

**Ward Creek Improvement & Service District**

**Regular Meeting**

**MINUTES**

**Tuesday, August 19, 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, Toni Clark

**OTHERS PRESENT:** Helenanne Cathey, Larry Thayer, Joann Thayer, Brian Rec

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

- I. Board Appointment** – Jim Fifield moved to appoint Toni Clark to the Treasurer / Director position (Evalyn Kahila’s position) to serve until the next election. Ely Prince seconded. Motion carried unanimously.
- II. Minutes Approval** – Ely Prince moved to approve the minutes from the July 15, 2025, budget hearing and regular meeting. Jim Fifield seconded. Motion carried unanimously.
- III. Treasurer’s Report Acceptance** – Jim Fifield moved to accept the Treasurer’s Report and pay the bills as presented and as listed below. Toni Clark seconded. Motion carried unanimously.

Bank Balance End of Last Meeting: \$37,707.00

07/10/25 Deposit – Assessments \$1,882.85

07/31/25 Interest \$15.81

Bank Balance Prior to bills: \$39,605.66

Bills Paid:

CHECK #	Vendor	Purpose	Amount
1103	Cathey Consulting	Inv. 8249 – July, 2025 admin/bks/postage	\$500.00
		Inv. 8210 – Mailing to 5 new homeowners	\$25.00
1104	Hawkins, Inc.	Inv. 7140274 – Chemicals/Water (Azone 15)	\$1,044.25
1105	Powder River Energy	Acct 2159626 7/1-8/1/25	\$153.97
		Acct 2159726 7/1-8/1/25	\$412.26
1106	Water Guy	Inv. 2025-847 – July Water Oper./Bacteria test	\$566.80
<b>TOTAL</b>			<b>\$2,702.28</b>

**Bank Balance End of Meeting: \$36,903.38**

**Accounts Receivable Balance:** \$42,700 (assessments)

- IV. Unfinished Business**
  - a. Up to \$9,500 was authorized for road work at the July meeting – Road work is getting done now.
  - b. Leak on the homeowner’s side of the property line at 16 Smokey Ave – No update.
- V. New Business**
  - a. Jim Fifield moved to remove Evalyn Kahila from the bank account and add Toni Clark. Ely Prince seconded. Motion carried unanimously.
  - b. Water Guy did some work on the well and has recommended some work to try to protect the system and prolong the life of the well.
  - c. There was discussion on the water system and water connections and who to call for assistance (Water Guy at 307-299-3544, or call a Board member – phone numbers are listed in the minutes).
  - d. Several homeowners try to clear the roads as best they can when it snows.

Jim Fifield moved to adjourn the meeting. Toni Clark seconded. The meeting was adjourned at 4:31 p.m.

**Next Regular Meeting: TUESDAY, SEPTEMBER 16, 2025, 4:00 p.m. at the office of Cathey Consulting.**

2025 Meetings:

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.)**

**For any concerns or questions about water, call Water Guy at 307-299-3544 or a Board member. Board member phone numbers are listed at the bottom of these minutes.**

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

Toni Clark  
Signature

Toni Clark  
Printed Name

9/16/25  
Date

Jim F. Field  
Signature

Jim F. Field  
Printed Name

9-16-25  
Date

Jim Fifield, President (307-683-6492) / Ely Prince, Vice President (307-399-9079) /  
Toni Clark, Secretary/Treasurer (307-680-6793)