

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

Thursday, April 10, 2025, 4:00 p.m.

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

Revised 4/15/25

Board Members Present: Donie Miller, AnnaMarie Nebel, Loren Tucker
Others Present: Helenanne Cathey, Barry Crago (Attorney),
Dustin Wheeler (DWOL), Amy Smith (City of Gillette),
Ruben Gonzalez

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

- I. Amy Smith / City of Gillette** – Amy Smith, Senior Code Compliance Inspector with the City of Gillette, came to the meeting to talk about Code Compliance. They enforce Chapter 13 with the City code – tall grass and weeds, unlicensed vehicles, etc. She passed out a list of City of Gillette departments and phone numbers which is included with these minutes. Now that it's spring, they will start enforcing grass and weeds fairly soon. At 12" or taller, grass and weeds are considered a nuisance. They will generally deal with what they can see from a public right-of-way. They do not walk all over a person's property – except if a person gives them permission to walk through their property to take pictures of a neighbor's property. They come out and inspect if they get a complaint. They will send notices to an owner and tenant if applicable and explain what needs to be taken care of and they generally give 14 days for a person to clean up the situation, although some things (appliances) they only give 7 days. Their fines can be up to \$750 and court costs can be added onto that.

AnnaMarie Nebel read some of the District's covenants regarding properties not being allowed to be in disrepair. Amy Smith explained that the City of Gillette cannot enforce any subdivision covenants. They enforce City codes.

Chapter 9 refers to trash cans and concerns when people leave their trash receptacles out in the street and not rolled back off the street as they are supposed to. Solid Waste enforces those rules.

Code Compliance is typically complaint-driven. If someone calls in with a complaint, they drive out and take a look at the issue. If a property has an issue, they will do a neighborhood inspection, going around the neighborhood and making sure that the compliance issue is enforced throughout the neighborhood.

If anyone has a complaint related to Code Compliance, be sure to call the Code Compliance office at 307-686-5309. If no one is there, they are probably out making inspections so just leave a message, and they will call you back.

Ruben Gonzalez, a resident in Crestview, inquired about having chickens. The Board has no issues with chickens and referred Ruben to the City of Gillette. Amy Smith reported that chickens are regulated by the City of Gillette Animal Control, and their number is 307-686-5249.

There was discussion on mowing. Public Works is the best one to talk to about mowing concerns.

II. Water and Wastewater

Barry Crago reported that he has been in communication with the City. The revised proposed agreement is an **Agreement to Convey Water System and Sewer System between Crestview Improvement and Service District and the City of Gillette, Wyoming**. This agreement, once finalized, will transfer both the sewer and water to the City of Gillette, and then Crestview will dissolve. The sewer will be the first thing transferred over and the plant investment fees paid and repairs made. Once that's done, everything will be turned over to the City along with all money left in the District's funds with **no additional fees for water. They will waive all water fees (no tap fees), and no repairs will be required to the water tank. They will accept the system as is.** The second we are done with sewer, they will accept

everything. If the District dissolves tomorrow, the City would get all of the District's money anyway. There was a discussion on the eventual costs if the District stays independent from the water tank to eventual water line and meter replacements and compliance with the EPA lead service line inventory program.

Dustin Wheeler explained the repairs to be done on the sewer lines. The City will provide the oversight of the project, and they won't review the final documents until the conveyance agreement has been signed. DOWL sent draft plans to the City in October, and it looks like the District's repair project could be a part of a City project. After the agreement is signed, it will likely be 2 to 3 months before the repair work is done. DOWL had a meeting with the City, and the City had a couple of changes on the sewer line sag repair.

The City is reviewing the agreement to convey the sewer system and water system and will run it by the City Council, and then get back to Barry Crago.

AnnaMarie Nebel moved to have DOWL move forward with the final design of Phase II of DOWL's contract for the final design of the sewer lagoon abandonment and reclamation. Donie Miller seconded. Motion carried unanimously.

There was discussion on the lagoon abandonment and reclamation.

Loren Tucker reported that Dan Barton reached out to him regarding the bill that Water Guy sends him each month. Loren Tucker will follow up with Dan Barton to see what lots he is talking about. We need the addresses.

III. Billing / Accounts Receivable / Aging Report

Monthly reports were available for review.

IV. Minutes Approval

AnnaMarie Nebel moved to approve the minutes for the regular meeting on March 19, 2025, and the special meeting on March 19, 2025, as written. Donie Miller seconded. Motion carried unanimously.

V. 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
Cathey Consulting, LLC				
	03/31/2025	8033	Mar., 2025, Administrative/Bookkeeping/Compliance Services	1,785.00
Total Cathey Consulting, LLC			Ck# 3172	1,785.00

City of Gillette Department of Finance				
	03/31/2025	Acct 20501 3/3-4/1	Acct 20501 Electricity/Wastewater 3/3/25 - 4/1/25 Bill # 2042295	701.24
	03/31/2025	Acct 20765 3/3-4/1	Acct 20765 Electricity Water 3/3/25 - 4/1/25 Bill # 2042336	663.26
Total City of Gillette Department of Finance			AUTO PAY	1,364.50
Crago Law Offices, P.C.				
	03/24/2025	1029	Legal fees 12/19/24 - 1/9/25	840.00
Total Crago Law Offices, P.C.			Ck# 3173	840.00
DOWL LLC				
	04/02/2025	5063.28046.01-9	Engineering - Collection System Repairs & Lagoon 2/23/25 - 3/29/25	1,402.88
Total DOWL LLC			Ck# 3174	1,402.88
Energy Laboratories, Inc.				
	03/28/2025	697617	Testing - Wastewater	284.00
Total Energy Laboratories, Inc.			Ck# 3175	284.00
Hawkins, Inc.				
	03/15/2025	7013503	Chlorine	20.00
Total Hawkins, Inc.			Ck# 3176	20.00
Water Guy, LLC				
	03/31/2025	2025-260	Mar., 2025 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC			Ck# 3177	4,169.60
TOTAL				9,865.98

