

WOLD IMPROVEMENT & SERVICE DISTRICT

Laramie, Wyoming

www.woldimprovement.com

woldimprovement@outlook.com

Board of Directors

Ann Erickson – President

Julie Kokes – Vice President/Secretary

Debra Raben – Treasurer

Eric Brown – Director

Terry Walling – Director

Notice of Board Training Workshop

Notice is hereby given that the Wold Board of Directors will hold an open Training Workshop on Tuesday, November 14th, 2023, from 10:00 a.m. – 2:30 p.m. at the home of Ann Erickson – 2358 W. Sybille Dr. Laramie, WY.

Notice of Board Meeting

Notice is hereby given that the Wold Board of Directors will hold an open Board Meeting on Tuesday, November 14th, 2023, @ 2:30 p.m. at the home of Ann Erickson – 2358 W. Sybille Dr. Laramie, WY.

Minutes of the Board of Directors Training Workshop Minutes – Approved Jan. 30, 2024

Tuesday, Nov. 14th, 2023, 10:00 a.m. – 2:30 p.m. at the home of Ann Erickson (2358 W. Sybille Dr. Laramie, WY)

Board Members Present: Ann Erickson, Eric Brown, Deb Raben, Julie Kokes

Board Members Excused: Terry Walling

Board Members Present via Google Meet: None

District Members Present: Ryan Smith

Guests: No guests present

The Board of Directors met to learn about the roles and responsibilities of the Board. Julie Kokes, Secretary, presented information from the Public Officer Training to guide the workshop. No action was taken during the training. The topics/items discussed were:

- Purpose of the Training
- What governs Special Districts in Wyoming?
- Wold Improvement & Service District
 - o Formation
 - o Purposes
- Draft Copy of Board Policies and Procedures Manual
- Member Handbook
- Easements (fact sheet; example; map)
- Slash Pile
- Assessment (process and fact sheet)
- Emergency Exit
- Website information
- Wyoming State Trails Agreement with Tic's
- New Owner welcome
- Fire Mitigation

Board Members Present: Ann Erickson, Eric Brown, Deb Raben, Julie Kokes

Board Members Excused: Terry Walling

Board Members Present via Google Meet: None

District Members Present: No Members Present

Guests: No guests present

1. **Call to Order** Ann Erickson, Board President, called the Board of Directors Meeting of the Wold Improvement and Service District to order at 2:32 p.m.

a. **Announcements** For information purposes:

- With four Board members present, there is a quorum of the Board.
- Julie Kokes is taking minutes.
- Written and web reports presented are maintained in District records at the Albany County Clerk's Office. Julie Kokes, Secretary, also maintains all written records and reports on the Wold Website (www.woldimprovement.com) and in the District's file boxes.
- Julie Kokes, Secretary, shared that because of the Wyoming Public Officer Training, the format of the agenda format is slightly different.

2. **Adoption of Agenda:** The agenda was amended to include the following item under Unfinished Business: Signs. It was also amended to include the following items under New Business: Election of Officers; Fire Warden Assessment; Wold Annual Review. Item d. under New Business was deleted as duplicated item. Eric Brown made a motion to accept the agenda as amended. Deb Raben seconded. The motion passed unanimously.

3. **Minutes:** Deb Raben made a motion to approve the June 30, 2023, Board of Directors Meeting minutes as posted. Eric Brown seconded. Motion passed unanimously.

4. **Standing Reports to Board**

a. **Treasurer's Report:** Treasurer, Deb Raben, presented the Treasurer's Report. The current checkbook balance is \$9448.32. The Board spent some time looking at expenditures and discussing options for getting the Wold Annual Budget balanced. This will continue to be a high priority for the board. No action was taken.

i. There were no claims for payment.

Deb Raben moved to have the Treasurer's Report approved. Ann Erickson seconded. Motion approved unanimously.

b. Board Essential Calendar & Timeline Reports (Note: This is a new agenda item which ensures that all reports and Board actions as required by the state are completed prior to the deadline.)

- Secretary Julie Kokes, Secretary, reported that she published the Election Proclamation in the Laramie Boomerang; Notified the membership of the Annual Meeting; Filed the list of candidates with Albany Elections; Verified ownership and voting rights of membership for election; and filed the monthly reports with Albany County Clerk.
- Treasurer: Deb Raben, Treasurer; reported that she filed the 2024 proposed budget and then the 2024 adopted budget with WY Dept. of Audit and Albany County Clerk; and submitted the following reports to WY Dept. of Audit and Albany County Clerk: Survey of Local Government Finances F-32; Notarized Affidavit of Budget Hearing Notice; Local Annual Report Summary; and a copy of our Certificate of Compliance before all corresponding due dates. She also filed all monthly reports to the Albany County Clerk.

c. Committee Reports

There were no committee reports.

d. Presentations to Board

No presentations to the Board were made.

e. **Public Correspondence**

Deb Raben shared a thank you from WYCO VFD Associates for the donation Wold made during the fundraiser.

