

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

Tuesday, October 17, 2023, 4:00 p.m.

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

BOARD MEMBERS PRESENT: Jim Fifield (by phone), Evalyn Kahila, William Rea
OTHERS PRESENT: Helenanne Cathey

William Rea called the meeting to order at 4:00 p.m.

I. Minutes Approval – Evalyn Kahila moved to approve the minutes from the September 19, 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. Jim Fifield seconded. Motion carried unanimously.

| | | | |
|--|---------------------|---|-------------------|
| Bank Balance End of Last Meeting: | | -\$1,584.82 | |
| Deposit from Landowners Association | \$3,000.00 | | |
| Adjusted Balance Forward: | | \$1,415.18 | |
| 09/30/23 Interest | \$1.07 | | |
| 10/06/23 Deposit – Assessments | \$3,950.00 | | |
| 10/17/23 Deposit – Monthly Billing | \$100.00 | | |
| Balance Prior to Meeting: | | \$5,466.25 | |
| BILLS PAID AT MEETING: | | | |
| <u>CHECK #</u> | <u>Vendor</u> | <u>Purpose</u> | <u>Amount</u> |
| 1010 | Cathey Consulting | Inv. 7231 – September, 2023 adm/bks/postage | \$500.00 |
| 1011 | Energy Laboratories | Inv. 584117 – Water testing | \$250.00 |
| 1012 | Powder River Energy | Acct 2159626 9/1-10/1/23 Electricity \$126.70 | \$469.52 |
| | | Acct 2159726 9/1-10/1/23 Electricity \$342.82 | |
| 1013 | Water Guy | Inv. 2023-982 – Sept. Water Oper./Bacteria test | \$558.80 |
| TOTAL | | | \$1,778.32 |
| ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS: | | | \$3,687.93 |

III. Unfinished Business

- a. **By-Laws** – The by-laws were e-mailed to residents along with the draft minutes in December. The by-laws will be discussed over the coming months.
- b. **Transfer from Landowners Association** – Ballots have been received to confirm the transfer to the Landowners Association. Evalyn Kahila will contact the attorney to move forward with finalizing everything.
- c. **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.
- d. **Lead and Copper Service Lines Inventory (EPA Rule) by October, 2024** – No update.
- e. The bank has still not refunded \$134.78 as requested (August meeting). Evalyn Kahila will talk to the bank.

IV. New Business

- a. There was discussion on a proposed billing to Brent Miller for water used in the pasture. The area is not in the District, but they do use water (seasonally). A proposed agreement was reviewed. Brent Miller will be invited to the next meeting to discuss this. Landowners outside of the District that are using water should be included in the District, and this can be done by an “enlargement”. This will need to be done at some point.

- b. There was discussion on shut offs. There are a number of caps that are missing, and if a cap is not on the pipe, dirt will build up, and it makes it hard to shut off or turn on the water.

Evalyn Kahila moved to adjourn the meeting. William Rea seconded. The meeting was adjourned at 4:23 p.m.

Next Regular Meeting: TUESDAY, NOVEMBER 21, 2023, 4:00 p.m. at the office of Cathey Consulting.
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