

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

**Thursday, January 8, 2026, 4:00 p.m.**

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

Board Members Present: AnnaMarie Nebel, Loren Tucker, Hailey Lazarus  
Others Present: Helenanne Cathey, Dustin Wheeler, Hannah Eike

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

**I. Minutes Approval**

AnnaMarie Nebel moved to approve the minutes for the regular meeting on December 4, 2025, as written. Loren Tucker seconded. Motion carried unanimously.

**II. Treasurer’s Report / Payables / Receivables**

The bills and financial information were reviewed. Hailey Lazarus moved to accept the Treasurer’s Report and pay bills as presented. AnnaMarie Nebel seconded. Motion carried unanimously.

Wyostar Account Balance (End of last meeting):	\$1,070,103.70
11/30/25 Interest	\$3,580.62
<b>Balance in Wyostar Account Balance End of Meeting:</b>	<b>\$1,073,684.32</b>

Checking Account Balance (End of last meeting):	\$136,017.23*
12/1-12/4/25 Deposits – Water	\$0
Adjusted Balance Forward:	\$136,017.23
12/5/25 Deposit – Xpress bill pay	\$5,471.94
12/10/25 Deposit – Assessments	\$432.00
12/5-12/31/25 Deposits – Water	\$10,013.05
12/31/25 Interest	\$58.85
01/05/26 Deposit – Xpress bill pay	\$5,541.72
01/06/26 Deposit – PR Energy Capital Cr.	\$2,164.30
Balance Prior to meeting:	\$159,699.09*

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

**Bills Paid:**

	Date	Num	Memo	Open Balance
<b>Cathey Consulting, LLC</b>				
	12/31/2025	8454	December, 2025, Admin./Bookkeeping/Compliance Services	2,000.00
Total Cathey Consulting, LLC			Ck# 3235	2,000.00
<b>City of Gillette Department of Finance</b>				
	12/31/2025	Acct 21506 12/3-1/2	Acct 21506 Regional Water 12/1/25-1/2/26 Bill # 2199754	1,056.00
	12/31/2025	Acct 20501 12/1-1/2	Acct 20501 Electricity/Wastewater 12/1/25 - 1/2/26 Bill # 2199467	684.16
	12/31/2025	Acct 20765 12/1-1/2	Acct 20765 Electricity Water 12/1/25-1/2/26 Bill # 2199502	768.79
Total City of Gillette Department of Finance			AUTO PAY	2,508.95
<b>Crago Law Offices, P.C.</b>				
	12/10/2025	1187	Legal fees 11/6-11/21/25	1,056.71
Total Crago Law Offices, P.C.			Ck# 3236	1,056.71
<b>DOWL LLC</b>				
	12/31/2025	5063.28046.01- 17	Engineering - Collection System Repairs & Lagoon 11/23-12/27/25	895.00
Total DOWL LLC			Ck# 3237	895.00
<b>Energy Laboratories, Inc.</b>				
	12/23/2025	758265	Testing - wastewater	284.00
Total Energy Laboratories, Inc.			Ck# 3238	284.00

<b>Hawkins, Inc.</b>				
	12/15/2025	7281410	Chlorine	30.00
	12/16/2025	7288119	Chlorine	475.73
<b>Total Hawkins, Inc.</b>			<b>Ck# 3239</b>	<b>505.73</b>
<b>State Farm Insurance Support Center</b>				
	01/06/2026	90-BM-3351-6 2026	Fidelity Bond / Board	664.00
<b>Total State Farm Insurance Support Center</b>			<b>Ck# 3240</b>	<b>664.00</b>
<b>Water Guy, LLC</b>				
	11/28/2025	2025-1453	Bounced check through Xpress bill pay 11/28/25 2713 Needle Ct	18.75
	12/26/2025	2025-1566	Bounced checks through Xpress bill pay 12/26/25 6709 Robin / 12/19/25 - 2521 Gallery View	37.50
	12/31/2025	2025-1497	December, 2025 Water Operator / Wastewater Operator / Meter Readings / Billing	4,169.60
<b>Total Water Guy, LLC</b>			<b>Ck# 3241</b>	<b>4,225.85</b>
<b>Wyoming Association of Rural Water Sys</b>				
	12/17/2025	20973	2026 Voting Membership	505.00
<b>Total Wyoming Association of Rural Water Sys</b>			<b>Ck# 3242</b>	<b>505.00</b>
<b>TOTAL</b>				<b>12,645.24</b>

**Checking Account Balance End of Meeting:**

**\$147,053.85\***

### III. Water and Wastewater System Update

- a. Dustin Wheeler explained an amendment to the Engineer's agreement for the Collection System Repairs and Lagoon Abandonment. The amendment is for an additional \$10,000 which brings the total to \$123,000 (instead of \$113,000). Loren Tucker moved to approve the amendment to the Engineer's agreement as discussed for \$10,000. AnnaMarie Nebel seconded. Motion carried unanimously.

