

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

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

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

- I. Minutes Approval** – Toni Clark moved to approve the minutes from the November 18, 2025, regular meeting. Jim Fifield 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:			\$37,515.28
11/30/25 Interest		\$12.87	
12/10/25 Deposit – Assessments		\$7,902.66	
Bank Balance Prior to bills:			\$45,430.81
Bills Paid:			
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
1119	Cathey Consulting	Inv. 8438 – Nov., 2025 admin/bks/postage	\$500.00
1120	Powder River Energy	Acct 2159626 11/1-12/1/25 \$87.74	\$477.38
		Acct 2159726 11/1-12/1/25 \$389.64	
1121	Water Guy	Inv. 2025-1433 – Nov. Water Oper./Bacteria test	\$566.80
TOTAL			\$1,544.18
Bank Balance End of Meeting:			\$43,886.63
Accounts Receivable Balance:	\$18,300.00 (assessments)		

- III. Unfinished Business**
a. PFAS testing – Jim Fifield signed the District up for the free PFAS testing
- IV. New Business**
a.

Jim Fifield adjourned the meeting at 4:05 p.m.

Next Regular Meeting: TUESDAY, JANUARY 20, 2026, 4:00 p.m. at the office of Cathey Consulting.
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 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

EC
Signature

Ely Prince
Printed Name

01/20/26
Date

Toni Clark
Signature

Toni Clark
Printed Name

1/20/26
Date

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