

Ward Creek Improvement & Service District

Regular Meeting

MINUTES

Tuesday, November 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, Toni Clark  
BOARD MEMBERS APPROVED ABSENT: Ely Prince  
OTHERS PRESENT: Helenanne Cathey

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

- I. **Minutes Approval** – Jim Fifield moved to approve the minutes from the October 21, 2025, regular meeting. Toni Clark 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. Toni Clark seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:		\$24,978.07
10/31/25 Interest	\$10.43	
11/10/25 Deposit – Assessments	\$14,100.00	
Bank Balance Prior to bills:		\$39,088.50

**Bills Paid:**

CHECK #	Vendor	Purpose	Amount
1116	Cathey Consulting	Inv. 8394 – Oct., 2025 admin/bks/postage	\$500.00
1117	Powder River Energy	Acct 2159626 10/1-11/1/25 \$91.67	\$506.42
		Acct 2159726 10/1-11/1/25 \$414.75	
1118	Water Guy	Inv. 2025-1278 – Oct. Water Oper./Bacteria test	\$566.80
TOTAL			\$1,573.22

**Bank Balance End of Meeting:** \$37,515.28

**Accounts Receivable Balance:** \$26,200.00 (assessments)

- III. **Unfinished Business**
  - a. None
- IV. **New Business**
  - a. PFAS testing – Jim Fifield will sign the District up for the free initial PFAS testing.
  - b. Water Guy has a Facebook page that they put public notices on – so when they flush the system, they post it on their Facebook page. Water Guy flushed the water system last Friday.
  - c. When Water Guy flushed the line, they found that a hydrant that is leaking. They couldn’t shut it off so it continues to leak. They are going to have to replace it but will provide a quote.

**Follow Water Guy on Facebook to stay up-to-date.**

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

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

2025 Meetings:

Tues., Dec. 16, 2025, 4:00 p.m.


2026 Meetings:

Tues., Jan. 20, 2026, 4:00 p.m. / Tues., Feb. 17, 2026, 4:00 p.m. / Tues., Mar. 17, 2026, 4:00 p.m.  
Tues., Apr. 21, 2026, 4:00 p.m. / Tues., May 19, 2026, 4:00 p.m. / Tues., June 16, 2026, 4:00 p.m.  
Tues., July 21, 2026, 4:00 p.m. / Tues., Aug. 18, 2026, 4:00 p.m. / Tues., Sept. 15, 2026, 4:00 p.m.  
Tues., Oct. 20, 2026, 4:00 p.m. / Tues., Nov. 17, 2026, 4:00 p.m. / Tues., Dec. 15, 2026, 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 4<sup>TH</sup> STREET ACROSS FROM ARROW PRINTING.)

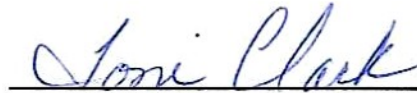
For any concerns or questions about water, call Water Guy at 307-299-3544 or a Board member. Board member phone numbers are listed at the bottom of these minutes.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

  
\_\_\_\_\_  
Signature

*Ely Prince*  
\_\_\_\_\_  
Printed Name

*12/17/25*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

*Toni Clark*  
\_\_\_\_\_  
Printed Name

*12/18/25*  
\_\_\_\_\_  
Date

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