

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

Tuesday, May 21, 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, Emily Cathey, Sheila Slocum

Jim Fifield called the meeting to order at 4:02 p.m.

I. Minutes Approval – William Rea moved to approve the minutes from the April 16, 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.

Bank Balance End of Last Meeting:		\$22,959.39	
04/30/23 Interest	\$8.86		
05/10/24 Deposit – Assessments	\$1,850.00		
05/15/24 Deposit – Monthly Billing	\$100.00		
05/17/24 Deposit – Monthly Billing	\$200.00		
Balance Prior to Meeting:		\$25,118.25	
BILLS PAID AT MEETING:			
CHECK #	Vendor	Purpose	Amount
1039	Cathey Consulting	Inv. 7583 – April, 2024 admin/bks/postage	\$500.00
1040	Energy Laboratories	Inv. 628240 – Testing	\$53.00
1041	Hawkins, Inc.	Inv. 6755557 – Chemicals (Azone 15) for water	\$806.08
1042	Powder River Energy	Acct 2159626 4/1-5/1/24 Electricity \$81.51	\$522.62
		Acct 2159726 4/1-5/1/24 Electricity \$441.11	
1043	Water Guy	Inv. 2024-392 – Apr. Water Oper./Bacteria test & EPA Administrative Order / Notice	\$1,048.71
TOTAL			\$2,930.41
ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:			\$22,187.84
Accounts Receivable Balance \$12,337.00 (Assessments \$11,095.00 / Direct bill accounts -\$100 (prepayment))			

III. Unfinished Business

a. **District Enlargement** – The enlargement was on the County Commissioners’ agenda May 7, 2024, for a public hearing. The Order Approving the Enlargement should be approved June 18, 2024. A map will need to be sent to the State and County within 10 days of approval of the enlargement. William Rea moved to accept assignment of all right, title, interest, and authority for the Landowners Association as recommended by the District’s attorney. Jim Fifield seconded. Motion carried unanimously.

Sheila Slocum with PCA Engineering estimates a cost of \$1,000 for PCA Engineering to create an updated map for the District’s enlargement and provide a new legal description. The Board asked Helenanne Cathey to reach out to the County Public Works office and the State Engineers Office to see what is required for the State Engineer’s Office to change the adjudication map for the water rights/permit. William Rea moved to accept the bid of \$1,000 from PCA Engineering to create the updated map. Jim Fifield seconded. Motion carried unanimously. There was discussion of implementing a rule or regulation to prevent unauthorized addition of taps in the water system.

- 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 because the final paperwork for filing documents at the County and with the State Engineers Office have not been received.
- c. **Budget for 7/1/24 – 6/30/25** – The budget was reviewed. Jim Fifield moved to approve the proposed budget and run the following legal ad on July 2, 2024, in the Gillette News-Record. William Rea 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 7/1/24 – 6/30/25 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 16, 2024, at 4:00 p.m. The proposed budget is summarized below and is available online at www.catheyconsulting.net with the May 21, 2024, meeting minutes:

Expenses: Administrative \$9,550 / Indirect \$750 / Operations & Misc. \$58,486 / Reserves or Capital/Emergency \$10,009
Revenue / Rollover / Reserves: \$78,795
Annual assessment is anticipated to stay at \$1,200 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.

II. New Business

- a. Water Guy letter – Energy Labs price increase / bacteria sample will be \$30 starting in July.
- b. Water Guy e-mail and information regarding the lead service line inventory / mailing to property owners. Information was e-mailed to everyone on the e-mail list in the District. Evalyn Kahila will mail notices to all who do not have an email address. The Board would like to note that quick responses will save the district money, so it would be greatly appreciated if everyone would complete this information as soon as possible.

William Rea moved to adjourn. Evalyn Kahila seconded. The meeting was adjourned at 4:25 p.m.

Next Regular Meeting: TUESDAY, JUNE 18, 2024, 4:00 p.m. at the office of Cathey Consulting.

2024 Meetings:

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,
Emily Cathey, Assistant to the Board

Jim Fifield, President / Date

William Rea, Vice President / Date

Evalyn Kahila, Secretary/Treasurer / Date

Budget - Ward Creek ISD - 7/1/24 - 6/30/25

Budget Hearing: Tuesday, July 16, 2024, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24	Actual (EST) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25
CASH CARRYOVER	0	0	0	30,595
Revenue				
Assessments (\$1,200 per lot X 32 + \$600 ea. + 1 additional living unit)		42,877	40,397	39,000
Assessments - Interest			90	100
Interest Income - Bank			55	100
Customer Billing		18,000	3,000	4,000
Other Revenue			14,534	
Grants - County		5,000	3,169	5,000
TOTAL REVENUE	0	65,877	61,245	48,200
TOTAL REVENUE PLUS CASH CARRYOVER	0	65,877	61,245	78,795
Expenditures				
Capital Expenditures				
Administrative		6,750	9,550	9,550
Operations		58,477	21,100	58,486
Capital Expenditure / Emergency Repair (from Reserves)				10,009
Indirect		650		750
TOTAL EXPENDITURES	0	65,877	30,650	78,795
Reserves Balance Start of Year (Budget)				0
Reserves-Amount to be Added				10,009
Reserves-Amount to be spent				10,009
Ending Reserves balance				0
Receivables Start of FY			0	
Payables Balance Start of FY			0	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS		0	0	30,595
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	0	0	0	30,595
Receivables Balance End of FY				
Payables Balance End of FY				
End of Year Bank Balance	0		30,595	
Net per year (Revenue minus Expenses)	0	0	30,595	-10,009

Budget Message: The Ward Creek ISD manages the roads and water. A Reserves account will be set up, but the District will budget that reserve deposit also as an expenditure. The system is old (43 years), and there have been a number of emergency repairs lately. At some point, the District will need to look at redrilling the water well or tying into the regional water system.

Board Member Signature _____

Board Member Signature _____

Directors: Jim Fifiel (Pres.) Mar., 2025 / William Rea (Vice Pres.) / Evalyn Kahila (Sec./Treas.) - Mar., 202
 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