

**Crestview Improvement & Service District**  
**Regular Meeting**  
**Minutes**  
**Thursday, January 9, 2025, 4:00 p.m.**  
**Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, WY 82716**  
*Revised 1/13/25*

Board Members Present: Donie Miller, AnnaMarie Nebel, Loren Tucker  
Others Present: Helenanne Cathey, Barry Crago, Dustin Wheeler (DOWL Engineering),  
Stefanie Brown, Scott Hunter

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

**I. Water and Wastewater**

a. Wastewater

- i. The agreement to convey the sewer system to the City of Gillette was approved by Crestview on 5/9/24. Barry Crago reported that he received the agreement back from the City of Gillette asking that the Board sign it first. Since the last meeting, Barry Crago reviewed the annexation report, and he would like to discuss a few items with the City before the Board signs the agreement.
- ii. Update from DOWL (Collection System Repairs & Lagoon Abandonment Agreement approved 6/13/24) – Dustin Wheeler reported that the Mineral Royalty Grant is due by February 21<sup>st</sup>. They have not started the design on the lagoon abandonment yet because they are holding off until the collection system repairs are done.

b. Water –

- i. Western Home Services – Scott Hunter was at the meeting and provided information to Board members regarding the history of his account. Scott Hunter explained his concern that he had mailed checks in a timely manner and doesn't feel that he should be responsible for late fees on his account. He is also concerned that Water Guy billed his tenants. He reported that one check he mailed never went through his bank and it never came back to him. Stefanie Brown from Water Guy reported that Water Guy deposits checks every Friday. If Water Guy receives a check written to Water Guy, the check is returned to the person who sent the check.

The Board explained that Water Guy must have the payment in their office no later than 5:00 p.m. on the due date (typically the 20<sup>th</sup> of the month).

Scott Hunter explained that he wrote a check to Water Guy when Water Guy first took over the billing, and the check was deposited so he thought it was okay to continue writing checks to Water Guy. Stefanie Brown explained that in the beginning, the bank would accept checks for Crestview even if they were written to Water Guy, but then the bank stopped accepting checks that were written to Water Guy. At that point, Water Guy started returning checks to customers that were written to Water Guy. (It is important to open ALL mail addressed to you from Water Guy as this is not to be considered junk mail.)

The Board explained to Mr. Hunter that they are willing to write off late fees on the account, but he needs to make sure his payment is at Water Guy's office no later than 5:00 p.m. on the due date each month and that the check is written to Crestview and NOT Water Guy. There are online and automatic payment options that are available. The Board explained that this is a one-time adjustment and that people really need to come to a meeting as soon as possible if they have a problem with late fees or other issues. The Board is the only authority that can adjust accounts.

Stefanie Brown reported that the total in late fees on the three accounts is \$750. AnnaMarie Nebel moved to resolve the matter for Scott Hunter and credit the \$750 in late fees over the three accounts (384.01, 387.01, 391.01). Loren Tucker seconded. Motion carried

unanimously. The Board reiterated that this is a one-time adjustment, and Mr. Hunter needs to make sure his payment is made out correctly and that Water Guy receives it by the 20<sup>th</sup> of the month in order to avoid late fees in the future.

- ii. Service line inventory / lead – Water Guy held a meeting 12/3/24. Stefanie Brown reported on the meeting.
- iii. City of Gillette – Water System
- iv. Quotes to sandblast and coat the water tank – No update.

2204 Gallery View, (owner Travis Raisley at 11/14/24 meeting) - Barry Crago is meeting with the County to try to resolve the issue raised last month about a lot that is partially in the District and partially outside of the District.

**II. Billing / Accounts Receivable / Aging Reports**

Water Guy reports were available for review.

**III. Minutes Approval**

Loren Tucker moved to approve the minutes for the regular meeting on November 14, 2024, as written. AnnaMarie Nebel seconded. Motion carried unanimously. There was no meeting in December.

