

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

**Tuesday, July 16, 2024, 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

**BUDGET HEARING**

Jim Fifield called the budget hearing to order at 4:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. There was one correction to the budget form. An expense was listed twice. Jim Fifield adjourned the budget hearing at 4:03 p.m.

**REGULAR MEETING**

Jim Fifield called the regular meeting to order at 4:03 p.m.

- I. **Budget Adoption** – William Rea moved to adopt the corrected budget for 7/1/24 – 6/30/25 for \$78,795, and the resolution to assess and submit assessments to the County as approved in the budget. Jim Fifield seconded. Motion carried unanimously. The budget is attached to these minutes.

**A REMINDER THAT PEOPLE ARE VOLUNTEERING THEIR TIME TO MANAGE THE DISTRICT AND SOME DONATE TIME TO WORK ON THE ROADS. IN ADDITION, WE ALL PAY AN ASSESSMENT THAT GOES TOWARD MAINTAINING THE ROADS.**

**THERE ARE SOME KIDS THAT ARE TEARING UP THE ROAD! THIS REALLY NEEDS TO STOP.**

**IF THE ROADS CONTINUE TO BE DAMAGED, RATES COULD INCREASE.**

Jim Fifield moved to get the Local Government Liability Pool directors & officers and general liability insurance in place for the District. William Rea seconded. Motion carried unanimously. Helenanne Cathey will contact the Local Government Liability Pool and start the application process.

- II. **Minutes Approval** – William Rea moved to approve the minutes from the May 21, 2024, regular meeting. Jim Fifield seconded. Motion carried unanimously. There was no meeting in June.
- III. **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. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$22,187.84
05/31/24 Interest	\$9.22	
06/06/24 Deposit – Monthly Billing	\$100.00	
06/10/14 Deposit – Assessments	\$8,350.00	
Balance Prior to June bills:		\$30,647.06

Bills Paid in June:

CHECK #	Vendor	Purpose	Amount
1044	Cathey Consulting	Inv. 7623 – May, 2024 admin/bks/postage	\$500.00
		Inv. 7625 – Filing fee for legal document	\$41.00
1045	Energy Laboratories	Inv. 635169 – Testing	\$278.00
1046	PCA Engineering	Inv. 23730 – Enlargement map	\$1,000.00
1047	Powder River Energy	Acct 2159626 5/1-6/1/24 Electricity	\$105.40
		Acct 2159726 5/1-6/1/24 Electricity	\$457.86

1048	Water Guy	Inv. 2024-511 – May Water Oper./Bacteria test	\$558.80
TOTAL			\$2,941.06
Balance After Bills in June:			\$27,706.00
06/26/24	Deposit – Assessments	\$658.01	
06/30/24	Interest	\$10.50	
07/11/24	Deposit – Monthly Billing	\$100.00	
Balance Prior to Meeting:			\$28,474.51
BILLS PAID AT MEETING:			
CHECK #	Vendor	Purpose	Amount
1049	Campbell County Clerk	Enlargement fees	\$682.80
1050	Cathey Consulting	Inv. 7664 – June, 2024 admin/bks/postage	\$500.00
1051	Gillette News-Record	Inv. 24977 – Budget hearing legal ad	\$107.90
1052	Powder River Energy	Acct 2159626 6/1-7/1/24 Electricity \$149.57	\$537.65
		Acct 2159726 6/1-7/1/24 Electricity \$388.08	
1053	Water Guy	Inv. 2024-649 – June Water Oper./Bacteria	\$558.80
		Inv. 2024-697 – Replaced some chlorine line & PSI line \$140.50	\$699.30
TOTAL			\$2,527.65
<b>ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:</b>			<b>\$25,946.86</b>
<b>Accounts Receivable Balance \$2,195.00 (Assessments \$2,195.00 / Direct bill accounts \$0</b>			

**IV. Unfinished Business**

- a. District Enlargement –The Order Approving the Enlargement was finalized June 18, 2024.
- b. County Grant – The County approved the grant application for up to \$4,500 reimbursement for costs for transferring from the Landowners Association to the District on 6/6/23.
  - 1) Pay Request 1 \$910 / legal fees – amount received and deposited 9/12/23
  - 2) Pay Request 2 \$2,259.17 / legal fees – amount received and deposited 3/19/24
  - 3) Pay Request 3 \$1,000 / map (PCA Eng.)
  - 4) **No additional reimbursements are expected, but the grant will be left open for another month.**
- c. Service line inventory / Lead – Water Guy sent information to homeowners requesting information on everyone’s service lines. Everyone is encouraged to respond with the information as requested.