After last month's meeting, the consensus is to put any transfer of the water system on hold. The overwhelming majority at that meeting want to keep the water system as long as possible. The Board will move forward with the conveyance of the wastewater system to the City and start the process to abandon the lagoon. The Board called Barry Crago during the meeting and instructed him to move forward with the conveyance agreement for the sewer system. Loren Tucker moved to authorize AnnaMarie Nebel to sign the conveyance agreement with the City of Gillette. Hailey Lazarus seconded. Motion carried unanimously.

The permit to construct won't be approved by the City until the conveyance agreement is signed. Once that agreement is signed, the City will work on the permit to construct which could take up to 60 days. After the permit to construct is granted, the District can go out to bid for the sewer system repairs.

There was discussion on increasing the monthly fee and/or adding an assessment. This will be discussed in the budget process. Residents at the last meeting understood that keeping our water system means that our rates will need to increase in order to build back funds (after the lagoon repairs, tap fees, and abandonment expenses) in order to maintain the water system.

### IV. Unfinished Business

- a. Notice of Unknown Service Line Materials from Water Guy for Antelope Valley regarding unknown material in the service line for 7191 Robin – This is for the tap from Antelope Valley. Water Guy is researching this service line to determine if it is not lead.

Hailey Lazarus will be going door-to-door to residents trying to collect information on water lines for the properties who did not respond to the original requests for pictures of the service lines coming into homes in Crestview. HDR Engineering is overseeing this project, and there is no cost to the District.

- b. 2023 EPA Sanitary Survey Report received by e-mail dated 10/28/25 / Significant Deficiencies were noted in the report – Hailey Lazarus reported that Water Guy is asking for clarification from the EPA to see what exactly they are asking for because it isn't clear. Water Guy will apply for extensions if needed to comply with EPA requirements.
- c. Dan Barton has gotten his account current. No other action required.

**V. Water and Wastewater Update**  
No other updates.

**VI. Billing / Accounts Receivable / Aging Report**  
Billing reports for last month were reviewed.

- VII. New Business**
- a. Account 308.02 request for waiver of late fee – Water Guy sent an e-mail requesting waiving a late fee on this customer's account (Account 308.02). Because there were 2 other late fees in the past 12 months. The Board did not waive the late fee.
  - b. AnnaMarie Nebel moved to add Hailey Lazarus to the District's bank accounts (First National and WyoStar) and remove Donie Miller. Loren Tucker seconded. Motion carried unanimously.
  - c. AnnaMarie Nebel moved to authorize Helenanne Cathey to set up auto pay for the City account # 21506 for regional water billing. Loren Tucker seconded. Motion carried unanimously.
  - d. Water Guy is raising their fees for items outside of the monthly agreement starting January 1<sup>st</sup> and increasing the monthly agreement by 6% starting July 1<sup>st</sup>.
  - e. AnnaMarie Nebel moved to mail an information letter with the next Crestview billing. Loren Tucker seconded. The letter was reviewed. Motion carried unanimously. AnnaMarie Nebel will pay for the copies and request reimbursement at the next meeting.

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

**Upcoming Meetings:**

**2026 meetings:**

- Thurs., Feb. 12, 2026, 4:00 p.m. / Thurs., Mar. 12, 2026, 4:00 p.m.
- Thurs., Apr. 9, 2026, 4:00 p.m. / Thurs., May 14, 2026, 4:00 p.m. / Thurs., June 11, 2026, 4:00 p.m.
- Thurs., July 9, 2026, 4:00 p.m. / Thurs., Aug. 13, 2026, 4:00 p.m. / Thurs., Sept. 10, 2026, 4:00 p.m.
- Thurs., Oct. 8, 2026, 4:00 p.m. / Thurs., Nov. 12, 2026, 4:00 p.m. / Thurs., Dec. 10, 2026, 4:00 p.m.

**Meets are generally held at the office of Cathey Consulting, 400 South Gillette Avenue, Suite 106 (Entrance on 4<sup>th</sup> Street across from Arrow Printing)**

*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 5:01 p.m.

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

  
Signature

Hailey Lazarus  
Printed Name

2/12/26  
Date

  
Signature

ANNA MARIE NEBEL  
Printed Name

02/12/26  
Date

AnnaMarie Nebel, President / Loren Tucker, Vice President / Hailey Lazarus, Secretary/Treasurer