

Ward Creek Improvement & Service District

Regular Meeting

MINUTES

Tuesday, September 16, 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), Toni Clark (by phone)
BOARD MEMBERS NOT PRESENT: Ely Prince
OTHERS PRESENT: Helenanne Cathey, Joann Thayer

Jim Fifield called the meeting to order at 4:04 p.m.

- I. Minutes Approval** – Jim Fifield moved to approve the minutes from the August 19, 2025, regular meeting. Toni Clark seconded. Motion carried unanimously.
- II. Treasurer’s Report Acceptance** – Toni Clark 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:			\$36,903.38
08/31/25 Interest		\$14.98	
09/10/25 Deposit – Assessments		\$1,309.48	
Bank Balance Prior to bills:			\$38,227.84
Bills Paid:			
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1107	Best Out West Spraying	Inv. 5182 – 131.21 tons J base / truck & water / 1 hour haul gravel / mobe and demobe and blade roads	\$9,500.00
1108	Cathey Consulting	Inv. 8295 – Aug., 2025 admin/bks/postage	\$500.00
1109	Hawkins, Inc.	Inv. 7184444 – Chemicals/Water (Azone 15)	\$830.88
1110	Powder River Energy	Acct 2159626 8/1-9/1/25 \$159.34 Acct 2159726 8/1-9/1/25 \$405.94	\$565.28
1111	Water Guy	Inv. 2025-992 – Aug. Water Oper./Bacteria test \$566.80 Inv. 2025-1013 – 5 gallons sodium hypochlorite delivered 8/25/25 \$47.50	\$614.30
TOTAL			\$12,010.46
Bank Balance End of Meeting:			\$26,217.38
Accounts Receivable Balance:	\$41,500 (assessments)		

- III. Unfinished Business**
- a. Up to \$9,500 was authorized for road work at the July meeting – The road work is done and comments were positive on the road work.
 - b. Leak on the homeowner’s side of the property line at 16 Smokey Ave – No update. This will be removed from the agenda.
- IV. New Business**
- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/25 which will be sent to the Department of Audit as required.
 - b. There was discussion on the water well. Water Guy came out and flushed the water lines which caused the rust in the water. A concern was expressed that Water Guy didn’t notify anyone when that happened. When the well goes down and kicks back on, that can also cause rust in the water.

Jim Fifield moved to adjourn the meeting. Toni Clark seconded. The meeting was adjourned at 4:13 p.m.

Next Regular Meeting: TUESDAY, OCTOBER 21, 2025, 4:00 p.m. at the office of Cathey Consulting.

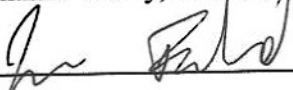
2025 Meetings:

Tues., Oct. 21, 2025, 4:00 p.m. / Tues., Nov. 18, 2025, 4:00 p.m. / Tues., Dec. 16, 2025, 4:00 p.m.

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.)

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



Signature

Jim Fifield

Printed Name

10-21-25

Date



Signature

Toni Clark

Printed Name

10/21/25

Date

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