**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. Loren Tucker seconded. Motion carried unanimously.

**DECEMBER:**

Wyostar Account Balance (End of last meeting):	\$1,026,829.78
11/30/24 Interest	No statement yet.
<b>Balance in Wyostar Account Balance End of Meeting:</b>	<b>\$1,026,829.78</b>
Checking Account Balance (End of last meeting):	<b>\$123,118.58*</b>
11/1-11/14/24 Deposits	\$1,958.50
Adjusted Balance Forward:	\$125,077.08
11/15-11/30/24 Deposits	\$5,988.64
11/30/24 Interest	\$50.41
QuickBooks Balance 11/30/24:	\$131,116.13
12/05/24 Xpress bill pay deposit	\$5,639.55
Balance Prior to Meeting:	\$136,755.68*

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

**Bills Paid (December):**

	Date	Num	Memo	Open Balance	
<b>Cathey Consulting, LLC</b>					
	11/30/2024	7859	November, 2024, Admin./Bookkeeping/Compliance Services	1,785.00	
Total Cathey Consulting, LLC				Ck# 3152	1,785.00
<b>City of Gillette Department of Finance</b>					
	11/30/2024	Acct 20765 11/4-12/2	Acct 20765 Electricity 11/4/24-12/2/24 Bill # 1973268	527.54	
	11/30/2024	Ac.20501 11/4-12/2	Acct 20501 Electricity 11/4-12/2/24 Bill # 1973226	349.83	
Total City of Gillette Department of Finance				AUTO PAY	877.37
<b>DOWL LLC</b>					
	11/20/2024	5063.28046.01-5	Engineering - Collection System Repairs & Lagoon 10/20/24-11/16/24	1,020.00	
Total DOWL LLC				Ck# 3153	1,020.00
<b>Energy Laboratories, Inc.</b>					
	11/12/2024	671826	Testing – Wastewater	284.00	
Total Energy Laboratories, Inc.				Ck# 3146	284.00
<b>Hawkins, Inc.</b>					
	11/13/2024	6914247	Chlorine	474.23	

	11/15/2024	6915667	Chlorine	10.00
Total Hawkins, Inc.			Ck# 3147	484.23
<b>JKSP LLC (Reimburse)</b>				
	11/13/2024	Refund Credit	Account 2735.01 - Refund Credit Balance upon sale of property (2203 Gallery View)	145.00
Total JKSP LLC (Reimburse)			Ck# 3148	145.00
<b>John &amp; Cathy Cattles</b>				
	12/04/2024	Refund Credit	Account 302.01 - Refund credit balance upon sale of property (2419 Gallery View Drive)	41.33
Total John & Cathy Cattles			Ck# 3149	41.33
<b>Water Guy, LLC</b>				
	11/08/2024	2024-1394	Create, print, label, mail unknown lead line inventory notices to required homeowners	542.47
	11/19/2024	2024-1332	Locates 8/8/24-10/29/24	459.27
	11/21/2024	2024-1359	Bounced check through Xpress bill pay 11/21/24 - 2521 Gallery View	18.75
	11/30/2024	2024-1268	November, 2024 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC			Ck# 3150	5,190.09
<b>Wyoming Association of Rural Water Sys</b>				
	11/21/2024	19765	2025 Voting Membership	495.00
Total Wyoming Association of Rural Water Sys			Ck# 3151	495.00
<b>TOTAL</b>				<b>10,322.02</b>

**Checking Account Balance End of Meeting:**

**\$126,433.66\***

**JANUARY**

Wyostar Account Balance (End of last meeting): \$1,026,829.78  
 11/30/24 Interest \$3,466.12  
 12/31/24 Interest No statement yet.  
**Balance in Wyostar Account Balance End of Meeting: \$1,030,295.90**

Checking Account Balance (End of last meeting): \$126,433.66\*  
 12/1-12/12/24 Deposits \$1,433.82  
 12/10/24 Deposit – Assessments \$635.65  
 Adjusted Balance Forward: \$128,503.13  
 12/13-12/31/24 Deposits \$6,981.40  
 12/31/24 Interest \$53.20  
 12/17/24 Deposit – PR Energy Cap. Cr. \$2,751.02  
 QuickBooks Balance 12/31/24: \$138,288.75  
 01/05/25 Xpress bill pay deposit \$5,135.11  
 Balance Prior to Meeting: \$143,423.86\*

