

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

Tuesday, May 20, 2025, 4:00 p.m.

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

BOARD MEMBERS PRESENT: Jim Fifield, Evalyn Kahila, Ely Prince
OTHERS PRESENT: Helenanne Cathey

Jim Fifield called the meeting to order at 4:07 p.m.

- I. Minutes Approval** – Jim Fifield moved to approve the minutes from the April 15, 2025, 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:		\$31,440.38
04/10/25 Deposit – Assessments	\$2,436.69	
04/30/25 Interest	\$12.71	
05/09/25 Deposit – Monthly Billing	\$100.00	
05/10/25 Deposit – Assessments	\$1,800.00	
Bank Balance Prior to bills:		\$35,789.78
Bills Paid:		
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>
1088	Cathey Consulting	Inv. 8108 – Apr., 2025 admin/bks/postage
1089	Hawkins, Inc.	Inv. 7068841 – Chemicals (Azone 15)
1090	Powder River Energy	Acct 2159626 4/1-5/1/25 \$108.54
		Acct 2159726 4/1-5/1/25 \$495.45
1091	Water Guy	Inv. 2025-443 – Apr. Water Oper./Bacteria
1092	Wyo. Local Gov’t.	Inv. 15862 – Dir & Officers / Gen. Liab. insurance
	Liability Pool	7/1/25 – 6/30/26
TOTAL		\$3,305.34
Bank Balance End of Meeting:		\$32,484.44
Accounts Receivable Balance:	\$12,600 (Assessments \$12,300 / Direct bill accounts: \$300)	

- III. Unfinished Business**
 - a. Service line inventory / Lead – Water Guy is taking care of this project.
 - b. Budget for 7/1/25 – 6/30/26 – The budget hearing is on July 15, 2025.
- IV. New Business**
 - a. Local Government Liability Renewal Application – The renewal application was submitted online as required. The Board reviewed and signed the renewal application.
 - b. Jim Fifield reported that the person that did the roads last time is going to look at the roads and provide an estimate. He won’t be able to do the road work until June.
 - c. A letter will be sent to a landowner reminding them that the District cannot sell water outside of the official boundaries of the District. The State Engineer’s office does not allow the District to sell water outside of the boundaries that they have approved.
 - d. Resignation / Evalyn Kahila is moving and is resigning from the Board of Directors. Anyone interested in serving on the Board is asked to attend a Board meeting or contact a Board member. The Board thanked Evalyn Kahila for all of her years of service and wished her well!

Jim Fifield moved to adjourn the meeting. Ely Prince seconded. The meeting was adjourned at 4:32 p.m.

Next Regular Meeting: TUESDAY, JUNE 17, 2025, 4:00 p.m. at the office of Cathey Consulting.

2025 Meetings:

Tues., June 17, 2025, 4:00 p.m.

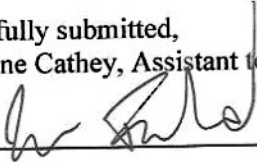
Tues., July 15, 2025, 4:00 p.m. (Budget Hearing and Regular Meeting)

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.)

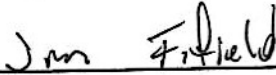
Respectfully submitted,
Helenanne Cathey, Assistant to the Board



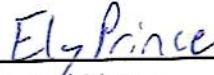
Signature



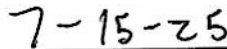
Signature



Printed Name



Printed Name



Date



Date

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