

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
MONDAY, APRIL 1, 2024, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE

BOARD MEMBERS PRESENT: Tyler Miller, Barbara Pilon, Heather Wichert
OTHERS PRESENT: Helenanne Cathey

Tyler Miller called the meeting to order at 5:30 p.m.

- I. Minutes** – Heather Wichert moved to approve the minutes for the January 31, 2024, regular meeting as presented. Barbara Pilon seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Barbara Pilon moved to accept the Treasurer's Report and pay bills as presented. Heather Wichert seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:			\$35,672.03
1/1-1/31/24	Deposits – Water	\$15.05	
01/31/24	Interest	\$15.01	
Adjusted Balance Forward:			\$35,702.09
2/1-2/29/24	Deposits – Water	\$112.62	
02/09/24	Deposit – Assessments	\$2,908.88	
Bills Paid in February:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy	Gas 12/27/23-1/26/24 Readings 1169-1169 (0)	\$29.00
AUTO	City of Gillette	Bill 1799807– 1/2-2/1/24 Regional Water	\$195.00
		1008-1008 = 0 gal.	
AUTO	Powder River Energy	10349101 Electricity 1/1-2/1/24	\$337.69
5555	Hawkins	Inv. 6687381 – Chlorine	\$486.64
5556	One Call of Wyoming	Inv. 70257 – Group III 2024 Membership	\$25.00
TOTAL			\$1,073.33
02/29/24	Interest	\$14.27	
03/05/24	Deposit–Xpress bill pay	\$49.57	
03/08/24	Deposit – Assessments	\$960.00	
BANK BALANCE PRIOR TO MEETING:			\$38,674.10
Bills Paid At This Meeting:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
5557	Cathey Consulting	Inv. 7483 – Feb. Admin./Bookkeeping/Compl.	\$945.00
		Inv. 7528 – Mar. Admin./Bookkeeping/Compl.	\$472.50
5558	Water Guy	Inv. 2024-168 – Feb. Water Operator /	\$1,699.60
		meter readings / billing \$849.80	
		Inv. 2024-260 – Mar. Water Operator /	
		meter readings / billing \$849.80	
Total Bills:			\$2,644.60
BALANCE AFTER BILLS:			\$35,499.31
Receivables Balance: \$25,037.41 (Assessments \$21,856.32 / Water \$2,461.09 as of end of prior month /			
Customer Direct Bill \$720.00)			

- III. Water / Well Update –**
- a. Water System Review – There was discussion on the water system. Things seem to be running fine with the District's well.
- b. Lead and Copper Rule / Service Line Inventory – The District has until October of 2024 to put together an inventory. Water Guy is working on the inventory.

IV. Unfinished Business

- a. 209 Overbrook Mailbox placement – A letter was sent to Gero & Teresa Benton 2/5/24 asking them to move their mailbox, but there has been no response from the homeowner. The mailbox hasn't been moved. This will be removed from the agenda.
- b. US Renal Care letter 1/31/24 – A letter was sent, and they were invited to the District's meeting today. This item will be removed from the agenda.
- c. 2024 Road Project – 200 tons of W-base limestone on the two curves on Overbrook Road, the approach to Force Road as well as other areas that need rock and dust control. Project estimate \$13,984.94 and Grant request \$3,496.24 – The grant was approved on 3/5/24. The Board reviewed and signed the grant agreement. The work will be done this spring/summer.
- d. Budget for 7/1/24 – 6/30/25 – The budget hearing will be on July 17, 2024, at 5:30 p.m. Barb Pilon moved to approve the proposed budget as presented. Heather Wichert seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will be scheduled to run in the News-Record at least one week prior to the budget hearing.

LEGAL NOTICE OF PUBLIC BUDGET HEARING OVERBROOK IMPROVEMENT & SERVICE DISTRICT

Overbrook Improvement and Service District will hold a public hearing for the 7/1/2024 – 6/30/2025 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Wednesday, July 17, 2024, at 5:30 p.m. Budget summary:

Expenses: Administrative \$6,800 / Indirect \$100 / Operations \$110,282 /
Total Revenue Plus Cash Carryover: \$117,182.00

No change in assessments or rates is anticipated. Any unpaid water bills as of the end of June for any property will be added to the annual assessment. The complete budget is available online at www.catheyconsulting.net – Overbrook Minutes for April 1, 2024. For questions or for special accommodation requests, call Helenanne Cathey at 307-685-8235.

V. New Business

- a. A letter was received from Water Guy explaining their services. The letter is attached to these minutes.

Next Meeting: Wednesday, July 17, 2024, 5:30 p.m. – Budget Hearing and Regular Meeting at the office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette – K2 Technologies building – office entrance is on 4th Street across from Arrow Printing. The District holds regular meetings. The next regular meeting date is scheduled at each meeting and is included in the minutes.

