

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

**Tuesday, September 19, 2023, 4:00 p.m.**

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

BOARD MEMBERS PRESENT: Evalyn Kahila, William Rea  
BOARD MEMBERS NOT PRESENT: Jim Fifield  
OTHERS PRESENT: Helenanne Cathey

William Rea called the meeting to order at 4:04 p.m.

**I. Minutes Approval** – Evalyn Kahila moved to approve the minutes from the August 15, 2023, regular meeting. William Rea 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. Evalyn Kahila will contact other Board members of the association regarding transferring money from the association to the district for paying bills.

Bank Balance End of Last Meeting:		\$2,249.09	
08/16/23	Deposit – Monthly Billing	\$300.00	
08/31/23	Interest	\$1.65	
09/12/23	Deposit – County Grant	\$910.00	
09/19/23	Deposit – Monthly Billing	\$200.00	
Balance Prior to Meeting:		\$3,660.74	
<b>BILLS PAID AT MEETING:</b>			
<b>CHECK #</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
1006	Cathey Consulting	Inv. 7231 – August, 2023 adm/bks/postage	\$500.00
1007	Jim Fifield	Reimburse for Project Works invoice for bottom seat on pump for pressure problems	\$402.35
1008	Powder River Energy	Acct 2159626 8/1-9/1/23 Electricity \$164.90 & Deposit & Transfer fee \$485.00 (\$649.90) Acct 2159726 8/1-9/1/23 Electricity \$323.44 & Deposit & Transfer fee \$867.00 (\$1,190.44)	\$1,840.34
1009	Water Guy	Inv. 2023-863–Aug. Water Oper./Bacteria test \$558.80 Inv. 2023-907 – Installed new pressure pump \$1,944.07	\$2,502.87
<b>TOTAL</b>			<b>\$5,245.56</b>
<b>ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:</b>			<b>-\$1,584.82</b>
<i>(Money will be transferred from the Landowners Association to cover the bills. Payments will be mailed when the money has been received. The suggested amount is \$3,000 and will be confirmed and reported in the next meeting minutes.)</i>			

There are some possible improvements that were discussed for the water system.

**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** – There are a few ballots still needed for transferring from the Landowners Association to the District. A reminder for everyone who hasn’t yet done so – **please fill out your ballot as soon as possible** – ballots need to be signed in front of a notary and the notary statement completed as well. Helenanne Cathey is a notary and can notarize for people if they want to stop and see her at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette

(K2 Technologies building – entrance is on 4<sup>th</sup> Street, across from Arrow Printing) – the office is open most Mondays through Thursdays from 9 a.m. until 5 p.m. but oftentimes later in the evenings. Call Helenanne Cathey at 307-685-8235 to set up a time. There are also notaries at the public library, most banks, and the courthouse.

- 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).
- d. **Lead and Copper Service Lines Inventory (EPA Rule) by October, 2024** – No update.
- e. The bank has not refunded \$134.78 as requested (August meeting).
- f. A “Welcome” letter was drafted to be sent to prospective buyers and/or new landowners. The consensus is to get the letter to a couple of realtors who are currently listed with properties for sale in the District.

#### IV. New Business

- a. Board members reviewed and signed the Local Government Annual Report Summary for the fiscal year ending 6/30/23 to submit to the Department of Audit. The annual census report (F32) was submitted online by Helenanne Cathey.

William Rea adjourned the meeting at 4:40 p.m.

**Next Regular Meeting: TUESDAY, OCTOBER 17, 2023, 4:00 p.m. at the office of Cathey Consulting.**

Tues., Oct. 17, 2023, 4:00 p.m.

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 4<sup>TH</sup> STREET ACROSS FROM ARROW PRINTING.)**

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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Evalyn Kahila, Secretary/Treasurer / Date