

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

Tuesday, June 20, 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 (by phone)
OTHERS PRESENT: Helenanne Cathey, Robert Carlson

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

- I. Minutes Approval** – Evalyn Kahila moved to approve the minutes from the May 16, 2023, regular meeting. William Rea seconded. Motion carried unanimously.

- II. Treasurer’s Report Acceptance** –
Evalyn Kahila moved to approve the Treasurer’s Report and pay the bill as presented (Cathey Consulting Invoice 7099 for \$500 for bookkeeping/administrative/compliance services in May). William Rea 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. 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** – There was a discussion on the transfer of assets from the Association to the District. The consensus is to separate the covenants out from the transfer of the road and water responsibilities and assets. Evalyn Kahila moved to ask Jim Edwards to separate that (covenants) out on the ballot. Jim Fifield seconded. Motion carried unanimously. The County approved a grant for up to \$4,500 to cover expenses to transfer assets and responsibilities to the District.
 - c. Lead and Copper Service Liens Inventory (EPA Rule) by October, 2024** – No update.
 - d. Water Guy agreement** – Water Guy started June 1, 2023. They will be out there once a week and are available on-call.
 - e. Budget for 7/1/23 – 6/30/24** – The proposed budget was approved at the May meeting. The final budget will be reviewed and approved at the July 18th budget hearing and regular meeting.

- IV. New Business**
 - a.** The bank account will be opened in July. Paperwork will be prepared for the July meeting.
 - b.** There was discussion on doing some road work.
 - c.** There was discussion on a repair on a leak on a water line that was done in May. No bills have been received.

William Rea moved to adjourn. Evalyn Kahila seconded. The meeting adjourned at 4:33 p.m.

Next Regular Meeting and Budget Hearing: TUESDAY, JULY 18, 2023, 4:00 p.m. at the office of Cathey Consulting.

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

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