Checking Account Balance End of Meeting:

\$146,999.14*

VI. Unfinished Business

- a. Budget for 7/1/25 – 6/30/26 – The budget was reviewed. AnnaMarie Nebel moved to approve the proposed budget for 7/1/25 – 6/30/26 and run the legal ad at least a week prior to the budget hearing. Loren Tucker seconded. Motion carried unanimously. The proposed budget is attached to these minutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
CRESTVIEW IMPROVEMENT & SERVICE DISTRICT**

Crestview Improvement and Service District will hold a public hearing to review the 7/1/25 – 6/30/26 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on July 10, 2025, at 4:00 p.m. Budget summary:

Administrative \$60,162 / Indirect \$11,400 / Operations/Major Repairs & Projects/Misc. \$2,136,975
Revenue/Rollover/Reserves: \$2,208,537

A copy of the proposed budget is available online at www.catheyconsulting.net – Crestview minutes for April 10, 2025. The monthly rates will stay the same.

To contact the District or for special accommodations for the hearing, call Helenanne Cathey at 307-685-8235.

VII. New Business

- a. Board members signed the WyoStar paperwork.
- b. AnnaMarie Nebel reminded people to **Remember the little library in our little park. Bring a book, take a book.**
- c. AnnaMarie Nebel reported that our Crestview spring cleanup will be Friday, May 2, 2025, through Friday, May 16, 2025. AnnaMarie Nebel will provide a flyer to Water Guy to mail with the billing at the end of the month. It will also be e-mailed to the e-mail list.

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

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

Next Meeting: Thursday, May 8, 2025, 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).

2025 meetings:

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 wished everyone a pleasant Easter and adjourned the meeting at 5:14 p.m.

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

Anna Marie Nebel
Signature

ANNA MARIE NEBEL
Printed Name

May 1st, 2025
Date

Loren Tucker
Signature

VP
Printed Name

5-1-25
Date

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

Budget - Crestview ISD - 7/1/25 - 6/30/26

Budget Hearing: Thursday, July 10, 2025, 4:00 p.m. at the office of Cathey Consulting / PO Box 1626, Gillette, WY 82717

	Actual (F32) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25	Actual (EST) 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26
CASH CARRYOVER	687,685	1,138,975	755,428	1,243,117
Revenue				
Assessments		5,052	5,052	5,052
Assessments - Interest				
Customer and other Billing	163,625	322,368	221,842	322,368
Grants - County				
Interest from Bank	43,309	38,000	40,000	38,000
Transfer from reserves				
Potential sale of assets and other revenue	4,090	600,000	2,751	600,000
TOTAL REVENUE	211,024	965,420	269,645	965,420
TOTAL REVENUE PLUS CASH CARRYOVER	898,709	2,104,395	982,322	2,208,537
Expenditures				
Capital Expenditures				
Administrative	29,335	58,020	30,000	60,162
Operations	101,078	1,357,372	142,000	1,459,372
Indirect	8,562	11,400	9,500	11,400
City PIFs / Sewer		677,603		677,603
Interest	0	0	0	0
To Reserves				
TOTAL EXPENDITURES	138,975	2,104,395	181,500	2,208,537
Receivables Start of FY	9,969		13,479	
Payables Balance Start of FY	14,691		13,935	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	687,685	1,138,975	755,428	1,243,117
RESERVES BALANCES	400,000	400,000	400,000	400,000
TOTAL FUNDS BEGINNING OF YEAR	1,087,685	1,538,975	1,155,428	1,643,117
Receivables Balance End of FY	13,479			
Payables Balance End of FY	13,935			
Undeposited Funds (Xpress)	40			
End of Year Bank Balance	1,155,428	400,000	1,243,117	400,000
Net per year (Revenue minus Expenses)		0		0
Reserves start of year	400,000	400,000	400,000	400,000
Deposits plus interest on reserves				
Transfers out of reserves		400,000		400,000
Reserves end of year	400,000	0	400,000	0

The District manages water and wastewater. The District has been annexed into the City and anticipates some large costs in the coming year for the wastewater system lagoon abandonment and the transfer of the water and wastewater services to the City of Gillette. This year's budget includes these items as the Board is in discussions with the City of Gillette. Reserves will be spent to assist in any costs related to transferring everything to the City (PIFs, repairs, etc.). All property and assets will be sold when appropriate in order to start the dissolution process of the District. Any proceeds of these sales will be used to pay for costs to transfer services to the City and to dissolve the District. The money will be carried over as reserves if not spent this fiscal year.

Board Member Signature _____

Board Member Signature _____

Directors: Anna Marie Nebel (Pres.) term ends Nov. 2028 / Loren Tucker (Vice Pres.) and Donie Miller (Secretary/Treasurer) terms end Nov., 2026

Regular meetings are generally held on the second Thursday of each month at 4:00 p.m. at 400 S Gillette Ave., Suite 106, Gillette.

Records are stored at 400 S Gillette Ave, Suite 106, Gillette.