

Crestview Improvement & Service District
Regular Meeting
Minutes
Thursday, November 14, 2024, 4:00 p.m.
Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, WY 82716
Revised 11/18/24

Board Members Present: Donie Miller, AnnaMarie Nebel, Loren Tucker
Others Present: Helenanne Cathey, Barry Crago, Stefanie Brown, Travis Raisley,
Dustin Wheeler (DOWL Engineering) – by phone for a portion of the
Meeting

AnnaMarie Nebel called the meeting to order at 4:00 p.m.

I. Water and Wastewater

a. Wastewater

- i. Agreement to convey sewer system to the City of Gillette approved by Crestview on 5/9/24. Barry Crago reported that the last time he talked to the City Attorney, the City had a couple of minor grammatical changes but that was all. Barry Crago will follow up with the City attorney and encourage them to get it on the December 3rd consent agenda.
- ii. Update from DOWL (Collection System Repairs & Lagoon Abandonment Agreement approved 6/13/24) – Dustin Wheeler provided an update by e-mail and joined the meeting by phone. DOWL submitted the preliminary drawings to the City of Gillette for their review to get their approval of the plans and for their consideration to add the repair project to a larger City of Gillette Rehab project as a separate schedule. City staff are waiting for the conveyance agreement to be approved by Council before they approve the plans. Dustin Wheeler has been in touch with the State to see if there are other state or federal grants that the District may be eligible for. Dustin continues to work on the Mineral Royalty Grant application, but they are waiting for the final scope and approval by the City of Gillette. No action was needed by the Board at this time.
- iii. Funding / Grant – Dustin Wheeler is working on the application for the Mineral Royalty Grant.
- iv. Attorney Update / 6501 Robin Drive sewer issue – Barry Crago reported that Ruby's got paid for the hot water heater. There was discussion. Loren Tucker stated that he thought Water Guy should be paid because they acted in good faith and represented the District in this situation. He understands that things went awry with the homeowner and the insurance company, but he would like to keep Water Guy whole and feels maybe Water Guy's actions prevented further issues and prevented other costs. Donie Miller agreed. Loren Tucker moved to pay the Water Guy invoice 2023-1324 for \$2,717.44. Donie Miller seconded. Motion carried with Loren Tucker and Donie Miller voting aye. AnnaMarie Nebel voted nay.

b. Water –

- i. Water Guy will be mailing a letter out to residents whose service lines are of an unknown material. If homeowners didn't return pictures of their service lines, they will likely get this letter. Stefanie Brown reported that Water Guy will be having a meeting on December 3rd at 7:00 p.m. at the George Amos building for Board members to discuss the lead service lines inventory and grant/loan programs available to assist in the costs.
- ii. Water Guy sent a letter to Western Home Services who continues to not pay late fees, and his properties are close to being shut off. The homeowner has not contacted the District. Barry Crago requested a history of the account and suggested the District send him a letter. The Board asked that Helenanne Cathey draft a letter that the Board will sign to send to the landowner.

- c. Travis Raisley, 2204 Gallery View, reported that he talked to the County Assessor when he started putting a plan together for a building on his lot that he recently purchased. Part of his lot is in the

District and part is not in the District. He won't be getting any sewer or water from Crestview as he will be getting those services from the City of Gillette. Unimproved lots in the District pay \$29 a month. That fee assists in administrative costs and other costs to run the District. There is no tax assessment on this property from Crestview. The Board saw no issues with Mr. Raisley's plans for the lot and doesn't anticipate any assessments from the District. Travis Raisley will stop at Water Guy to get the account set up in his name.

II. Billing / Accounts Receivable / Aging Reports

Water Guy reports were available for review.

III. Minutes Approval

AnnaMarie Nebel moved to approve the minutes for the October 10, 2024, regular meeting as written. Donie Miller seconded. Motion carried unanimously.

IV. Treasurer's Report / Payables / Receivables

The bills and financial information were reviewed. Donie Miller moved to accept the Treasurer's Report and pay bills. AnnaMarie Nebel seconded. Motion carried unanimously.

Wyostar Account Balance (End of last meeting):		\$1,019,292.43
09/30/24 Interest	\$3,989.67	
10/31/24 Interest	\$3,547.68	
Balance in Wyostar Account Balance End of Meeting:		\$1,026,829.78

Checking Account Balance (End of last meeting):		\$120,114.83*
10/1-10/10/24 Deposits	\$5,089.79	
Adjusted Balance Forward:		\$125,204.62
10/11-10/31/24 Deposits	\$4,093.68	
10/31/24 Interest	\$54.70	
QuickBooks Balance 10/31/24:		\$129,353.00
11/05/24 Xpress bill pay deposit	\$6,218.89	
Balance Prior to Meeting:		\$135,571.89*

(*Balance does not reflect Water Guy deposits recorded since the end of the prior month.)

