

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

Tuesday, November 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, Evalyn Kahila, William Rea
OTHERS PRESENT: Helenanne Cathey

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

I. Minutes Approval – Evalyn Kahila moved to approve the minutes from the October 17, 2023, regular meeting. Jim Fifield 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:		\$3,687.93	
10/24/23 Deposit – Bank refund /checks	\$134.78		
10/30/23 Deposit – Monthly billing	\$100.00		
10/31/23 Interest	\$2.39		
11/07/23 Deposit – Assessments	\$15,290.00		
11/10/23 Deposit – Monthly Billing	\$100.00		
11/20/23 Deposit – Monthly Billing	\$100.00		
Balance Prior to Meeting:		\$19,415.10	
BILLS PAID AT MEETING:			
CHECK #	Vendor	Purpose	Amount
1014	Cathey Consulting	Inv. 7322 – October, 2023 adm/bks/postage	\$500.00
1015	Energy Laboratories	Inv. 590675 – Water testing	\$408.00
1016	Hawkins, Inc.	Inv. 6627371 – Chemicals/Water (Azone 15)	\$638.41
1017	Powder River Energy	Acct 2159626 10/1-11/1/23 Electricity \$98.20	\$457.31
		Acct 2159726 10/1-11/1/23 Electricity \$359.11	
1018	Water Guy	Inv. 2023-1090 – Oct. Water Oper./Bacteria test	\$558.80
TOTAL			\$2,562.52
ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:			\$16,852.58

III. Unfinished Business

- a. **By-Laws** – The by-laws were e-mailed to residents along with the draft minutes in December. The approval of the by-laws will be done at the January meeting.
- b. **Transfer from Landowners Association** – Evalyn Kahila reported on information from Jim Edwards, the District’s attorney. The ballots can be given to the County or kept at the office of Cathey Consulting. Evalyn Kahila has taken care of the transfer from the Association to the District from Powder River Energy. There was discussion on final items that need to be done. Helenanne Cathey will contact the attorney with the following questions/concerns:
 - Transfer of water rights from the Landowners Association to the District (State Engineers Office) – has this been done?. Will this need to be done again when the enlargement has been done?
 - Filing of ballots and resolutions or other appropriate documents showing everything is transferred from the Landowners Association to the District (Campbell County Clerk) – Has this been done? Does something need to be done?
 - Notification to the Wyoming Secretary of State that the Landowners Association has transferred everything to the District. Has this been done?

- Can the landowners association transfer all of the remaining funds to the District and close out their bank account?
 - 1099s will be done one more time for the Landowners Association – and then does anything need to be done with the tax ID for the Landowners Association?
- c. **Fees to taps outside of the District** – The enlargement needs to be done. There was discussion on the taps on the lot outside of the District.
 - d. **District Enlargement** – There was discussion on the enlargement process for the District to include any lots that are tapped onto the water system. It is important that anyone getting water from the District is in the District. The District should not be selling water to anyone outside of the District (per the District’s attorney). There is one lot that needs to be included in the District – it’s an 80 acre lot that has a couple of residences and a hydrant to feed livestock, but it is only one lot. Helenanne Cathey will contact the County and draw up paperwork. The individuals who own the lot will be contacted to see if they can attend an upcoming meeting to move forward with the enlargement process.
 - e. **County Grant** – A County grant was approved for \$4,500 for reimbursement for costs for transferring from the landowners association. The first pay request was submitted and grant money deposited (\$910). There haven’t been any bills since then.
 - f. **Lead and Copper Service Lines Inventory (EPA Rule) by October, 2024** – Jim Fifield reported that he contacted Duaine Faucett with Water Guy, and Duaine is working on this.
 - g. Evalyn Kahila talked to the bank about the refund due to the bank’s providing the wrong account number the first time. The bank has refunded \$134.78 as requested (August meeting).

IV. New Business

- a. A stop sign on Doll House is missing and one on Melvin is very faded. Helenanne Cathey will contact the County to request two stop signs and one post and brackets. The County will provide signs and posts to the District at no cost. Helenanne Cathey will notify Jim Fifield when they are ready, and Jim will pick them up.
- b. The roads are holding up pretty good. There may be some road work to be done next summer. Helenanne Cathey explained the County District Support Grant program. The County will pay up to 25% for road work (rock, shaping, etc.) and 50% for drainage improvements one time per street. The County Grant can also be used for the water system. There was discussion on setting up a reserve account to start building funds for water well replacement, tank replacement, etc. This will be discussed during the budget process in the spring.
- c. The County has a program for the next year that is offering economic incentives for Districts to merge or enlarge. The enlargements, however, need to include several lots. The District’s enlargement is only for one lot so it won’t qualify for the program.

Jim Fifield moved to adjourn the meeting. William Rea seconded. The meeting was adjourned at 5:12 p.m.

Next Regular Meeting: TUESDAY, DECEMBER 19, 2023, 4:00 p.m. at the office of Cathey Consulting.

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