

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

Tuesday, September 17, 2024, 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 resigned / Board accepted resignation at meeting)
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 July 16, 2024, budget hearing and regular meeting. Jim Fifield seconded. Motion carried unanimously. There was no meeting in August.

II. Treasurer’s Report Acceptance – Evalyn Kahila moved to accept the Treasurer’s Report and pay the bills as presented and as listed below. Jim Fifield seconded. The Board is concerned with the amount of chemical being used. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$25,946.86
07/31/24 Interest	\$10.82	
08/08/24 Deposit – Monthly Billing	\$100.00	
08/10/24 Deposit – Assessments	\$2,164.42	
08/13/24 Deposit – Monthly Billing	\$100.00	
08/13/24 Deposit – County Grant	\$1,000.00	
Balance Prior to August bills:		\$29,322.10

BILLS PAID:

CHECK #	Vendor	Purpose	Amount
1054	Cathey Consulting	Inv. 7704 – July, 2024 admin/bks/postage	\$500.00
1055	Hawkins, Inc.	Inv. 6811450 – Azone 15 / Water Treatment	\$851.48
1056	Powder River Energy	Acct 2159626 7/1-8/1/24 Electricity \$182.33	\$559.82
		Acct 2159726 7/1-8/1/24 Electricity \$377.49	
1057	Water Guy	Inv. 2024-802 – July Water Oper./Bacteria \$566.80	\$750.55
		Inv. 2024-936 – Called out for low pressure / well tripped likely due to storm \$183.75	
1058	Wyo. Local Gov’t. Liability Pool	Inv. 15473 – Insurance (Directors & Officers and General Liability 9/1/24-6/30/25)	\$500.00
TOTAL			\$3,161.85

08/31/24 Interest	\$10.71	
09/13/24 Deposit – Monthly Billing	\$100.00	
Bank Balance Prior to bills:		\$26,270.96

BILLS PAID:

CHECK #	Vendor	Purpose	Amount
1059	Cathey Consulting	Inv. 7743 – Aug., 2024 admin/bks/postage	\$500.00
1060	Energy Laboratories	Inv. 654591 – Testing	\$333.00
1061	Hawkins, Inc.	Inv. 6861984 – Azone 15 / Water Treatment	\$832.20
1062	Water Guy	Inv. 2024-928 – August Water Oper./Bacteria	\$566.80
1063	Powder River Energy	Acct 2159626 8/1-9/1/24 Electricity \$179.43	\$555.47
		Acct 2159726 8/1-9/1/24 Electricity \$376.04	
TOTAL			\$2,787.47

Bank Balance End of Meeting: **\$23,483.49**

Accounts Receivable Balance: \$39,200 (Assessments \$39,000 / Direct bill accounts \$200)

III. Unfinished Business

- a. District Enlargement –The Wyoming Department of Revenue sent a letter stating that everything is approved and the District is compliant. This completes the enlargement process.
- b. County Grant – The County grant final paperwork was completed and will be submitted to close out the grant.
- c. Service line inventory / Lead – Water Guy continues to send information to homeowners requesting information on everyone’s service lines. Everyone is encouraged to respond with the information as requested. A concern was expressed regarding Water Guy continuing to send the information out even to people who submitted their information on their water lines already.
- d. Local Government Liability Pool (LGLP) – The application was submitted online, and the Board reviewed and signed the necessary paperwork. The Board also reviewed and signed the Joint Powers Agreement for the LGLP. This insurance is for directors and officers coverage as well as general liability for the District.

IV. New Business

- a. The annual report (F32) was completed and submitted online by Helenanne Cathey. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/24 and the Public Officers Training form which will be submitted to the Department of Audit.
- b. Letter of Resignation from William Rea – William Rea is no longer a resident in the District, and he submitted a letter of resignation. Evalyn Kahila moved to accept William Rea’s letter of resignation. Jim Fifield seconded. Motion carried unanimously. A letter will be e-mailed out asking if anyone is interested in serving on the Board and encouraging them to contact a Board member. The remaining Board members need to appoint someone to serve until the next election.
- c. Director Election – (March 18, 2025 – Fifield 4 yr. term and Rea remaining 2 years of a 4-yr. term) – The following legal ad will run in the Gillette News-Record on November 26, 2024:

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

Public Notice is hereby given that on Tuesday, March 18, 2025, an election shall be held for the purpose of electing one director for a four (4) year term and one director for the remaining two years of a four-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 18, 2025, 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 18, 2024, and January 7, 2025. The application is available from the office of Cathey Consulting (307-685-8235) or online at 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.

Evalyn Kahila, Secretary/Treasurer / Filing Officer
Ward Creek Improvement & Service District

Jim Fifield adjourned the meeting at 4:12 p.m.

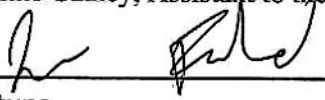
Next Regular Meeting: TUESDAY, OCTOBER 15, 2024, 4:00 p.m. at the office of Cathey Consulting.

2024 Meetings:

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: DISTRICT MEETINGS ARE 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



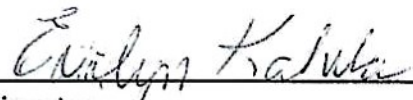
Signature

Jim Fifield

Printed Name

10-15-24

Date



Signature

Evalyn Kahila

Printed Name

10/15/2024

Date

Jim Fifield, President / Vacant, Vice President / Evalyn Kahila, Secretary/Treasurer