

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

Tuesday, July 18, 2023, 4:00 p.m.

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

BOARD MEMBERS PRESENT: Evalyn Kahila, William Rea, Jim Fifield
OTHERS PRESENT: Helenanne Cathey, Robert Carlson, Cindy Price, Toni Clark

BUDGET HEARING

Jim Fifield called the budget hearing to order at 4:02 p.m. The budget was reviewed and discussed. There was an opportunity for public comment. Jim Fifield adjourned the budget hearing at 4:09 p.m.

REGULAR MEETING

Jim Fifield called the meeting to order at 4:09 p.m.

- I. **Budget** – Evalyn Kahila moved to adopt the budget for 7/1/23 – 6/30/24 for \$65,877 and adopt the resolution to assess and submit assessments to the County as approved in the budget. William Rea seconded. Motion carried unanimously. The budget is attached to these minutes.

- II. **Minutes Approval** – Jim Fifield moved to approve the minutes from the June 20, 2023, regular meeting. William Rea seconded. Motion carried unanimously.

- III. **Treasurer’s Report Acceptance** –
Evalyn Kahila moved to approve the bills as presented (Cathey Consulting Invoice 7144 for \$500 for bookkeeping/administrative/compliance services in June, Gillette News-Record Invoice 2175 for the budget hearing legal ad and Water Guy Invoice 2023-584 for June water operator). Jim Fifield seconded. Motion carried unanimously. The District doesn’t have any funds at this time, so the bills will be paid by the Landowners Association.

William Rea moved to accept the Treasurer’s Report as written. Evalyn Kahila seconded. Motion carried unanimously.

- IV. **Unfinished Business**
 - a. **By-Laws** – The by-laws were e-mailed to residents along with the draft minutes from December. The by-laws will be discussed over the coming months.
 - b. **Transfer from Landowners Association** – A meeting of the Landowners Association was held last Saturday and all of the directors agreed to the resolution. Ballots will be mailed out. Everyone is asked to please fill them out 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.
 - d. **Lead and Copper Service Lines Inventory (EPA Rule) by October, 2024** – There was discussion on this item. Jim Fifield will talk to Duaine Faucett with Water Guy as Water Guy is working on this for their other systems.

V. **New Business**

- a. If anyone has issues with their water, please contact Water Guy at 307-299-3544 or 307-299-9911.

- b. Official Depository – William Rea moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Jim Fifield seconded. Motion carried unanimously.
- c. Public Records Notice – Two board members signed the notice to submit to the County that states that the District’s records are stored at the office of Cathey Consulting and Water Guy.
- d. Jim Fifield moved to open checking account at First National Bank and sign the letter to open the account and authorize Helenanne Cathey to order checks, deposit tickets and an endorsement stamp. William Rea seconded. Motion carried unanimously. Evalyn Kahila moved to transfer \$5,000 from the Landowners Association into the District’s account. Jim Fifield seconded. Motion carried unanimously.

William Rea moved to adjourn. Evalyn Kahila seconded. The meeting adjourned at 4:49 p.m.

Next Regular Meeting: TUESDAY, AUGUST 15, 2023, 4:00 p.m. at the office of Cathey Consulting.

Tues., Aug. 15, 2023, 4:00 p.m.

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

Budget - WARD CREEK ISD - 7/1/2023 - 6/30/2024

Budget Hearing: Tuesday, July 18, 2023, 4:00 p.m. at office of Cathey Consulting / PO Box 471, Gillette, WY 82717

	Actual (F32) 7/1/21 - 6/30/22	Budget 7/1/22 - 6/30/23	Actual (ESTIMATED) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24
TOTAL FUNDS ON HAND START OF FY	0	0	0	0
Revenue				
Assessments				39,000
Assessments - past due balances and credits				1,397
Assessments - Interest				
Direct Bill Assessments			0	2,400
Direct Bill / Other use				80
Bank Balance Transferred from Association				18,000
Grants - County				5,000
Interest - Bank				
Monthly Rates				
Water Overages				
Other Fees (Late, Collections, etc.)				
Receivables Balance end of Prior Yr				0
TOTAL REVENUE	0	0	0	65,877
TOTAL CASH ON HAND + REVENUE	0	0	0	65,877
Expenditures				
Administrative				
Contract Admin./Bks (\$500/mo.)				6,000
Contract Legal				
Contract Accounting/Auditing				
Office/Adver./Postage/Collec./ +				750
Miscellaneous				
Travel				
TOTAL ADMINSTRATIVE	0	0	0	6,750
Indirect				
Insurance - Liab., Bonding				150
Insurance - Property				500
TOTAL INDIRECT COSTS	0	0	0	650
Operations				
Roads / Signs				4,383
Water System				
Operator (\$560/mo. Water Guy)				6,720
Chemicals (Chlorine)				1,000
Electricity				7,000
Repairs & Maintenance				18,948
Major Upgrades				
Testing				920
Tank Cleaning (every 3 to 5 yrs)				
Water Sys. - Misc.				1,506
Payables Balance End of Prior Yr		0		0
Miscellaneous Costs (Carryover)				18,000
TOTAL OPERATIONS COSTS	0	0	0	58,477
TOTAL EXPENDITURES	0	0	0	65,877
PREVIOUS YEAR END RESERVES	0	0	0	0
DEDICATED TO RESERVES				
Spent from Reserves	0		0	
TOTAL EXPEND. / RESERVES / BUDGET	0	0	0	65,877
BALANCE BUDGETING - S/B 0		0		0
Receivables Start of FY				
Payables Balance Start of FY				
	6/30/2021	6/30/2022 (EST)	6/30/2022	6/30/23 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS				
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	0	0	0	0
Receivables Balance End of FY				
Payables Balance End of FY				
End of Year Bank Balance	0		0	

\$1,200/yr - 31 lots
plus \$600 X 3 lots

Cundall & Beachy
Summer / Other

Budget Message: The Ward Creek ISD is taking over the responsibility of maintaining roads and water from the Ward Creek Landowners Association. There are no reserves at this time, but major expenses are anticipated in the near future to redrill the water well or tie in to the regional water system.

Board Member Signature _____

Board Member Signature _____

Directors: Jim Fifield (Pres.) Mar., 2025 / William Rea (Vice Pres.) / Evalyn Kahila (Sec./Treas.) - Mar., 202
Monthly meetings are generally held on the third Tuesday of the month at 4:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette
Records are stored at 400 S Gillette Ae, Suite 106, Gillette

Ward Creek	Feet	Miles
Doll House St	2,000	0.38
Smokey Ave	1,200	0.23
Bernie Ave	1,035	0.20
Melvin St	2,000	0.38
Total	6,235	1.18

5,280 feet in a mile