim Edwards to file the documents at the courthouse and send the information to the State Engineer’s Office.
- c. **Taps outside of the District**
- i. **District Enlargement** – Patricia Ford, Brent Miller and Jessica Miller signed a petition to join the Ward Creek Improvement & Service District. Jim Fifield moved to adopt Resolution 2024-01 to enlarge the district to include the 80 acre lot that is on District water but isn’t in the District boundary yet and to submit the resolution and petition for enlargement to the County Commissioners. William Rea seconded. Motion carried unanimously.
 - ii. **Fees** – There was discussion on the fees for a hydrant that is used in a field. The consensus is to bill Brent Miller \$100 for the hydrant for the summer of 2023.
- 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.

- 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). Jim Fifield picked up the signs and post provided by the County. The signs will be put up as soon as possible, depending on the weather.

IV. New Business

- a. Jim Fifield called Water Guy, and they should be getting a phase protector installed for the water pump.
- b. There was discussion and concern noted on the speeding that some people are doing in the District. There is one red pickup and a little Durango that were seen driving recklessly in the District. It appears that the red pickup hit a building on another landowner's property. Evalyn Kahila will draft a letter for the Board to review to be sent to the resident. The Sheriff's Office will also be contacted with a request that they investigate the damage done to a building and patrol the roads more often as it is a safety concern.

Jim Fifield moved to adjourn the meeting. William Rea seconded. The meeting was adjourned at 4:55 p.m.

Next Regular Meeting: TUESDAY, FEBRUARY 20, 2024, 4:00 p.m. at the office of Cathey Consulting.

2024 Meetings:

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,
Helenanne Cathey, Assistant to the Board

Jim Fifield, President / Date

William Rea, Vice President / Date

Evalyn Kahila, Secretary/Treasurer / Date