

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

**Tuesday, December 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, Ely Prince, Evalyn Kahila  
OTHERS PRESENT: Helenanne Cathey

Jim Fifield called the meeting to order at 4:28 p.m.

- I. **Minutes Approval** – Jim Fifield moved to approve the minutes from the November 19, 2024, regular meeting. Ely Prince seconded. Motion carried unanimously.
- 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. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$23,191.08	
11/30/24 Interest	\$10.00		
12/05/24 Deposit – Monthly Billing	\$100.00		
12/10/24 Deposit – Assessments	\$11,700.00		
Bank Balance Prior to bills:		\$35,001.08	
Bills to Be Paid:			
Bills Paid:			
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1069	Cathey Consulting	Inv. 7886 – Nov., 2024 admin/bks/postage	\$500.00
1070	Gillette News-Record	Inv. 33602 – Director election legal ad	\$133.90
1071	Water Guy	Inv. 2024-1321 – Nov. Water Oper./Bacteria	\$566.80
		Inv. 2024-1399 – Create, print, label and mail unknown	\$678.86
		Lead line inventory notices to required	
		homeowners \$112.06	
1072	Powder River Energy	Acct 2159626 11/1-12/1/24	\$121.83
		Credit for Acct 2159626 applied to account	-\$171.84
		<b>Credit balance remaining Acct 2159626</b>	<b>-\$50.01</b>
		Acct 2159726 11/1-12/1/24	\$413.35
		Credit for Acct 2159726 applied to account	-\$108.18
		Amount paid for account 2159726	\$305.17
<b>TOTAL</b>			<b>\$1,617.93</b>
<b>Bank Balance End of Meeting:</b>			<b>\$33,383.15</b>

The consensus is to not pay the following bill:  
Wyoming Association of Rural Water Systems Invoice 19943 – 2025 Voting Membership \$495.00

**Accounts Receivable Balance:** \$21,900 (Assessments \$21,900 / Direct bill accounts: \$0)

- III. **Unfinished Business**
  - a. Service line inventory / Lead – Water Guy held a meeting December 3<sup>rd</sup>. Evalyn Kahila attended the meeting. There was discussion. Board members have not seen any lead in the water system. Water Guy is managing this program. An e-mail was received today from Water Guy with information regarding the program.
  - b. Culverts / Roads – Jim Fifield reported that the culvert was dug out. The berm was left so people don’t run over it. There was discussion on adding some length to the culvert. A few spots were fixed on the road. There was discussion on a culvert on Doll House. It should be okay. A request was

made to the County regarding doing some maintenance on Adon Road, but the County isn't going to do any maintenance.

- c. Street signs (3 Doll House Street and 1 Melvin Street) – Jim Fifield reported that the street signs are up.
- d. Director election (March 18, 2025 – Fifield – 4-year term / Prince – the remaining 2 years of a 4-year term) Applications to be on the ballot are due between December 18<sup>th</sup> and January 7<sup>th</sup>.
- e. District Support Grant approved 12/3/24 for curb stop at 10 Smokey and 5 other curb stops for \$851 (25% of project cost – Water Guy invoice 2024-1236 for repairs: \$3,404.00). The Board reviewed and signed the grant agreement, pay request, completion report and affidavit to close out the grant.
- f. Jim Fifield will purchase a pressure valve, and the District will reimburse him. It hasn't been purchased yet.

**IV. New Business**

- a. None

Jim Fifield adjourned the meeting at 4:49 p.m.


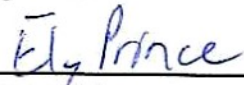
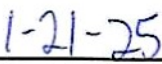
**Next Regular Meeting: TUESDAY, JANUARY 21, 2025, 4:00 p.m. at the office of Cathey Consulting.**


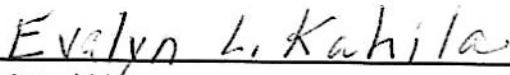
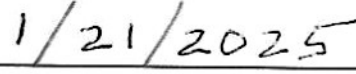
2025 Meetings:

Tues. Jan. 21, 2025, 4:00 p.m. / Tues., Feb. 18, 2025, 4:00 p.m. / Tues., Mar. 18, 2025, 4:00 p.m.  
Tues., Apr. 15, 2025, 4:00 p.m. / Tues., May 20, 2025, 4:00 p.m. / Tues., June 17, 2025, 4:00 p.m.  
Tues., July 15, 2025, 4:00 p.m. / Tues., Aug. 19, 2025, 4:00 p.m. / Tues., Sep. 16, 2025, 4:00 p.m.  
Tues., Oct. 21, 2025, 4:00 p.m. / Tues., Nov. 18, 2025, 4:00 p.m. / Tues., Dec. 16, 2025, 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 4<sup>TH</sup> STREET ACROSS FROM ARROW PRINTING.)**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
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Signature  
  
\_\_\_\_\_  
Printed Name  
  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name  
  
\_\_\_\_\_  
Date

Jim Fifield, President / Ely Prince, Vice President / Evelyn Kahila, Secretary/Treasurer