

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

Tuesday, March 19, 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

Jim Fifield called the meeting to order at 4:00 p.m.

- I. Minutes Approval** – William Rea moved to approve the minutes from the February 20, 2024, regular meeting. Evalyn Kahila seconded. Motion carried unanimously.

II. Treasurer’s Report Acceptance –

Evalyn Kahila moved to accept the Treasurer’s Report and approve the bills as presented and as listed below. William Rea seconded. Motion carried unanimously. There was discussion on renewing the post office box or letting it go. The consensus is to not renew the post office box.

Bank Balance End of Last Meeting:	\$20,943.63	
02/21/24 Deposit – Monthly Billing	\$300.00	
02/29/23 Interest	\$8.74	
03/08/24 Deposit – Assessments	\$1,604.87	
03/19/24 Deposit – Monthly Billing	\$100.00	
03/19/24 Deposit – County Grant	\$2,259.17	
Balance Prior to Meeting:	\$25,216.41	
Bills to Be Paid:		
BILLS PAID AT MEETING:		
<u>CHECK # Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1030 Cathey Consulting	Inv. 7495 – February, 2024 admin/bks/postage	\$500.00
1031 Energy Laboratories	Inv. 614211 – Testing	\$1,059.00
1032 Jim Fifield	Reimbursement – costs for lag bolts and sign posts	\$53.19
1033 Powder River Energy	Acct 2159626 2/1-3/1/24 Electricity \$74.33	\$503.52
	Acct 2159726 2/1-3/1/24 Electricity \$429.19	
1034 Water Guy	Inv. 2024-189 – Feb. Water Oper./Bacteria test	\$558.80
TOTAL		\$2,674.51
ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:		\$22,541.90
Accounts Receivable Balance	\$14,773.50 (Assessments \$14,673.50 / Direct bill accounts \$100.00)	

III. Unfinished Business

- a. **District Enlargement** – The enlargement was on the County Commissioners’ agenda today. There was discussion on the map that will need to be done when the enlargement is approved. An engineer and/or surveyor will be needed to complete the mapping requirement.
- b. **County Grant** – A County grant was approved for \$4,500 for reimbursement for costs for transferring everything from the landowners association. The grant will be left open for now.
- c. **Signs** – The signs have been put up. Thank you Jim Fifield for doing this project. There was discussion on getting replacement street signs at some point.

II. New Business

- a. Water Guy mailed a public notice to Ward Creek landowners regarding monitoring requirements not being met. Water Guy is getting the District back into compliance.
- b. A letter was received from Water Guy dated 3/14/24 that provides a summary of their services. The letter is attached to these minutes.

- c. There was discussion on how dry it is and concerns over the tall grass in a couple of areas that hasn't been mowed. It's a fire hazard.
- d. Budget for 7/1/24 – 6/30/25 – There was discussion on the budget and eventually setting up an account to build up reserves for the long term maintenance of the water system. The water tank was replaced about 5 years ago and pumps about 2 or 3 years ago as well as other improvements over the past year or so. The biggest issue with the well is that part of the casing has collapsed at about 500 feet, so eventually the District will be looking at replacing the well or going on the regional water system. The well has been working fine lately, and everyone is hoping it continues to hold up for a while. There was discussion on having some parts on hand for the well. The budget will be updated over the coming months and finalized in July.

Jim Fifield moved to adjourn. William Rea seconded. The meeting was adjourned at 4:52 p.m.

Next Regular Meeting: TUESDAY, APRIL 16, 2024, 4:00 p.m. at the office of Cathey Consulting.

2024 Meetings:

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,
Helennane Cathey, Assistant to the Board

Jim Fifield, President / Date

William Rea, Vice President / Date

Evalyn Kahila, Secretary/Treasurer / Date