

Ward Creek Improvement & Service District
Regular Meeting
MINUTES
Tuesday, January 17, 2023, 2:00 p.m.
At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming
Revised 1/18/23

BOARD MEMBERS PRESENT: Jim Fifield, William Rea
BOARD MEMBERS APPROVED ABSENT: Jillian Smith
OTHERS PRESENT: Helenanne Cathey, Evalyn Kahila, Ely Prince

Jim Fifield called the meeting to order at 2:00 p.m.

- I. **Minutes Approval** – Jim Fifield moved to approve the minutes from the December 20, 2022, regular meeting. William Rea seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance** – William Rea moved to approve the bill as presented (Cathey Consulting Invoice 6883 for \$500 for bookkeeping/administrative/compliance services in December). 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.
- III. **Unfinished Business**
 - a. **District Election** – Ballots will be mailed to the list provided by the County (will be requested early February) between February 24th and March 6th. The draft ballot was reviewed, and the final ad was approved to run in the News-Record on Tuesday, March 7, 2023.

NOTICE OF DIRECTOR ELECTION
WARD CREEK IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Ward Creek Improvement & Service District for the purpose of electing two directors to the Board of Directors to serve four (4)-year terms and one director to serve a two (2)-year term. Candidates include William A. Rea for the four (4)-year term and Jim Fifield for the two (2) year term. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (City Hall Mall / K2 Technologies building – office entrance is on 4th Street across from Arrow Printing), or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Ward Creek Improvement & Service District by mail at c/o Cathey Consulting, PO Box 471, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, March 21, 2023, or at Cathey Consulting by 5:00 p.m. on Tuesday, March 21, 2023, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 21, 2023, between 9:00 a.m. and 2:00 p.m.

Jillian Smith, Secretary/Treasurer / Filing Officer
Ward Creek Improvement & Service District

Evalyn Kahila stated that she would serve on the Board of Directors if she is written in on the ballot (for the other open 4-year term).

- b. **By-Laws** – DRAFT by-laws were discussed. The by-laws were e-mailed to residents along with the draft minutes from December. The by-laws will be discussed at the next meeting.
- c. **Transfer from Landowners Association** – Evalyn Kahila is working on finding an attorney to assist in the transfer of responsibilities and assets from the landowners association to the District. The monthly fee still needs to be paid by everyone until the District starts assessments. Assessments need to be submitted to the County Assessor in July of 2023, and the assessment

will be added to each lot's property taxes. The County pays the District each month if any money is collected in the prior month.

There are a lot of issues with the well, and there was discussion on water quality concerns. As a District, we will be eligible for grant funding for water projects, and it allows us to assess fees rather than trying to collect monthly fees directly from people. Assessing also helps confirm repayment ability if a loan is needed. The water system bills were discussed. The regional water system was discussed.

- d. **Water Operator / Billing** – There was discussion on the water operator. Another person in Gillette is starting a water contracting business. Jim Fifield will contact him.

IV. New Business

- a. **Meeting time** – There was discussion on the meeting time. The consensus is to move the start time to 4:00 p.m. for monthly meetings instead of 2:00 p.m. The February meeting will be WEDNESDAY, FEBRUARY 22, 2023, AT 4:00 P.M. instead of Tuesday, February 21st.

Jim Fifield adjourned the meeting at 2:42 p.m.

Next Regular Meeting: WEDNESDAY, FEBRUARY 22, 2023, 4:00 p.m. at the office of Cathey Consulting.

Tues., March 21, 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., April 18, 2023, 4:00 p.m.
Tues., July 18, 2023, 4:00 p.m.
Tues., Oct. 17, 2023, 4:00 p.m.

Tues., May 16, 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 4TH STREET ACROSS FROM ARROW PRINTING.)

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Jim Fifield, President / Date

William Rea, Vice President / Date

Jillian Smith, Secretary/Treasurer / Date