

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

Thursday, September 11, 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 (by phone)
Board Members Not Present: Donie Miller
Others Present: Helenanne Cathey, Dustin Wheeler

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

I. Water and Wastewater Update

Stefanie Brown called in prior to the meeting to report that Paintbrush cleaned out the sewer line on Robin, and it was full. The regional line is flushed and has been chlorinated and is ready to go for Crestview when needed.

Dustin Wheeler reported that the plan is to haul the biosolids to the landfill (on the wastewater lagoon abandonment). There are concerns that the hauling of biosolids may be more costly than anticipated. The costs for permitting were not included in the cost estimates because of that, but there may be an option of a land application instead of hauling. They could bid it with two different options. The consensus is to keep moving on the project. We need the agreement approved with the City of Gillette. Loren Tucker reported that he has left messages with City Councilmembers. Loren Tucker will invite both of the Councilmembers that represent the District's area to attend the October meeting.

AnnaMarie Nebel moved to sign the application for the Permit to Construct through the City of Gillette. Loren Tucker seconded. Motion carried unanimously. AnnaMarie Nebel moved to sign the Permit to Construct through DEQ. Loren Tucker seconded. Motion carried unanimously. The City of Gillette will need to sign a letter saying they will accept the flows from the lagoon.

Sewer lines will be jetted every two months. Stefanie Brown reported to Loren Tucker that she would have them put it on their calendar to do every two months.

II. Billing / Accounts Receivable / Aging Report

Reports were available for review.

III. Minutes Approval

AnnaMarie Nebel moved to approve the minutes for the budget hearing and regular meeting on July 10, 2025, as written. Loren Tucker seconded. Motion carried unanimously. There was no meeting in August.

IV. Treasurer's Report / Payables / Receivables

The bills and financial information were reviewed. AnnaMarie Nebel moved to accept the Treasurer's Report and pay bills. Loren Tucker seconded. Motion carried unanimously.

Wyostar Account Balance (End of last meeting):		\$1,052,059.76
06/30/25 Interest	\$3,515.70	
07/31/25 Interest	\$3,862.01	
Balance in Wyostar Account Balance End of Meeting:		\$1,059,437.47
Checking Account Balance (End of last meeting):		\$127,935.20*
7/1-7/10/25 Deposits – Water	\$0	
Adjusted Balance Forward:		\$127,935.20
7/11-7/31/25 Deposits – Water	\$7,500.28	
07/31/25 Interest	\$56.56	
08/05/25 Xpress bill pay deposit	\$5,935.22	

Balance Prior to August bills:

\$141,427.26

Bills Paid in August:

	Date	Num	Memo	Open Balance
Cathey Consulting, LLC				
	07/31/2025	8220	July, 2025, Administrative/Bookkeeping/Compliance Services	2,000.00
Total Cathey Consulting, LLC			Ck# 3203	2,000.00
City of Gillette Department of Finance				
	07/31/2025	2111801	Acct 20501 Electricity Water 7/1-8/4/25 Bill # 2111801	711.26
	07/31/2025	711-8/4/25	Acct 20765 Electricity Water 7/1/25-8/4/25 Bill # 2111841	2,076.87
Total City of Gillette Department of Finance			AUTO PAY	2,788.13
Crago Law Offices, P.C.				
	06/20/2025	1088	Legal fees 5/21-6/20/25	420.00
Total Crago Law Offices, P.C.			Ck# 3204	420.00
DOWL LLC				
	07/26/2025	5063.28046.01-13	Engineering - Collection System Repairs & Lagoon 6/29/25-7/26/25	5,191.00
Total DOWL LLC			Ck# 3205	5,191.00
Energy Laboratories, Inc.				
	07/18/2025	722132	Testing - Wastewater	73.00
	07/18/2025	721969	Testing - Wastewater	284.00
	07/23/2025	723160	Testing - Wastewater	73.00
	07/25/2025	723647	Testing - Wastewater	73.00
Total Energy Laboratories, Inc.			Ck# 3206	503.00
Hawkins, Inc.				
	07/15/2025	7131961	Chlorine	30.00
	07/15/2025	7136906	Chlorine	469.23
Total Hawkins, Inc.			Ck# 3207	499.23
Water Guy, LLC				
	06/30/2025	2025-858	Locates - June	300.00
	07/30/2025	2025-887	Bounced check through Xpress bill pay 7/28/25 - 2324 Gallery View	18.75
	07/30/2025	2025-894	Bounced check through Xpress bill pay 7/21/25 - 2521 Gallery View	18.75
	07/31/2025	2025-806	July, 2025 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC			Ck# 3208	4,507.10
TOTAL				15,908.46

