

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

Thursday, May 1, 2025, 4:00 p.m.

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

Board Members Present: AnnaMarie Nebel, Loren Tucker
Donie Miller (by phone for the Treasurer’s Report)
Others Present: Helenanne Cathey

The May meeting was originally scheduled for May 8th but was rescheduled for May 1st.

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

I. Water and Wastewater

Dustin Wheeler sent the following update by e-mail:

I may miss this month’s meeting as we make final edits to the drawings and project manual and wait for the conveyance agreement to be signed so we can submit. I will make sure to check in with Barry to know when there is a status change for the agreement. We are also beginning work on the lagoon abandonment design starting next month to keep things moving forward.

There were no other updates.

II. Billing / Accounts Receivable / Aging Report

Monthly reports have not been received yet for April.

III. Minutes Approval

AnnaMarie Nebel moved to approve the minutes for the regular meeting on April 10, 2025, as written. Loren Tucker seconded. Motion carried unanimously.

IV. Treasurer’s Report / Pavables / Receivables

The bills and financial information were reviewed. Loren Tucker moved to accept the Treasurer’s Report and pay bills. Donie Miller seconded. Motion carried with Loren Tucker and Donie Miller voting aye. AnnaMarie Nebel abstained.

Wyostar Account Balance (End of last meeting):	\$1,041,415.34
03/31/25 Interest	\$3,606.08
04/30/25 Interest	No statement yet.
Balance in Wyostar Account Balance End of Meeting:	\$1,045,021.42

Checking Account Balance (End of last meeting):	\$146,999.14*
4/1-4/10/25 Deposits	Not available yet.
Adjusted Balance Forward:	\$146,999.14
4/11-4/30/25 Deposits	Not available yet.
04/30/25 Interest	Not available yet.
QuickBooks Balance End of Month:	\$146,999.14
05/05/25 Xpress bill pay deposit	Not available yet.
Balance Prior to Meeting:	\$146,999.14*

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

Bills Paid

	Date	Num	Memo	Open Balance
AnnaMarie Nebel				
	04/15/2025	Copy/Design	Crestview Spring Clean Up Color Flyer - to be mailed with invoices	108.00
Total AnnaMarie Nebel		Ck# 3178		108.00
Cathey Consulting, LLC				

	04/30/2025	8080	Apr., 2025, Administrative/Bookkeeping/Compliance Services	1,785.00
Total Cathey Consulting, LLC		Ck# 3179		1,785.00
Crago Law Offices, P.C.				
	04/16/2025	1040	Legal fees 3/11/25 - 3/31/25	760.00
Total Crago Law Offices, P.C.		Ck# 3180		760.00
Energy Laboratories, Inc.				
	04/16/2025	701682	Testing - Wastewater	284.00
	04/16/2025	701689	Testing - Wastewater	73.00
	04/21/2025	702374	Testing - Wastewater	73.00
	04/24/2025	703276	Testing - Wastewater	73.00
Total Energy Laboratories, Inc.		Ck# 3181		503.00
Hawkins, Inc.				
	04/15/2025	7036351	Chlorine	30.00
Total Hawkins, Inc.		Ck# 3182		30.00
Water Guy, LLC				
	04/08/2025	2025-351	Locate 1/16/25	75.00
	04/30/2025	2025-394	Apr., 2025 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC		Ck# 3183		4,244.60
TOTAL				7,430.60

Bills received after the agenda was printed:

Ck# 3184 – DOWL – Inv. 5063.28046.01-10 Engineering 3/30-4/26/25	\$637.50
Ck# 3185 – Postmaster – Annual Box Fee	\$226.00
TOTAL BILLS PAID:	\$8,294.10
No bills yet from City of Gillette.	
Checking Account Balance End of Meeting:	\$138,705.04*

V. Unfinished Business

- a. Budget for 7/1/25 – 6/30/26 – The proposed budget was approved at the April meeting. The final budget will be reviewed and approved at the July 10, 2025, budget hearing and regular meeting.
- b. Spring Cleanup – Friday, May 2, 2025 through Friday, May 16, 2025. A flyer was e-mailed to the homeowner list, posted on the bulletin boards, and mailed with monthly invoices.

VI. New Business

- a. None

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

VIII. Executive Session – There was no Executive Session.

Next Meeting: Thursday, June 12, 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., 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 4:10 p.m.

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

Anna Marie Nebel
Signature

ANNA MARIE NEBEL
Printed Name

June 12th, 2025
Date

Don W Miller
Signature

Don W. Miller
Printed Name

6-12-25
Date

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