

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

**Tuesday, November 19, 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 4:14 p.m.

- I. **Minutes Approval** – Jim Fifield moved to approve the minutes from the October 15, 2024, regular meeting. Evalyn Kahila 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:		\$23,526.34	
10/31/24 Interest	\$9.20		
11/10/24 Deposit – Assessments	\$4,800.00		
11/12/24 Deposit – Monthly Billing	\$100.00		
Bank Balance Prior to bills:		\$28,435.54	
Bills Paid:			
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1066	Cathey Consulting	Inv. 7844 – Oct., 2024 admin/bks/postage	\$500.00
1067	Hawkins, Inc.	Inv. 6895236 – Chemicals / Water (Azone 15)	\$773.66
	Powder River Energy	Acct 2159626 10/1-11/1/24 \$143.65	
		Credit for Acct 2159626 applied to account -\$143.65	
		<b>Credit balance remaining Acct 2159626 -\$171.84</b>	
		Acct 2159726 10/1-11/1/24 \$386.56	
		Credit for Acct 2159726 applied to account -\$386.56	
		<b>Credit balance remaining Acct 2159726-\$108.18</b>	
1068	Water Guy	Inv. 2024-1204 – Oct. Water Oper./Bacteria	\$566.80
		Inv. 2024-1236 – 10 Smokey curbstop rusted off /	
		Replaced 6 curbstop boxes and rods	\$3,404.00
TOTAL			\$5,244.46
<b>Bank Balance End of Meeting:</b>			<b>\$23,191.08</b>
<b>Accounts Receivable Balance:</b>	\$33,600 (Assessments \$33,600 / Direct bill accounts: \$0)		

- III. **Unfinished Business**
  - a. Service line inventory / Lead – Two letters from Water Guy were reviewed. One letter is a notice that will be sent to anyone with an “unknown” line (Water Guy didn’t receive a picture). The other letter is regarding a meeting that Water Guy has set up for Board members on December 3, 2024.
  - b. Culvert filing with dirt – Evalyn Kahila reported that she sent an e-mail to everyone that she had an e-mail for letting people know they need to keep their culverts clear. Someone reported that a culvert where Melvin hits Adon is clogged up and water will sometimes run over the road as a result. People are also driving over the culvert. Jim Fifield will take a look at it. The two ends of the roads are getting tore up from people cutting the corner, but other than that, the consensus is the roads are pretty good. Jim Fifield will address the roads.
  - c. Street signs (3 Doll House Street and 1 Melvin Street) – Evalyn Kahila picked up the signs. If anyone can put up the street signs, please contact Jim Fifield.

- d. Director election (March 18, 2025 – Fifield – 4-year term / Prince – the remaining 2 years of a 4-year term) The first legal ad is scheduled to run in the Gillette News-Record on November 26, 2024. Applications to be on the ballot are due between December 18<sup>th</sup> and January 7<sup>th</sup>.

**IV. New Business**

- a. Jim Fifield reported that the back pressure valve has been rebuilt a couple of times, but it needs to be replaced. The consensus is that Jim Fifield should purchase the valve and the District will reimburse him.
- b. A District Support Grant application was signed to assist in the cost for the curb stop at 10 Smokey and 5 other curb stops (Water Guy’s invoice 2024-1236 \$3,404.00 / 25% grant request \$851)
- c. There was discussion on snow removal.

Jim Fifield adjourned the meeting at 4:38 p.m.

**Next Regular Meeting: TUESDAY, DECEMBER 17, 2024, 4:00 p.m. at the office of Cathey Consulting.**

2024 Meetings:

Tues., Dec. 17, 2024, 4:00 p.m.

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.

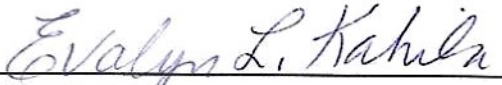
Tues., July 15, 2025, 4:00 p.m. / Tues., Aug. 19, 2025, 4:00 p.m. / Tues., Sep. 16, 2025, 4:00 p.m.

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

  
\_\_\_\_\_  
Signature  
  
Ely Prince  
\_\_\_\_\_  
Printed Name  
  
12/17/2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature  
  
Evalyn L. Kahila  
\_\_\_\_\_  
Printed Name  
  
12/17/2025  
\_\_\_\_\_  
Date

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