\$125,518.80*

Checking Account Balance After August Bills:

8/1-8/14/25 Deposits – Water	\$1,174.17	
08/10/25 Deposit – Assessments	\$1,889.04	
Adjusted Balance Forward:		\$128,582.01
8/15-8/31/25 Deposits – Water	\$6,921.15	
08/31/25 Interest	\$54.82	
09/05/25 Xpress bill pay deposit	\$6,970.25	
Balance Prior to meeting:		\$142,528.23*

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

Bills Paid:

	Date	Num	Memo	Open Balance
9S Consulting, LLC				
	08/27/2025	2025-370	7/1/24 - 6/30/25 Self-Audit	500.00
Total 9S Consulting, LLC			Ck# 3209	500.00
Cathey Consulting, LLC				
	08/31/2025	8266	August, 2025, Admin./Bookkeeping/Compliance Services	2,000.00
Total Cathey Consulting, LLC			Ck# 3210	2,000.00
City of Gillette Department of Finance				
	08/31/2025	Acct 20765 8/4-9/2	Acct 20765 Electricity Water 8/4/25 - 9/2/25 Bill # 2129335	1,684.57

	08/31/2025	Acct 20501 8/4-9/2	Acct 20501 Electricity/Wastewater 8/4/25 - 9/2/25 Bill # 2129295	629.28
Total City of Gillette Department of Finance			AUTO PAY	2,313.85
Crago Law Offices, P.C.				
	08/20/2025	1120	Legal fees 7/9-7/15/25	140.00
Total Crago Law Offices, P.C.			Ck# 3211	140.00
DOWL LLC				
	08/29/2025	5063.28046.01-14	Engineering - Collection System Repairs & Lagoon 7/27-8/23/25	3,463.00
Total DOWL LLC			Ck# 3212	3,463.00
Energy Laboratories, Inc.				
	08/05/2025	725758	Testing - wastewater	73.00
	08/20/2025	729797	Testing - water	418.00
	08/26/2025	731011	Testing - wastewater	357.00
	09/04/2025	733108	Testing - wastewater	284.00
Total Energy Laboratories, Inc.			Ck# 3213	1,132.00
Hawkins, Inc.				
	08/13/2025	7170086	Chlorine	469.23
	08/15/2025	7168247	Chlorine	10.00
Total Hawkins, Inc.			Ck# 3214	479.23
Slattery Enterprises Inc				
	08/15/2025	101786	Jetter truck - from cul-de-sac to manhole (6507 Robin)	380.00
Total Slattery Enterprises Inc			Ck# 3215	380.00
Water Guy, LLC				
	08/31/2025	2025-943	August, 2025 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
Total Water Guy, LLC			Ck# 3216	4,169.60
TOTAL				14,577.68

Checking Account Balance End of Meeting:

\$127,950.55*

V. Unfinished Business

- a. Upcoming Director Vacancy – Donie Miller has sold his property. Anyone interested in serving on the Board is asked to please attend the next meeting.
- b. The Board review and signed the Local Government Annual Report Summary and the Internal Control Evaluation Worksheet to be submitted to the Wyoming Department of Audit along with the self-audit completed by Crystal Ninas and the proof of cash completed by Emily Cathey.

VI. New Business

- a. John Kienzle, 2329 Gallery View Drive, requested the waiver of a late fee. After reviewing the account history, AnnaMarie Nebel moved to waive the late fee on the account for last month. Loren Tucker seconded. Motion carried unanimously.
- b. There will be no fall clean up this fall. There will be discussion on doing a spring cleanup next spring.
- c. AnnaMarie Nebel provided a draft newsletter to be posted in the bulletin boards. A note regarding the upcoming open position on the Board of Directors will be added.

VII. Executive Session – There was no Executive Session.

Next Regular Meeting: Thursday, October 9, 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., 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 4:35 p.m.

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

AnnaMarie Nebel
Signature

ANNA MARIE NEBEL
Printed Name

October 9th, 2025
Date

Loren Tucker
Signature

Loren Tucker
Printed Name

10-9-25
Date

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