

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 Meeting

Notice is hereby given that the Wold Board of Directors will hold an open Board Meeting
on Thursday, May 15th, 2025, 10:00 a.m.

at 2358 Sybille Drive, Laramie, WY

Or by joining Google Meet: <https://meet.google.com/cpj-decx-cpe>

Board of Directors Meeting Minutes – Approved 6.24.2025

Thursday, May 15th, 2025, 10:00 a.m.

at 2358 Sybille Drive, Laramie, WY, or by joining Google Meet: <https://meet.google.com/cpj-decx-cpe>

Board Members Present: Ann Erickson

Board Members Present via Google Meet: Deb Raben, Eric Brown, Terry Walling, Julie

District Members Present via Google Meet: Andy Sexton, Sue Woirhaye, Kent Kokes, Daphne Miller

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 10:01 a.m.

a. **Announcements** For information purposes:

- With all five 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.
- Online Meeting Participation Disclaimer: *The Wold Board of Directors will provide the option to join this meeting remotely. This online access enables individuals to participate through a personal device. While every effort will be made to facilitate online access, the Board is not responsible for the sound or video quality of the online meeting. By joining the meeting online, you agree that you will not save, record, share or post this session or any photos from this session without prior permission.*

2. **Adoption of Agenda:** Deb Raben made a motion to accept the agenda as posted. Julie Kokes seconded the motion. The motion passed unanimously.

3. **Minutes:** Deb Raben made a motion to approve July 9th, 2024, Board of Directors Meeting minutes as posted. Terry Walling 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 \$18,282.88. There were no claims for payment. Julie Kokes made a motion to approve the Treasurer's Report. Eric Brown seconded the motion. It passed unanimously. Ann thanked Deb for the report and hard work.

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.) The following required tasks were completed prior to the deadline:

- Secretary Julie Kokes, Secretary:

- o Renewed Wold Improvement domain and website hosting (Go Daddy)
- o Submitted Board Minutes to Albany County Clerk
- o Created and posted notifications for the Annual Meeting and Board Meeting
- o Uploaded new documents to website and emailed owners
- o Updated Ownership List to reflect new owners in Wold
- o Ownership list and deeds were verified to determine votes for Annual Meeting
- o Proxy Forms emailed to property owners.
- o Filed *Special District Records Form* with Albany County Clerk
- o Filed a list of the names, addresses, phone numbers, email addresses, and terms of the current directors with Albany County Clerk and Commissioners
- Treasurer: Deb Raben, Treasurer:
 - o Monthly Reports (Bank Statement and Statement Reconciliation Report) submitted to Albany County Clerk
 - o Completed and submitted online (to the Department of Audit) the required Survey of Local Government Finances
 - o Submitted Notification of Budget hearing notice due to the Wyoming Department of Audit.
 - o Submitted *Local Government Annual Report Summary* to the Wyoming State Department of Audit including the affidavit of Public Officer Training.
 - o Filed the 2025 Approved Budget with Wyoming Department of Audit and Albany County Assessor
 - o Prepared Proposed 2026 Budget
- c. **Committee Reports:** There were no committee reports.
- d. **Presentations to Board:** No presentations to the Board were made.
- e. **Public Correspondence:** There was no correspondence to share with the Board.

5. Unfinished Business

- a. **2024 Board Calendar & Timeline Tasks to be Completed** (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.) The Board reviewed the timeline and upcoming tasks to be completed.
 - Treasurer, Deb Raben, will:
 - o Submit the verification and alignment of ownership to the Albany County Assessor
 - o Submit the Proposed 2025 Budget to Wyoming Department of Audit and Albany County Clerk
 - Secretary, Julie Kokes will:
 - o Submit approved July 9, 2024, Board Minutes to Albany County Clerk
 - o Prepare and post the 2025 Hearing Notice
 - o Submit updated map to Emergency Service Agencies
 - Secretary & Treasurer:
 - o In May/June, Deb & Julie will carefully review the Wold ownership list to align current ownership to Albany County's current ownership list.

6. New Business

- a. **2025 Board Timeline** Julie Kokes explained that we are required to report the board responsibilities during Board Meetings to ensure that duties and responsibilities are being completed by individual board members.
- b. **Annual Document Review and Adoption** Julie Kokes shared that Board policies, procedures, and official documents needed to be reviewed annually and approved.
 - **Authorized Depository** First National Bank of Omaha (FNBO) is the current depository on record for Wold Improvement & Service District. Deb Raben, treasurer, shared that it is convenient to use a

local bank. Automatic deposits are made into the Wold account. Signors are Deb Raben, Treasurer and Ann Erickson, President. Terry Walling made a motion to approve using FNBO as our bank. Eric Brown seconded the motion. All approved and the motion passed.

