

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

Tuesday, January 21, 2025, 4:00 p.m.

At the Office of Cathey Consulting, 400 South Gillette Ave., Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Jim Fifield (by phone), Ely Prince, Evalyn Kahila
OTHERS PRESENT: Helenanne Cathey

Jim Fifield called the meeting to order at 4:00 p.m.

- I. **Minutes Approval** – Evalyn Kahila moved to approve the minutes from the December 17, 2024, regular meeting. Jim Fifield seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance** – Jim Fifield moved to accept the Treasurer’s Report and pay the bills as presented and as listed below. Ely Prince seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:	\$33,383.15
12/18/24 PR Energy Capital Credits	\$897.85
12/30/24 Deposit – Monthly Billing	\$300.00
12/31/24 Interest	\$12.19
01/10/25 Deposit – Assessments	\$4,206.51
01/15/25 Deposit – Monthly Billing	\$100.00
01/15/25 Deposit – County Grant	\$851.00
Bank Balance Prior to bills:	\$39,750.70

Bills to Be Paid:

Bills Paid:

CHECK #	Vendor	Purpose	Amount
1073	Cathey Consulting	Inv. 7929 – Dec., 2024 admin/bks/postage	\$500.00
1074	Hawkins, Inc.	Inv. 6943292 – Chemicals/Azone 15	\$831.20
1075	Powder River Energy	Acct 2159626 12/1/24-1/1/25 \$114.87	\$546.90
		Credit for Acct 2159626 applied to account -\$50.01	
		Acct 2159726 12/1/24-1/1/25 \$482.04	
1076	Water Guy	Inv. 2024-1504 – Dec. Water Oper./Bacteria	\$566.80
TOTAL			\$2,444.90

Bank Balance End of Meeting:

\$37,305.80

Accounts Receivable Balance: \$17,600 (Assessments \$17,700 / Direct bill accounts: -\$100.00 – credit balance)

III. Unfinished Business

- a. Service line inventory / Lead – No update.
- b. Director election (March 18, 2025 – Fifield – 4-year term / Prince – the remaining 2 years of a 4-year term). The sample ballot was approved to be mailed to qualified electors (list provided by the County) between February 21, 2025 and March 3, 2025. The following legal ad will run in the Gillette News-Record on March 4, 2025:

NOTICE OF DIRECTOR ELECTION
WARD CREEK IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Ward Creek Improvement & Service District for the purpose of electing one director to the Board of Directors to serve a four (4)-year term and one director to serve the remaining two (2)-years of a

four (4)-year term. Candidates include Jim Fifield for the four (4)-year term and Ely Prince for the remaining two (2) years of a four (4)-year term. Replacement ballots may be obtained from Cathey Consulting, LLC at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming (City Hall Mall / K2 Technologies building – office entrance is on 4th Street across from Arrow Printing), or by calling Helennane Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Ward Creek Improvement & Service District by mail at c/o Cathey Consulting, PO Box 471, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, March 18, 2025, or at Cathey Consulting by 5:00 p.m. on Tuesday, March 18, 2025, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, March 18, 2025, between 9:00 a.m. and 2:00 p.m.

Evalyn Kahila, Secretary/Treasurer / Filing Officer
Ward Creek Improvement & Service District

- c. Jim Fifield will purchase a pressure valve, and the District will reimburse him. It hasn't been purchased yet.

IV. New Business

- a. Jim Fifield reported on some work done on the water system. A chlorine pump quit working and wasn't pumping for a few days. Water Guy may be able to repair it if it's simply replacing a tube, or they may have to install a new one. The consensus is to go ahead with a new pump if it's needed.
- b. There was discussion on the roads and the winds that could be causing some drifting today.

Jim Fifield adjourned the meeting at 4:10 p.m.


Next Regular Meeting: TUESDAY, FEBRUARY 18, 2025, 4:00 p.m. at the office of Cathey Consulting.

2025 Meetings:

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 4TH STREET ACROSS FROM ARROW PRINTING.)

Respectfully submitted,
Helennane Cathey, Assistant to the Board



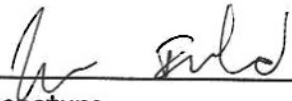
Signature



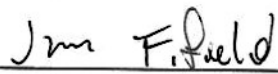
Printed Name

3-18-25

Date



Signature



Printed Name

3-18-25

Date

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