

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

Tuesday, May 16, 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
BOARD MEMBERS NOT PRESENT: Jim Fifield
OTHERS PRESENT: Helenanne Cathey, Toni Clark, Brent Miller, Emil Pendleton,
Clark Melinkovich, Wendy Balo

William Rea called the meeting to order at 4:01 p.m.

- I. Minutes Approval** – William Rea moved to approve the minutes from the April 18, 2023, regular meeting. Evalyn Kahila seconded. Motion carried unanimously.

II. Treasurer’s Report Acceptance –

Clark Melinkovich and Wendy Balo work with the County grant program for Campbell County. They were invited to this meeting to discuss the County District Support Grant and the grant application that was submitted after the last meeting. The enlargement of the District to include one more lot is not going to fall under the enlargement process. The costs to activate the District and to transfer assets to the District from the association should be covered under the formation grant. The grant was revised and signed for the purpose of activating the District and transferring assets to the District from the association.

There was discussion on the enlargement and possibly enlarging to include a neighboring subdivision. There may be more grant money in the future for enlargements or merging with other neighborhoods.

There was discussion on the number of water taps on the 80 acre lot that is outside of the District. The County won’t help pay for the costs to enlarge the District to include that one lot, even if that lot is 80 acres. If there were 5 lots or more, the County may provide a grant for that enlargement.

William Rea moved to approve the Treasurer’s Report and pay the bill as presented (Cathey Consulting Invoice 7056 for \$500 for bookkeeping/administrative/compliance services in April). 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. **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** – William Rea moved to open a bank account for the District and transfer \$5,000 from the Association to the District. Evalyn Kahila seconded. Motion carried unanimously. *(After discussion at the meeting, the consensus is to wait until July 1st to open the bank account.)*
- c. **Lead and Copper Service Liens Inventory (EPA Rule) by October, 2024** – No update.
- d. **Water Guy agreement** – The agreement with Water Guy starts June 1, 2023. Jim Fifield or William Rea will contact Water Guy.
- e. **Budget for 7/1/23 – 6/30/24** – William Rea moved to approve the proposed budget for 7/1/23 – 6/30/24 and approve the following legal ad to run in the News-Record on July 11, 2023. Evalyn Kahila seconded. Motion carried unanimously. The budget is attached to these minutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
WARD CREEK IMPROVEMENT & SERVICE DISTRICT**

Ward Creek Improvement & Service District will hold a public hearing to review the 7/1/23 – 6/30/24 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Tuesday, July 18, 2023, at 4:00 p.m. The proposed budget is summarized below and is available online at www.catheyconsulting.net with the May 16, 2023, meeting minutes:

Expenses: Administrative \$6,750 / Indirect \$650 / Operations & Misc. \$54,000
Revenue / Rollover: \$61,400.00

Annual assessment is anticipated to be \$,1200 per lot plus \$600 for additional living units.

To contact the District or for special accommodations for the hearing,
call Cathey Consulting at 307-685-8235.

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 water taps on the 80 acre lot outside of the District. Some of the taps were used on a seasonal basis and weren't billed year round. There will be discussions on this going forward to make sure everything is noted in the District's records and billing is done appropriately.

IV. New Business

a. None

William Rea moved to adjourn. Evalyn Kahila seconded. The meeting adjourned at 4:55 p.m.

Next Regular Meeting: TUESDAY, JUNE 20, 2023, 4:00 p.m. at the office of Cathey Consulting.

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,
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				38,400
Assessments - Interest				
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	61,400
TOTAL CASH ON HAND + REVENUE	0	0	0	61,400
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				9,721
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)				22,750
TOTAL OPERATIONS COSTS	0	0	0	54,000
TOTAL EXPENDITURES	0	0	0	61,400
PREVIOUS YEAR END RESERVES	0	0	0	0
DEDICATED TO RESERVES				
Spent from Reserves	0		0	
TOTAL EXPEND. / RESERVES / BUDGET	0	0	0	61,400
BALANCE BUDGETING - S/B 0		0		0

\$1,200/yr - 31 lots
plus \$600 X 2 lots

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	

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., 2027
 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