Bills Paid:

	Date	Num	Memo	Open Balance
Cathey Consulting, LLC				
	10/31/2024	7817	October, 2024, Admin./Bookkeeping/Compliance Services	1,785.00
Total Cathey Consulting, LLC			Ck# 3138	1,785.00
City of Gillette Department of Finance				
	10/31/2024	Ac.2050110/1-11/4/24	Acct 20501 Electricity 10/1-11/4/24 Bill # 1955883	60.36
	10/31/2024	Ac.20765 10/1-11/4	Acct 20765 Electricity 10/1/24-11/4/24 Bill # 1955926	845.16
Total City of Gillette Department of Finance			AUTO PAY	905.52
Crago Law Offices, P.C.				
	10/22/2024	968	Legal fees 9/12/24-9/27/24	260.00
Total Crago Law Offices, P.C.			Ck# 3139	260.00
DOWL LLC				
	10/22/2024	5063.28046.01-4	Engineering - Collection System Repairs & Lagoon 9/22/24 - 10/19/24	850.00
Total DOWL LLC			Ck# 3140	850.00
Energy Laboratories, Inc.				
	10/08/2024	663792	Testing - Wastewater	64.00
	10/10/2024	664888	Testing - Wastewater	248.00
	10/18/2024	667167	Testing - Wastewater	64.00
	10/18/2024	666242	Testing - Wastewater	64.00
Total Energy Laboratories, Inc.			Ck# 3141	440.00
Gillette News-Record				
	10/22/2024	30132	Director election legal ad	106.60

Total Gillette News-Record			Ck# 3142	106.60
Hawkins, Inc.				
	10/15/2024	6888927	Chlorine	20.00
Total Hawkins, Inc.			Ck# 3143	20.00
Water Guy, LLC				
	10/16/2024	2024-1229	Dechlorination and Chlorination pucks delivered 10/26/24	1,180.40
	10/29/2024	2024-1217	10/21/24 Bounced check through Xpress bill pay 2521 Gallery View	18.75
	10/31/2024	2024-1152	October, 2024 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC			Ck# 3144	5,368.75
TOTAL				9,735.87

Approved under Wastewater System Discussions:

Water Guy, LLC				
	01/02/2024	2023-1324	Powder River Heating & AC for sewer back up - new hot water tank for 6501 Robin (\$2,107.26) & City of Gillette bill for sewer back up at 6501 Robin (\$610.18)	2,717.44
			Ck# 3145	

Checking Account Balance End of Meeting:

\$123,118.58*

V. Unfinished Business

- a. Director Election November 5, 2024 (Nebel – 4 year term) – Ballots were canvassed on November 7, 2024, by Donie Miller, Loren Tucker, and Helenanne Cathey. Results:

Votes for one director to serve a 4-year term:
AnnaMarie Nebel – 20 votes

AnnaMarie Nebel completed the oath as required.

VI. New Business

- a. Donie Miller reported that he contacted the City of Gillette regarding the corner of Patty Avenue and Gallery View – it’s a sharp 90 degree turn, and there is no stop sign. The City is going to address the area.
- b. AnnaMarie Nebel read a statement and asked that it be included in the minutes. See below:

CRESTVIEW ANIMAL SAFETY

Residents are expressing growing concerns about property safety and the welfare of our four-legged critters. How can we respectfully remind forgetful pet owners to keep their animals from roaming freely all day into the night? This time of year, many of them are cold and hungry eating bird seed, apples, corn, fruit, nuts, and suet,,,yes, bird food!

CITY/COUNTY/ANIMAL CONTROL 686.5249 (Monday through Friday)

offers effective measures to all residents stressing the importance of keeping pet(s) under control and not allowing them to potentially cause problems for others. If an animal is at large and acts offensively toward you or your pets, call **City/County Animal Control**. They will come to trap the animal. The first fee to release the pet to its owner is \$25. plus, \$15. impound, and \$10. daily. By the fourth offence owners must appear in court where the judge will determine if the pet should be relocated or destroyed. (City Ordinance 4-10)

It's important to know that Animal Control removes deceased animals along the roadway. In domesticated pets the remains can be scanned for a microchip.

Remember, it is a federal offence to post flyers on mailboxes. Crestview bulletin boards are solely for the purpose of resident information.

Suggestion, an up to the minute posting might be the Nextdoor.com website. It covers Crestview, Antelope Valley and Sleepy Hollow.

Let's Make This A Holiday Season of Thanksgiving For All Creation!
AnnaMarie Nebel

VII. Customer Concerns / Requests -

VIII. Executive Session – There was no Executive Session.

Next Meeting: Thursday, December 12, 2024, 4:00 p.m. (Regular Meeting at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106 , K² Technologies Building – Entrance is on 4th Street).

2024 meetings:

Thurs., Dec. 12, 2024, 4:00 p.m.

2025 meetings:

Thurs., Jan. 9, 2025, 4:00 p.m. / Thurs., Feb. 13, 2025, 4:00 p.m. / Thurs., Mar. 13, 2025, 4:00 p.m.

Thurs., Apr. 10, 2025, 4:00 p.m. / Thurs., May 8, 2025, 4:00 p.m. / Thurs., June 12, 2025, 4:00 p.m.

Thurs., July 10, 2025, 4:00 p.m. / Thurs., Aug. 14, 2025, 4:00 p.m. / Thurs., Sep. 11, 2025, 4:00 p.m.

Thurs., Oct. 9, 2025, 4:00 p.m. / Thurs., Nov. 13, 2025, 4:00 p.m. / Thurs., Dec. 11, 2025, 4:00 p.m.

All meetings of the Crestview Improvement and Service District are open to the public and the public are always welcome.

AnnaMarie Nebel adjourned the meeting at 4:57 p.m.

Respectfully submitted,
Helenanne Cathey,
Assistant to the Board of Directors

AnnaMarie Nebel
Signature

ANNA MARIE NEBEL
Printed Name

01-09-25
Date

Donie W Miller
Signature

Donie W. Miller
Printed Name

1-09-25
Date

AnnaMarie Nebel, President / Loren Tucker, Vice President / Donie Miller, Secretary/Treasurer