

**Ward Creek Improvement & Service District**  
**Regular Meeting**  
**MINUTES**  
**Tuesday, November 15, 2022, 2:00 p.m.**  
**At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming**  
*Revised 11/16/22*

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 2:00 p.m.

- I. **Water Well Issues** – There are some serious problems with the water well that are going to need to be addressed in the near future. The District will have to be the entity to go after grant funding rather than the Homeowners Association (HOA), because the HOA is not eligible for State and County grant money. Everything will need to be transferred to the District from the HOA at some point, but the first thing that needs to happen is the director election in March for the District. The District is also going to be eligible for funding through local banks. Helenanne Cathey reported that First Northern Bank has loaned money to several entities with whom she works, and that may be a viable financing option for the Ward Creek I & S District.
- II. **Water Operator** – There was discussion on hiring Water Guy (Duaine Faucett) to take over as the water operator. Jim Fifield will call Duaine Faucett and visit with him about his services and costs. If the District wants to apply for grant money at the state level, water meters are going to be required, and Water Guy has the ability to read meters, bill and collect funds should that be required.
- III. **Cathey Consulting** – The Board discussed hiring Cathey Consulting (Helenanne Cathey) to assist with bookkeeping and administrative services for the District. She explained what she can do to assist the District – preparing agendas and minutes, checks and vouchers for the Board to approve and pay bills, serving as a public records person, budgeting, elections – working with the Board to ensure all reports are filed and advertising is done in a timely manner, etc. – to maintain compliance for the District with the State and County. Helenanne Cathey said her rate would be \$500 per month. Helenanne Cathey would not be a signer on the bank account. Only Board members, and two Board members will be required to sign checks. Helenanne Cathey will prepare paperwork, but Board members will sign everything. William Rea moved to hire Cathey Consulting. Jim Fifield seconded. Motion carried unanimously.
- IV. **Director Election** – March 21, 2023 – All three director positions will be on the ballot in March of 2023 after being recently appointed by the County Commissioners. Helenanne Cathey will contact the County Elections person to see if the terms are for one or two directors for two years and four year terms. The following legal ad will run in the News-Record on November 29, 2022:

NOTICE OF DIRECTOR ELECTION  
WARD CREEK IMPROVEMENT & SERVICE DISTRICT  
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, March 21, 2023, an election shall be held for the purpose of electing two directors for four (4) year terms and one director for a two (2) year term on the Board of the Ward Creek Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 21, 2023, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (c/o Cathey Consulting, PO Box 471, Gillette, WY 82717) or with Cathey Consulting (address listed above) between December 21, 2022, and January 10, 2023. The application is available from the

office of Cathey Consulting (307-685-8235) or online at [www.catheyconsulting.net](http://www.catheyconsulting.net) – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

Jillian Smith, Secretary/Treasurer / Filing Officer  
Ward Creek Improvement & Service District

- V. **Minutes Approval** – There were no minutes to approve at this meeting.
- VI. **Treasurer’s Report / Bills** – There is no Treasurer’s Report and no bills at this time.
- VII. **Unfinished Business** – A number of items were discussed at the start of the meeting.
- VIII. **New Business** –
  - a. **Rates** – There was discussion on increasing the monthly rate. Starting in July, the District can do an assessment rather than continue with monthly billing which will take the Board out of the collections business. Assessments are also important for a bank to loan money because assessments are a more secure collections method for repaying a loan. The state requires assessments for loans as well. The District will start discussing the budget in March for the next fiscal year (7/1/23 – 6/30/24). The final budget will be approved in June or July with assessments submitted to the County Assessor no later than the end of July.
  - b. **Compliance** Helenanne Cathey will bring a number of items (sample by-laws for example) to the next meeting to ensure the District is active and compliant so that if the District wants to apply for grant money, there won’t be any delays.

Jim Fifield adjourned the meeting at 3:25 p.m.

**Next Regular Meeting: Tuesday, December 20, 2022, 2:00 p.m. at the office of Cathey Consulting.**

**MEETINGS: BOARD MEETINGS MAY BE HELD THE THIRD TUESDAY OF THE MONTH AT 2:00 P.M. (TO BE DISCUSSED FURTHER AT THE NEXT MEETING)**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

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Jim Fifield, President / Date

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William Rea, Vice President / Date

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Jillian Smith, Secretary/Treasurer / Date