**I. New Business**

- a. William Rea moved to designate First National Bank as the official depository for 7/1/24 – 6/30/25. Jim Fifield seconded. Motion carried unanimously.
- b. Two board members reviewed and signed the annual Public Records Notice stating that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- c. Minutes for meetings will be e-mailed to the Ward Creek e-mail list and posted online after the Board has officially approved and signed the minutes.

Jim Fifield moved to adjourn the meeting. William Rea seconded. The meeting was adjourned at 4:35 p.m.

**Next Regular Meeting: TUESDAY, AUGUST 20, 2024, 4:00 p.m. at the office of Cathey Consulting.**

2024 Meetings:

Tues., Aug. 20, 2024, 4:00 p.m./Tues., Sep. 17, 2024, 4:00 p.m.

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: 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

William A. Rea  
Signature

William A. Rea  
Printed Name

8-26-24  
Date

Evalyn L. Kahila  
Signature

Evalyn L. Kahila  
Printed Name

8/20/2024  
Date

Jim Fifield, President / William Rea, Vice President / Evalyn Kahila, Secretary/Treasurer

**Budget - Ward Creek ISD - 7/1/24 - 6/30/25**

**Budget Hearing: Tuesday, July 16, 2024, 4:00 p.m. at office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717**

	Actual (F32) 7/1/22 - 6/30/23	Budget 7/1/23 - 6/30/24	Actual (EST) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25
<b>CASH CARRYOVER</b>	0	0	0	30,595
<b>Revenue</b>				
Assessments (\$1,200 per lot X 32 + \$600 ea. + 1 additional living unit)		42,877	40,397	39,000
Assessments - Interest			90	100
Interest Income - Bank			55	100
Customer Billing		18,000	3,000	4,000
Other Revenue			14,534	
Grants - County		5,000		5,000
<b>TOTAL REVENUE</b>	0	65,877	61,245	48,200
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	0	65,877	61,245	78,795
<b>Expenditures</b>				
Capital Expenditures				
Administrative		6,750	9,550	9,550
Operations		58,477	21,100	58,486
Capital Expenditure / Emergency Repair (from Reserves)				10,009
Indirect		650		750
<b>TOTAL EXPENDITURES</b>	0	65,877	30,650	78,795
<b>Reserves Balance Start of Year (Budget)</b>				0
Reserves-Amount to be Added				
Reserves-Amount to be spent				
<b>Ending Reserves balance</b>				0
<b>Receivables Start of FY</b>			0	
<b>Payables Balance Start of FY</b>			0	
	<b>6/30/2022</b>	<b>6/30/23 (EST)</b>	<b>6/30/2023</b>	<b>6/30/24 (EST)</b>
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS		0	0	30,595
RESERVES BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	0	0	0	30,595

Receivables Balance End of FY				
Payables Balance End of FY				
End of Year Bank Balance	0		30,595	
<b>Net per year (Revenue minus Expenses)</b>	0	0	30,595	0

Budget Message: The Ward Creek ISD manages the roads and water. A Reserves account will be set up, but the District will budget that reserve deposit also as an expenditure. The system is old (43 years), and there have been a number of emergency repairs lately. At some point, the District will need to look at redrilling the water well or tying into the regional water system.

  
Board Member Signature

  
Board Member Signature

Directors: Jim Fifield (Pres.) Mar., 2025 / William Rea (Vice Pres.) / Evalyn Kahila (Sec./Treas.) - Mar., 2027  
Monthly meetings are generally held on the third Tuesday of the month at 4:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.  
Records are stored at 400 S Gillette Ave, Suite 106, Gillette.

Ward Creek	Feet	Miles
Doll House St	2,000	0.38
Smokey Ave	1,200	0.23
Bernie Ave	1,035	0.20
Melvin St	2,000	0.38
<b>Total</b>	<b>6,235</b>	<b>1.18</b>

5,280 feet in a mile