

**Crestview Improvement & Service District
Budget Hearing and Regular Meeting
Minutes**

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

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

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

BUDGET HEARING

Loren Tucker called the budget hearing to order at 4:00 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Loren Tucker adjourned the budget hearing at 4:06 p.m.

REGULAR MEETING

Loren Tucker called the meeting to order at 4:06 p.m.

- I. **Budget** – Loren Tucker moved to adopt the budget for 7/1/25 – 6/30/26 for \$2,208,537 and adopt the resolution to assess and submit assessments in the County as approved in the budget. Donie Miller seconded. Motion carried unanimously.

- II. **Water and Wastewater Update**
Loren Tucker reported that Stefanie Brown from Water Guy informed him that the sewer lines will be jetted every two months – the portion of the sewer lines that has been a problem. Dustin Wheeler recommended that a couple of other areas that should be jetted as well. Dustin Wheeler will double check the other areas that should be jetted. The Robin Drive area is the most critical.

Dustin Wheeler and the Board discussed the repairs that are needed on the sewer lines, and frustrations were expressed at the delay in the agreement with the City of Gillette. The collection system repairs could move forward, but the City will still have to approve the repairs as well as DEQ. The Board feels that it would make sense to get the repairs done right away rather than having to jet the lines every other month.

Dustin Wheeler will put an application together to submit to DEQ for the repairs. Dustin Wheeler said it will take a couple of weeks to get the application submitted to DEQ and then 30 to 60 days for DEQ to review the permit to construct, then advertising, bid opening, getting under contract – it's a few months out to get the work done. The consensus of the Board is to have Dustin Wheeler move forward with the repairs – get the process started.

The Board would like to have Barry Crago at the next meeting and hopes to hear an update from the City.

- III. **Billing / Accounts Receivable / Aging Report**
Reports were available for review. There was discussion on the two lots on Gallery View owned by Dan Barton. The consensus is to waive the late fees. Dan Barton has confirmed to Loren Tucker that he will pay the bills (2203 and 2209 Gallery View). The Raisley and one other lot (half in and half out of the District – 2204 and 2210 Gallery View) will continue to not receive a fee as the lot has never paid a fee.

- IV. **Minutes Approval**
Donie Miller moved to approve the minutes for the regular meeting on June 12, 2025, and the special meeting on June 17, 2025, as written. Loren Tucker 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. Loren Tucker seconded. Motion carried unanimously.

Wyostar Account Balance (End of last meeting): \$1,048,467.72
 05/31/25 Interest \$3,592.04
 06/30/25 Interest No statement yet.
Balance in Wyostar Account Balance End of Meeting: \$1,052,059.76

Checking Account Balance (End of last meeting): \$138,151.38*
 6/1-6/12/25 Deposits – Water \$891.00
 Adjusted Balance Forward: \$139,042.38
 6/13-6/30/25 Deposits – Water \$5,891.59
 06/30/25 Interest \$59.06
 07/05/25 Xpress bill pay deposit \$5,331.50
 Balance Prior to Meeting: \$150,324.53*

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

Bills Paid:

	Date	Num	Memo	Open Balance
Antelope Valley I & S District				
	07/01/2025	12 months	Acct 2410.01 - Monthly fee for water tap 7/1/25 - 6/30/26 (\$7.50 per mo.)	90.00
Total Antelope Valley I & S District			Ck# 3193	90.00
Cathey Consulting, LLC				
	06/30/2025	8172	June, 2025, Administrative/Bookkeeping/Compliance Services	1,785.00
Total Cathey Consulting, LLC			Ck# 3194	1,785.00
City of Gillette Department of Finance				
	06/30/2025	6/2-7/1/25	Acct 20765 Electricity Water 6/2/25 - 7/1/25 Bill # 2094387	1,232.79
	06/30/2025	6/2-7/1/25	Acct 20501 Electricity Water 6/2/25 - 7/1/25 Bill # 2094348	603.36
Total City of Gillette Department of Finance			AUTO PAY	1,836.15
Daniel & April Poley				
	06/23/2025	Refund Customer	Acct #286.02 - 6605 Robin Dr. refund credit balance	1,128.00
Total Daniel & April Poley			Ck# 3195	1,128.00
DOWL LLC				
	06/30/2025	5063.28046.01-12	Engineering - Collection System Repairs & Lagoon 6/01/25 - 6/30/25	3,270.00
Total DOWL LLC			Ck# 3196	3,270.00
Energy Laboratories, Inc.				
	06/26/2025	716766	Testing - Wastewater	284.00
Total Energy Laboratories, Inc.			Ck# 3197	284.00
Gillette News-Record				
	07/01/2025	40967	Budget hearing legal ad	98.80
Total Gillette News-Record			Ck# 3198	98.80
Hawkins, Inc.				
	06/15/2025	7099681	Chlorine	20.00
Total Hawkins, Inc.			Ck# 3199	20.00
Slattery Enterprises Inc				
	06/19/2025	70168	Jetted manhole into cul-de-sac to unplug line	599.00
Total Slattery Enterprises Inc			Ck# 3200	599.00
State Farm Insurance Support Center				
	07/01/2025	90-BU-5625-1 2025	Insurance policy	7,702.00
Total State Farm Insurance Support Center			Ck# 3201	7,702.00
Water Guy, LLC				
	06/19/2025	2025-668	Meter replaced 2706 Needle Ct., replaced fuses in well	1,369.28
	06/24/2025	2025-732	Bounced check through Xpress bill pay 6/20/25 - 2521 Gallery View	18.75
	06/25/2025	2025-740	Bounced check through Xpress bill pay 6/25/25 - 2324 Gallery View	18.75
	06/30/2025	2025-667	June, 2025 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC			Ck# 3202	5,576.38

TOTAL				22,389.33
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Checking Account Balance End of Meeting:

\$127,935.20*

VI. Unfinished Business

- a. Upcoming Director Vacancy – Donie Miller is selling his property so the remaining Board members will appoint someone to serve until the next election when he resigns from the Board.

VII. New Business

- a. Public Records Notice – The public records notice was signed to submit to the County to report that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- b. Loren Tucker moved to designate First National Bank and WyoStar as the official depositories for the District for 7/1/25 – 6/30/26. Donie Miller seconded. Motion carried unanimously.
- c. The Self-Audit for 7/1/24 – 6/30/25 will be completed by Crystal Ninas again this year.

VIII. Executive Session – There was no Executive Session.

Next Regular Meeting: Thursday, August 14, 2025, 4:00 p.m. at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, K² Technologies Building – Entrance is on 4th Street).

2025 meetings:

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.

Loren Tucker adjourned the meeting at 4:43 p.m.

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

AnnaMarie Nebel
 Signature

ANNA MARIE NEBEL
 Printed Name

September 11th, 2025
 Date

Loren Tucker
 Signature

Loren Tucker
 Printed Name

9-11-2025
 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 Ae, Suite 106, Gillette.	