

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

Tuesday, March 18, 2025, 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 (by phone)
OTHERS PRESENT: Helenanne Cathey

Jim Fifield called the meeting to order at 4:10 p.m.

- I. Minutes Approval** – Jim Fifield moved to approve the minutes from the January 21, 2025, regular meeting. Ely Prince seconded. Motion carried unanimously. (No meeting in February.)
- II. Treasurer’s Report Acceptance** – Evalyn Kahila moved to accept the Treasurer’s Report and pay the bills as presented and as listed below. Ely Prince seconded. Motion carried with Evalyn Kahila and Ely Prince voting aye. Jim Fifield abstained.

Bank Balance End of Last Meeting:		\$37,305.80	
01/31/25	Interest	\$14.34	
02/10/25	Deposit – Assessments	\$1,217.46	
02/13/25	Deposit – Monthly Billing	\$100.00	
Bills Paid in February:			
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1077	Cathey Consulting	Inv. 7974 – Jan., 2025 admin/bks/postage	\$500.00
1078	Powder River Energy	Acct 2159626 1/1-2/1/25 \$108.83	\$617.70
		Acct 2159726 1/1-2/1/25 \$508.87	
1079	Water Guy	Inv. 2025-78 – Jan. Water Oper./Bacteria \$686.00	\$1,872.00
		Inv. 2025-90 – New chlorination pump to replace the old ones that weren’t working properly \$1,186.00	
TOTAL			\$2,989.70
02/28/25	Interest	\$13.24	
03/13/25	Deposit – Monthly Billing	\$100.00	
Bank Balance Prior to bills:			\$35,761.14
Bills Paid:			
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1080	Cathey Consulting	Inv. 8018 – Feb., 2025 admin/bks/postage \$500.00	\$772.15
		Inv. 7979 – Election mailing \$272.15	
1081	Gillette News-Record	Inv. 36232 – Director election legal ad	\$130.00
1082	Jim Fifield	Reimbursement – pressure regulator/Project Works	\$714.66
1083	Powder River Energy	Acct 2159626 2/1-3/1/25 \$102.60	\$566.90
		Acct 2159726 2/1-3/1/25 \$464.30	
1084	Water Guy	Inv. 2025-209 – Feb. Water Oper./Bacteria	\$566.80
TOTAL			\$2,750.51
Bank Balance End of Meeting:			\$33,010.63
Accounts Receivable Balance: \$16,500 (Assessments \$16,500 / Direct bill accounts: \$0)			

- 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). Helenanne Cathey, Evalyn Kahila and one other member of the District will canvass ballots within 7 days of the election.

- c. Jim Fifield purchased a pressure valve and was reimbursed at this meeting. The part has been placed in inventory.

IV. New Business

- a. Budget for 7/1/25 – 6/30/26 – The budget for the next fiscal year was reviewed. The proposed budget will be approved at the April or May meeting and the final budget will have a final review and will be adopted at the budget hearing and regular meeting in July.

Jim Fifield adjourned the meeting at 4:24 p.m.

Next Regular Meeting: TUESDAY, APRIL 15, 2025, 4:00 p.m. at the office of Cathey Consulting.

2025 Meetings:


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,
Helenanne Cathey, Assistant to the Board



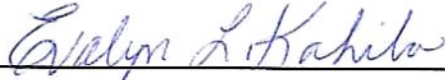
Signature

Ely Prince

Printed Name

4/15/25

Date



Signature

Evalyn L. Kahila

Printed Name

4/15/2025

Date

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