

Crestview Improvement & Service District

Regular Meeting

Minutes

Thursday, June 12, 2025, 4:00 p.m.

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

Board Members Present: Donie Miller, AnnaMarie Nebel
Board Members Not Present: Loren Tucker
Others Present: Helenanne Cathey, Stefanie Brown, Dustin Wheeler

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

I. Water and Wastewater Update

Dustin Wheeler reported that we are still waiting for the conveyance agreement to be signed. DOWL has submitted the final collection repairs drawings and preliminary lagoon abandonment drawings. On Robin Drive, a 60' section of sewer line will be repaired. There is a sag in the line, and this larger section of repair will run between manholes. Another section on Gallery View will be a 100' section. On the effluent pipe removal, they will cap and grout the pipe there and abandon it under the approaches in that area rather than dig it up and then have to rebuild infrastructure (roads). The plans were reviewed and discussed. There will be a few things that have to be flushed out in the field because the camera couldn't give a full picture, but once its dug up, it will be analyzed and constructed appropriately. There may be manhole repairs needed. For the collection repairs, the permit will be granted by the City. DEQ will approve the lagoon abandonment permit. Dustin Wheeler explained the proposed lagoon abandonment process. Biosolids will go to the landfill, and then the site will be graded from the sides – the sides will be brought down and spread over the lagoon area which will raise the area where the lagoon is and lower the sides. There was discussion on how Patty Avenue will be impacted during the project. Dustin Wheeler asked Board members to provide any feedback within the next week. Plans will be submitted to DEQ after next week.

II. Billing / Accounts Receivable / Aging Report

Water Guy reports were available for review. Stefanie Brown reported that the regional connection has been completed by DRM. The water was shut down for a brief time yesterday for DRM to make the connection. A meter had to be replaced.

III. Minutes Approval

AnnaMarie Nebel moved to approve the minutes for the regular meeting on May 1, 2025, as written. Donie Miller seconded. Motion carried unanimously.

IV. Treasurer's Report / Payables / Receivables

The bills and financial information were reviewed. There was discussion on the Waste Connections (Kieffer Sanitation – spring cleanup) bills. 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):		\$1,045,021.42
04/30/25 Interest	\$3,446.30	
05/31/25 Interest	No statement yet.	
Balance in Wyostar Account Balance End of Meeting:		\$1,048,467.72
Checking Account Balance (End of last meeting):		\$138,705.04*
4/1-4/30/25 Deposits – Water	\$7,250.48	
04/30/25 Interest	\$58.63	
Adjusted Balance Forward:		\$146,014.15
05/05/25 Xpress bill pay deposit	\$4,870.50	
5/1-5/31/25 Deposits – Water	\$6,840.82	
05/15/25 City of Gillette Bill 2059647 – Electricity Lagoon 4/1-5/1/25	\$678.20	
05/15/25 City of Gillette Bill 2059688 – Electricity Water 4/1-5/1/25	\$688.27	

05/31/25	Interest	\$59.84	
	QuickBooks Balance End of Month:		\$156,418.84
06/05/25	Xpress bill pay deposit	\$5,712.50	
06/10/25	Deposit – Assessments	\$635.50	
	Balance Prior to Meeting:		\$162,766.84*

(*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				
	05/31/2025	8127	May, 2025, Administrative/Bookkeeping/Compliance Services	1,785.00
Total Cathey Consulting, LLC				1,785.00
City of Gillette Department of Finance				
	05/31/2025	05/01-06/02/25	Acct 20501 Electricity Water 5/1/25 - 6/2/25 Bill # 2077003	682.99
	05/31/2025	05/01-06/02/25	Acct 20765 Electricity Water 5/1/25 - 6/2/25 Bill # 2077043	772.31
Total City of Gillette Department of Finance				1,455.30
Crago Law Offices, P.C.				
	05/15/2025	1058	Legal fees 4/2-4/11/25	860.00
Total Crago Law Offices, P.C.				860.00
DOWL LLC				
	05/28/2025	5063.28046.01-11	Engineering - Collection System Repairs & Lagoon 4/27/25 - 5/24/25	9,240.00
Total DOWL LLC				9,240.00
Energy Laboratories, Inc.				
	04/29/2025	704160	Testing - Wastewater	73.00
	05/27/2025	709723	Testing - Wastewater	284.00
	05/27/2025	709510	Testing - Annual water quality report	125.00
Total Energy Laboratories, Inc.				482.00
Hawkins, Inc.				
	05/13/2025	7068784	Chlorine	469.23
	05/15/2025	7066997	Chlorine	20.00
Total Hawkins, Inc.				489.23
Waste Connections, Inc.				
	05/31/2025	4809548T020	6504 Robin - Spring cleanup 5/2/25 - 5/19/25	2,021.80
	05/31/2025	4809547T020	7014 Blacktooth - Spring cleanup 5/2/25 - 5/19/25	1,602.00
Total Waste Connections, Inc.				3,623.80
Water Guy, LLC				
	04/24/2025	2025-495	4/24/25 Delivered bucket of dechlorination pucks	270.40
	04/29/2025	2025-593	Locates 4/3/25 - 4/25/25	337.50
	05/01/2025	2025-457	Locates - February, March	487.50
	05/07/2025	2025-573	Reattach air line across from lagoon	935.00
	05/12/2025	2025-488	Deposit books	123.88
	05/21/2025	2025-612	Locate - May	18.75
	05/25/2025	2025-625	Locates - May	337.50
	05/31/2025	2025-519	May, 2025 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC				6,680.13
TOTAL				24,615.46

Checking Account Balance End of Meeting:

\$138,151.38

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. The cost was about \$1,000 more for this cleanup than the fall or spring cleanups last year. There was discussion on not doing a fall cleanup and only doing a spring cleanup.

VI. New Business

- a. E-mail from homeowner – Allen Heinrich sent an e-mail that said, “So Crestview is going to give the City all of the money we’ve saved over the years?”

Board response: Input is valuable to our Improvement & Service District. All discussion is seriously taken into consideration. As your elected Board, we make consequential financial decisions that impact our complete transition into the City. Why not personally attend our next monthly meeting? If it’s important to you – it’s important to us!

- b. Donie Miller reported that he will be selling his home and will be resigning from the Board. We will need someone to serve on the Board. If anyone is interested, please attend the monthly meetings.

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

VIII. Executive Session – There was no Executive Session.

Next Meeting: Thursday, July 10, 2025, 4:00 p.m. (Budget Hearing and 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., 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 4:55 p.m.

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



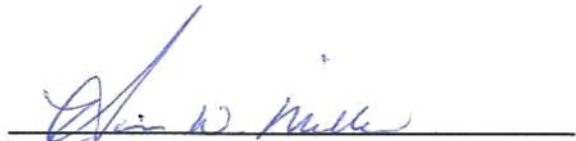
Signature



Printed Name



Date



Signature



Printed Name



Date

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