

**Crestview Improvement & Service District  
Regular Meeting  
Minutes**

**Wednesday, March 19, 2025, 1:00 p.m.**

**Office of Cathey Consulting – 400 South Gillette Avenue, Suite 106, Gillette, WY 82716**

*Revised 3/25/25*

Board Members Present: Donie Miller, AnnaMarie Nebel, Loren Tucker  
Others Present: Helenanne Cathey, Barry Crago (Attorney), Stefanie Brown (Water Guy)

*This meeting was originally scheduled for March 13, 2025, but was rescheduled to today.*

AnnaMarie Nebel called the meeting to order at 1:00 p.m.

**I. Water and Wastewater**

Barry Crago reported that he has talked to the City of Gillette and has reviewed the statutes for special districts and dissolutions, and he believes that the District could dissolve and turn over all of the District's assets to the City of Gillette and be done (stop billing residents and reduce any liability for assets in the future). The City attorney and administrator are in discussions, and will be getting back to Barry Crago. It was recommended that the District Board members reach out to their City Council members and encourage them to support the District's plans. Barry Crago recommended that the District hold off on the conveyance agreement because he thinks that the dissolution option would be better for the District in the long term.

The Board sees the District eventually going on City water – it is inevitable. Yes, people like the water quality of Crestview's water better than the City's water, but the well and water system are 45 years old. The cost just to replace the water tank will likely be over a million dollars. There will be a large cost to replace the water well, and it may or may not last much longer. The water lines in the ground will be expensive to repair – it will be very expensive to dig up a city street to make repairs. Water meters, valves, hydrants – they all cost money to maintain and replace eventually. The costs to keep the District are going to increase. Residents in the District are paying City taxes already, and dissolving the District turns over the responsibility of all of the infrastructure to the City. If the City owns the water system, repairing water lines, valves, meters, etc. will be on the City of Gillette instead of the 178 taps on the Crestview water system.

Barry Crago talked to the County Assessor regarding the lots that are half in and half out of the District. This apparently was a mistake that occurred prior to the last annexation but it was due to a combination of vacations and annexation by the City. There was discussion on Crestview continuing to charge these lots. Barry Crago reported that the District is still responsible to the lots in the District. When the District dissolves it won't matter anymore.

The funding application to the state did not get submitted because the engineer could not get letters from the City and County on time. There was discussion on whether or not to go forward with pursuing grant applications. Barry Crago recommended waiting to see what happens with the dissolution / agreement with the City.

Barry Crago will talk to Jim Edwards regarding Mr. Edwards' letter to the District regarding lots that aren't on the District's water and sewer but pay the unimproved lot fee.

**II. Billing / Accounts Receivable / Aging Reports**  
Monthly reports were available for review.

**III. Minutes Approval**  
Donie Miller moved to approve the minutes for the regular meeting on February 13, 2025, and the special meeting on February 19, 2025, as written. AnnaMarie Nebel 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): \$1,034,537.53  
 01/31/25 Interest \$3,660.34  
 02/28/25 Interest \$3,217.47  
**Balance in Wyostar Account Balance End of Meeting: \$1,041,415.34**

Checking Account Balance (End of last meeting): \$137,711.08\*  
 2/1-2/13/25 Deposits \$662.00  
 Adjusted Balance Forward: \$138,373.08  
 2/14-2/28/25 Deposits \$7,113.55  
 02/28/25 Interest \$51.63  
 QuickBooks Balance End of Month: \$145,538.26  
 03/05/25 Xpress bill pay deposit \$5,547.54  
 03/10/25 Deposit – Assessments \$2,081.75  
 Balance Prior to Meeting: \$153,167.55\*

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

**Bills Paid:**

	Date	Num	Memo	Open Balance
<b>Cathey Consulting, LLC</b>				
	02/19/2025	7980	Special meeting / MRG/State Funding / Lien release	212.00
	02/28/2025	7991	Feb., 2025, Administrative/Bookkeeping/Compliance Services	1,785.00
Total Cathey Consulting, LLC			Ck# 3167	1,997.00
<b>City of Gillette Department of Finance</b>				
	02/28/2025	Acct 20501 2/3-3/3	Acct 20501 Electricity/Wastewater 2/3/25 - 3/3/25 Bill # 2024968	749.63
	02/28/2025	Acct 20765 2/3-3/3	Acct 20765 Electricity Water 2/3/25-3/3/25 Bill # 2025009	665.36
Total City of Gillette Department of Finance			AUTO PAY	1,414.99
<b>DOWL LLC</b>				
	02/25/2025	5063.28046.01-8	Engineering - Collection System Repairs & Lagoon 1/26/25 - 2/22/25	1,955.00
Total DOWL LLC			Ck# 3168	1,955.00
<b>Energy Laboratories, Inc.</b>				
	02/28/2025	692456	Testing - Wastewater	284.00
Total Energy Laboratories, Inc.			Ck# 3169	284.00
<b>Hawkins, Inc.</b>				
	02/12/2025	6983510	Chlorine	474.23
	02/15/2025	6985774	Chlorine	20.00
Total Hawkins, Inc.			Ck# 3170	494.23
<b>Water Guy, LLC</b>				
	02/26/2025	2025-228	Bounced check through Xpress bill pay 2/24/25 2521 Gallery View / 2/26/25 Thawed and cleaned val...	273.75
	02/28/2025	2025-156	Feb., 2025 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
	03/05/2025	2025-229	Bounced check through Xpress bill pay 3/5/25 2217 Gallery View	18.75
Total Water Guy, LLC			Ck# 3171	4,462.10
<b>TOTAL</b>				<b>10,607.32</b>

**Checking Account Balance End of Meeting: \$142,560.23\***

**V. Unfinished Business**

a. None

**VI. New Business**

- a. AnnaMarie Nebel reported that Amy Smith from the City of Gillette's Code Compliance Division will be at the Crestview meeting next month to talk issues that she sees in Crestview.
- b. Daniel Poley, Account 286.02 (6605 Robin Drive) requested the waiver of a late fee. The account history was reviewed and there have not been any late fees. AnnaMarie Nebel moved to waive the late fee on Account 286.02. Loren Tucker seconded. Motion carried unanimously.

- c. WyoStar Rules Changes – WyoStar will now only process transactions one day a month, and transactions must be submitted through the online portal.
- d. Budget for 7/1/25 – 6/30/26 – The budget for the next fiscal year. All funds are in the budget to accommodate the transfer to the City.

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

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

**Next Meeting: Thursday, April 10, 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., 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 1:48 p.m.

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

AnnaMarie Nebel  
 Signature

ANNA MARIE NEBEL  
 Printed Name

April 10th '25  
 Date

Donie W. Miller  
 Signature

Donie W. Miller  
 Printed Name

4/10/25  
 Date

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