Tyler Miller adjourned the meeting at 5:45 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Tyler Miller, President 307-680-3605 / Date

Heather Wichert, Vice President 307-351-9354 / Date

Barb Pilon, Secretary/Treasurer 307-670-7062 / Date

Budget - Overbrook ISD - 7/1/24 - 6/30/25				
Budget Hearing: Wednesday, July 17, 2024, 5:30 p.m. at office of Cathey Consulting / PO Box 7221, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/24 - 6/30/25
CASH CARRYOVER	38,105	28,442	25,214	41,482
Revenue				
Assessments	30,000	51,180	51,392	51,180
Assessments - Interest	35	20	39	20
Customer and other billing	5,239	19,400	9,292	19,400
Grants - County	6,762	5,000	3,496	5,000
Interest from bank	91	100	139	100
TOTAL REVENUE	42,127	75,700	64,358	75,700
TOTAL REVENUE PLUS CASH CARRYOVER	80,232	104,142	89,572	117,182
Expenditures				
Capital Expenditures				
Administrative	5,833	6,170	6,750	6,800
Operations	56,272	97,872	42,679	110,282
Indirect	100	100	100	100
TOTAL EXPENDITURES	62,205	104,142	49,529	117,182
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	12,306		3,682	
Payables Balance Start of FY	3,680		2,243	
	6/30/2022	6/30/23 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	38,105	28,442	25,214	41,482
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	38,105	28,442	25,214	41,482
Receivables Balance End of FY	3,682			
Payables Balance End of FY	2,243			
End of Year Bank Balance	25,214		41,482	
Net per year (Revenue minus Expenses)	18,027	0	40,043	0

Budget Message: The District manages the roads, water and covenants. The assessment and water billing rates will stay the same this year. There are no designated reserves at this time. The District's budget includes money for emergency repairs and significant costs like a pump replacement or air lifting the well and other maintenance items that are done when needed.

Board Member Signature

Board Member Signature

Directors: Tyler Miller (2027), President / Heather Wichert (2027), Vice President / Barb Pilon (2025), Secretary/Treasurer (November elections)
 Meetings are every other month, with the next meeting date set at each meeting to be held at 400 S Gillette Ave., Suite 106, Gillette.
 Records are stored at 400 S Gillette Ave, Suite 106, Gillette. Meeting dates are published in minutes and posted online at www.catheyconsulting.net.

Overbrook	Feet	Miles
Catalina Ct	640	0.12
Overbrook Ct	650	0.12
Overbrook Rd	6390	1.21
Total	7680	1.45

Ludog Subdivision lots in the District - original agreement says that the District currently assessed 50% of the annual assessment for roads.

Starting July billing, 2023: \$1,920 per lot per year
 5,000 gallons in the base
 5,000 to 30,000 at \$3.50 per 1,000 gallons
 over 30,000 to 50,000 at \$4.00 per 1,000 gallons
 over 50,000 gallons at \$8.00 per 1,000 gallons

Prior to July, 2023 \$1,200 per lot per year
 15,000 gallons in base
 \$1.75 per 1,000 gallons over 15,000 up to 30,000
 \$3.50 per 1,000 gallons over 30,000 up to 50,000
 \$7.00 per 1,000 gallons over 50,000



March 14, 2024

Dear Board Members,

We wanted to take this opportunity to re-introduce Water Guy and what we do for your water system. We know that occasionally, there are new board members and we wanted to explain what Water Guy does.

Water Guy has been hired to maintain your water system. The EPA requires that all public water systems have a certified Water Operator and back up Operator to oversee the water quality and functions of your water system. Currently at Water Guy, we have 4 Certified Water Operators whose tasks include, taking and collecting monthly water bacteria samples and any other required mandated water testing set forth by the EPA and submit these samples to the lab and EPA, check chlorine levels weekly as well as maintain the chlorination system, if applicable, maintain files of water analyses, provide 24 hour on call service for your water system, perform static tests, if applicable, flush the water systems twice a year for water quality, supervise EPA inspections, manage One Call of Wyoming membership, if applicable and order chemicals and other parts or materials needed for the water system.

The board has also hired Water Guy to meter read monthly. This service includes, taking radio reads of all water meters in your water system, generate meter reading reports and send to the designated contact and analyze and assess issues with meters/pits found by Water Guy personnel.

We've also been hired to do your monthly water utility billing. This service includes, creating and sending out monthly bills to your homeowners, collecting payments and making deposits to the system's bank account. We provide an online billing system for homeowners to make online payments or set up auto pay. We also calculate late fees and shut off fees and turn off/on water for delinquent accounts (separate charge from monthly cost) and create/generate accounting reports. Lastly, we provide excellent customer service and are available to all homeowners for water emergencies, water billing issues and questions regarding their water. With that being said, all homeowners costs associated with water utility billing i.e, late fees or shut off fees, have been chosen by board members. We collect the money from homeowners and directly deposit it into the system's account. Therefore, no funds go directly to Water Guy. We bill the system each month for our services.

We deal with a number of upset homeowners generally regarding their late fees or shut offs. Since these funds are not Water Guy's and decided by the Board, we are unable to waive fees or postpone shut offs without board approval. We will direct the homeowner to attend a board meeting to discuss any concerns or issues regarding these topics.

We thank you for your continued business and look forward to another year of working with you and your water system.

If you have any questions or concerns you may contact Cheyenne via email at Cheyenne@WaterGuyWyoming.com or Duaine at 307-299-9911.

Thank you
Sincerely,
Water Guy Staff

PO Box 2917 Gillette WY 82717

Office: 307-299-3544 Office Hours: Monday-Friday 9:00am-5:00pm

Owner / Chief Operator	Duaine Faucett	307-299-9911	Duaine@WaterGuyWyoming.com
Office Manager	Cheyenne Melick	307-299-3544	Cheyenne@WaterGuyWyoming.com