5. Unfinished Business:

- a. **Signs** Ann Erickson reported that they (Lee & Ann Erickson) had finished getting almost all the road signs posted in the community. In Spring 2024, this project will be complete after we get the signs for Bergstrom Road installed. There are also some arrows to get mounted.
- b. **Wold Mailboxes** Julie Kokes was happy to report that the mailbox project is complete. All owners of the mailboxes in the original unit have been identified and contacted. There have been a few glitches with communication by members getting their mailbox assigned in the new units. The best way to contact them is by using the website link that was emailed to all owners. Our local carrier has been a wonderful help with the project. We have six remaining mailboxes for sale at the entrance for a one-time fee of \$75. A new weatherproof community bulletin board has been installed near the entrance for board business and community announcements.
- c. **Director Election Results** Albany County Elections Clerk notified the Secretary that all three members of our community had been elected. Terry Walling and Julie Kokes will serve 4-year terms. Eric Brown is serving out the remainder of Roy Aiken's term for two more years.
- d. **Updates to Directory** There are two more pending sales to cabins in our community. After they close, Julie Kokes will email changes to the directory to the owners.

6. New Business:

- a. **Election of Officers** Ann Erickson made a motion for all current officers, Ann Erickson, President; Deb Raben, Treasurer; and Julie Kokes, Vice President/Secretary; continue as the current officers until the next election. Deb Raben seconded the motion. All voted in favor.
- b. **Wyoming Public Officer Training** The Wyoming Department of Audit now requires all public officers to attend the required 8-hour training. Julie Kokes and Deb Raben attended online in October. Eric Brown, Ann Erickson, and Terry Walling are enrolled in the online training. This training is a one-time requirement for current and future directors. All current directors must complete the training prior to July 31, 2024.
- c. **Board Policies & Procedures Draft** Julie Kokes shared that Wold District is in great shape considering all of the regulations and requirements that we are expected to follow as a Special District in Wyoming. There will be some items that the Board will address in the upcoming months. The biggest project will be to develop and adopt a Board Policies and Procedures Manual. This comprehensive guide will set forth the way that the Board of Directors and District does business. She presented a rough draft to the Board members during the workshop portion noting that this draft was for content consideration. The grammar and language usage will need some work. Eric Brown made a motion for board members to take some time to read and study the manual to consider adoption at a winter meeting to be scheduled. Ann Erickson seconded the motion. It passed unanimously.
- d. **New bulletin board address map** There has been feedback that some owners do not wish to have the address map, even without names, at the entrance due to privacy issues. Eric Brown made a motion to remove the map from the bulletin board. Julie Kokes seconded the motion. The motion passed unanimously.
- e. **Wold Bylaws Revisions** Also because of the Public Officer Training, Julie Kokes shared that the Wold Bylaws would need some minor revisions. These revisions are mostly related to two areas. First, the Bylaws need to have clarity and consistency in meeting notifications. Second, the Bylaws have some obsolete information in it related to ownership by LLC, trust, or corporation. Beyond that, there are a few minor revisions for uniformity and clarity. Board members reviewed and discussed the proposed amendments to the bylaws. Ann Erickson made a motion to recommend the proposed revisions to the Wold Bylaws to the membership, and to have the membership vote by mail ballot. Deb Raben seconded the motion. All members voted in favor. Julie Kokes will get the proposed changes mailed to the membership by the end of November. There will be a 30-day voting window.

- f. Directory & Map Printing** Deb Raben brought up that we have been printing the Owner Directory and colored map yearly. There are not considerable changes from year to year. This is a considerable expense for the District. The Board discussed options to reduce paper waste and the cost of printing. Deb Raben made a motion to print the directory with the map included every four years with the secretary providing updates by insert as needed. Eric Brown seconded the motion. All members voted to approve the motion unanimously. Julie noted a small number is on hand for new owners. Eric Brown made a motion to print out the large maps of ownership as needed for the emergency agencies. Ann Erickson seconded the motion. The motion passed.
 - g. Fire Assessment of Wold and Owners** Julie Kokes shared that it has been since 2009 when the Albany County Fire Warden and WYCO VFD members were in our community for inspection. In 2009, owners were invited to join the tour of the Wold community to identify types of fire risks in the forests and near cabins. It was very informative and helpful. Following the tour, the Fire Warden prepared a formal report to the community. This was very beneficial to getting fire mitigation done throughout our community. Deb Raben made a motion to schedule a fire inspection in the Spring/Summer 2024 to include emergency personnel and community members. Julie Kokes seconded the motion. All members present voted unanimously to approve the motion.
 - h. Annual Review of Documents** After attending Public Officer Training, Deb Raben and Julie Kokes shared that we have several items and documents that are required to be reviewed and approved annually. Deb Raben made a motion for the Board Secretary to put the list of items to be reviewed and approved annually on the winter Board meeting agenda. Eric Brown seconded the motion. The motion passed unanimously. Julie Kokes will work on this list.
- 7. Open Comments & Discussion** Ann Erickson opened the floor to all present for any items they wanted to discuss.
- a.** Julie Kokes inquired about four locks being on the emergency exit gates. Eric Brown will check the keys and locks to see what, if anything, needs to be done.
 - b.** Deb Raben commented that the new light at the mailboxes was appreciated. However, it is still very difficult to see the entrance to Wold at night, especially with trees on each side. Ann Erickson will check to see if the WYDOT would be able to provide lighting like other locations on Highway 230. She will also follow up on the status of getting the trees to the south in the ditch trimmed so that drivers can see oncoming traffic.
- 8. Adjournment** Julie Kokes made a motion to adjourn the meeting at 3:43. Deb Raben seconded it. The motion passed.

Julie Kokes, Secretary