

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

**Tuesday, March 21, 2023, 4:00 p.m.**

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

BOARD MEMBERS PRESENT: Jim Fifield, William Rea  
BOARD MEMBERS NOT PRESENT: Jillian Smith  
OTHERS PRESENT: Helenanne Cathey, Evalyn Kahila, Emil Pendleton

Jim Fifield called the meeting to order at 4:04 p.m.

- I. **Minutes Approval** – Jim Fifield moved to approve the minutes from the March 1, 2023, regular meeting. William Rea seconded. Motion carried unanimously.
  
- II. **Treasurer’s Report Acceptance** – Jim Fifield moved to approve the bills as presented (Cathey Consulting Invoice 6964 for \$500 for bookkeeping/administrative/compliance services in February and Invoice 6928 for \$121.35 for the director election mailing and the Gillette News-Record ad 00378385 for \$117.00 for the director election legal ad). William Rea seconded. Motion carried unanimously. The District doesn’t have any funds or revenue at this time, so the bills 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 24<sup>th</sup>. Ballots must be received by 5:00 p.m. on Tuesday, March 21<sup>st</sup>. 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** – 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.
  - c. **Transfer from Landowners Association** – Evalyn Kahila reported that she met with Jim Edwards, attorney. She is gathering documents that he requested such as District formation documents, covenants, landowners association minutes, etc.
  - d. **Water Operator / Billing** – No update.
  
- IV. **New Business**
  - a. **Budget for 7/1/23 – 6/30/24** – The budget for the next fiscal year was discussed. The budget will be updated over the coming months and finalized at the July budget hearing and meeting. **A reminder to landowners that any unpaid balance as of the end of June will be added to the assessment for the next fiscal year.** There was discussion on the assessment. Utilizing the County grant will increase revenue and allow for additional work on the roads and water system projects. There was discussion on the water system.

Jim Fifield adjourned the meeting at 4:48 p.m.

**Next Regular Meeting: TUESDAY, APRIL 18, 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 4<sup>TH</sup> 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