

Ward Creek Improvement & Service District
Regular Meeting
MINUTES

Wednesday, March 1, 2023, 4:00 p.m.

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

BOARD MEMBERS PRESENT: Jim Fifield, Jillian Smith, William Rea
OTHERS PRESENT: Helenanne Cathey, Evalyn Kahila, Emil Pendleton

William Rea called the meeting to order at 4:03 p.m. This meeting was originally scheduled for February 22, 2023, but was moved to today due to inclement weather.

- I. **Minutes Approval** – William Rea moved to approve the minutes from the January 17, 2023, regular meeting. Jim Fifield seconded. Motion carried unanimously.

- II. **Treasurer’s Report Acceptance** – William Rea moved to approve the bill as presented (Cathey Consulting Invoice 6922 for \$500 for bookkeeping/administrative/compliance services in January). 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** – March 21, 2023 – Two directors for four years and one director for two years. Ballots were mailed February 24th. Ballots must be received by 5:00 p.m. on Tuesday, March 21st. Helenanne Cathey, Evalyn Kahila and Emil Pendleton will canvass (count) ballots on Thursday, March 23, 2023, at 1:00 p.m. at the office of Cathey Consulting.
 - 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 talked to Jim Edwards, attorney, regarding the transfer of everything from the Association to the District. A meeting will be set up with Jim Edwards.
 - d. **Water Operator / Billing** – No update.

- IV. **New Business**
 - a. **Wyoming Association of Special Districts** – The Wyoming Association of Special Districts is an organization that advocates for special districts and provides training for board members. The cost for the District to join the association is \$100. This will be discussed in the next fiscal year.
 - b. **Wyoming Association of Rural Water** – The association is paying a fee to the Wyoming Association of Rural Water and there was discussion on whether that should continue to be paid or not. There is another program called the Midwest Assistance Program that provides free services for special districts and can help with grants, rate studies, etc.
 - c. **Lead and Copper Service Lines Inventory** – The District will need to comply with a new Lead and Copper service line inventory that is due by October of 2024. This will be added to the agenda for further discussions with the District’s water operator.
 - d. There was discussion on fees.

Jillian Smith moved to adjourn. William Rea seconded. The meeting adjourned at 4:42 p.m.

Next Regular Meeting: TUESDAY, MARCH 21, 2023, 4:00 p.m. at the office of Cathey Consulting.

Tues., March 21, 2023, 4:00 p.m.	Tues., April 18, 2023, 4:00 p.m.	Tues., May 16, 2023, 4:00 p.m.
Tues., June 20, 2023, 4:00 p.m.	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,
Helennane Cathey, Assistant to the Board

Jim Fifield, President / Date

William Rea, Vice President / Date

Jillian Smith, Secretary/Treasurer / Date