- **Meeting Notification & Posting** Julie Kokes reminded the Board that we are no longer required to post Wold business in the Laramie newspaper due to the distance from our community. She currently posts Wold Notifications in 3 locations: Wold Community Bulletin Board; Wold website and emails owners directly; and WyColo Lodge. Deb Raben made a motion to continue posting meeting notifications and official business in the same locations. Terry Walling seconded the motion. The motion passed unanimously.
- **2025 Board Calendar & Timeline** Julie Kokes prepares this timeline which highlights responsibilities with corresponding due dates. Eric Brown made a motion to accept the 2025 Board Calendar and Timeline as presented. Terry Walling seconded the motion. The motion passed unanimously.
- **Wold Board Procedure Documents** The Board members were able to review our current documents prior to the meeting. There were no changes presented or made to the following official documents:
 - o Board Policy & Procedures Manual
 - o District Member Handbook
 - o Board Policies & Procedures Manual.

Terry Walling made a motion to approve all documents as written. Ann Erickson seconded the motion. The motion passed unanimously.

- **Treasurer and Secretary Reports** The treasurer and secretary will prepare the following reports for meetings:
 - o Treasurer: Profit & Loss Detail; Actual Expenses Usage Report; Proposed Budget; Approved Budget
 - o Secretary: Board Meeting Minutes; Albany County Forms & Reports; Meeting Notices; Board Documents as approved
- **Accounting Program** Annually, the Board shall approve an appropriate accounting program. Deb Raben has been using QuickBooks, which complies with requirements. She has been able to use this program at no additional expense to the board as she has a personal subscription. As Deb is not going to run for re-election in the fall, the Board will need to decide about selecting an accounting program. The issue is the cost of various programs, including QuickBooks, is high for the few transactions we have each fiscal year. Andy Sexton suggested looking into QuickBooks online. Julie Kokes made a motion to table this decision to allow the board time to research options. Eric Brown seconded the motion. The motion passed unanimously.

- c. **2026 FY Proposed Budget** Deb presented the 2026 Fiscal Year Proposed Budget. She noted that the light expense for Tic's Parking has increased. She also shared that this is an election year so we will have expenses related to it. Albany County takes care of the election requirements for Wold and bills us accordingly. She reduced Improvements & Repairs and increased Elections on the Proposed Budget. The remainder of the budget is the same as the previous year's budget. Eric Brown made a motion to approve the 2025 Proposed Budget as presented. Terry Walling seconded the motion. All were in favor and the motion passed.

Members discussed calendar dates for the Budget Hearing. It was decided that we will hold the Budget Hearing on June 24th at 7:00 p.m. Julie will make appropriate notifications.

- d. **Road Improvement 2025** Ann Erickson has been in contact with PJ Saputo. He is willing to continue his commitment to work on the roads in Wold. She will set up a time for PJ and Board Members to inspect the roads to determine priority areas. The Board is aware that Upper Road has many potholes that need to be addressed.

- e. **Emergency Exit** Board members will find an afternoon to clear any fallen trees on the Emergency Exit later this spring.
 - f. **Signs** Julie Kokes reported that we have a few signs to get up. Most of them are signs to direct people how to get around Wold when coming from the north and west. This is important for emergency agencies. We will also need to get up some Exit signs and arrows. Work will continue with this project during the summer.
 - g. **Firewise** Julie Kokes shared that she will be contacting committee members to set up a meeting over the next few weeks. The Firewise Community Plan has yearly goals established. The Firewise Committee will review goals and adjust as needed. Owners are encouraged to take pictures of any fire mitigation they do on their property and to keep track of hours worked on trimming, cleaning, and hauling debris.
7. **Open Comments & Discussion** No comments or discussion from the community took place.
- a. Terry Walling updated the Board on the new officers for our local WYCO Volunteer Fire Department
 - Chief: Cody Tully
 - Assistant Chief: Randy Pafford
 - Training Officer: Mike Bruce
 - Secretary: Allison Bruce
 - Treasurer: Lindsay TullyThe WYCO Associates really need to find someone to serve as Secretary. Kay Dill, current Secretary, will work alongside someone to help them learn about the position. Mostly, the position involves keeping minutes, posting meeting notices, and helping with contributions at the fundraiser in August. You can attend most meetings online. She encouraged individuals to consider if they could fill this position.
 - b. **Open Board Positions** Wold Board Elections will be held in November. We will have at least two positions open as Deb Raben and Ann Erickson will not be running for re-election. Please consider serving as a Wold Board member. If you would like more information, please contact any board member.
8. **Adjournment** Terry Walling made a motion to adjourn the meeting. Deb Raben seconded the motion. All voted in favor and the motion passed. The meeting was adjourned at 10:43 a.m.

Respectfully submitted,

Julie Kokes, Secretary