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

**Bills Paid (current meeting):**

	Date	Num	Memo	Open Balance
<b>Cathey Consulting, LLC</b>				
	12/31/2024	7903	Dec., 2024, Administrative/Bookkeeping/Compliance Services	1,785.00
Total Cathey Consulting, LLC			Ck# 3154	1,785.00
<b>City of Gillette Department of Finance</b>				
	12/31/2024	Acct 20765 12/2-1/2	Acct 20765 Electricity 12/2/24-1/2/25 Bill # 1990506	749.25
	12/31/2024	Ac 20501 12/2-1/2	Acct 20501 Electricity 12/2/24-1/2/25 Bill # 1990464	603.22
Total City of Gillette Department of Finance			AUTO PAY	1,352.47
<b>Crago Law Offices, P.C.</b>				
	12/18/2024	983	Legal fees 10/21/24-11/22/24	700.00
Total Crago Law Offices, P.C.			Ck# 3155	700.00
<b>DOWL LLC</b>				
	12/21/2024	5063.28046.01-6	Engineering - Collection System Repairs & Lagoon 11/17/24 - 12/21/24	680.00
Total DOWL LLC			Ck# 3156	680.00

Hawkins, Inc.				
	12/15/2024	6938298	Chlorine	20.00
Total Hawkins, Inc.			Ck# 3157	20.00
Water Guy, LLC				
	12/18/2024	2024-1421	Bucket of dechlorination pucks delivered 12/8/24	270.40
	12/27/2024	2024-1511	Bounced checks through Xpress bill pay on 12/19/24 2521 Gallery View and 2803 Sassick	37.50
	12/31/2024	2024-1452	December, 2024 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC			Ck# 3158	4,477.50
<b>TOTAL</b>				<b>9,014.97</b>

The bill from Powder River Energy has not been received yet.

**Checking Account Balance End of Meeting:**

**\$134,408.89\***

**V. Unfinished Business**

a. None

**VI. New Business**

a. Annual election of officers – Loren Tucker moved to keep the same slate of officers for the year (AnnaMarie Nebel, President / Loren Tucker, Vice President / Donie Miller, Secretary/Treasurer). Donie Miller seconded. Motion carried unanimously.

b. AnnaMarie Nebel reported that she talked to the City and verified that Gillette Public Access has several channels with information about what is happening in the community, and she encourages residents to check them out:

189 for education

190 for public events

192 for government

c. THANK YOU EVERYONE who participated in holiday decorating this past year. It was by far the best effort seen over the past 20 years! You gave our board member, Donie Miller, a strong challenge! It was gratifying to drive through "Christmas in Crestview!!"

**VII. Customer Concerns / Requests** - No other customer concerns or requests.

**VIII. Executive Session** – There was no Executive Session.

**Next Meeting: Thursday, February 13, 2025, 4:00 p.m. (Regular Meeting at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106 , K<sup>2</sup> Technologies Building – Entrance is on 4<sup>th</sup> Street).**

**2025 meetings:**

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.

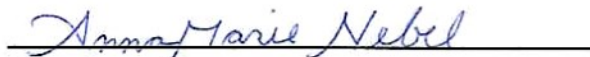
*All meetings of the Crestview Improvement and Service District are open to the public and the public are always welcome.*

AnnaMarie Nebel adjourned the meeting at 5:24 p.m.

Respectfully submitted,

Helenanne Cathey,

Assistant to the Board of Directors



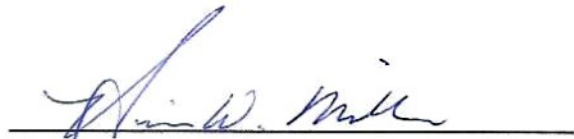
Signature

ANNA MARIE NEBEL

Printed Name

02/13/25

Date



Signature

Donie Miller

Printed Name

2-13-25

Date

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