

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, APRIL 20, 2022, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE
Revised 4/21/22

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

Tyler Miller called the meeting to order at 5:34 p.m.

- I. Minutes** – Barb Pilon moved to approve the March 30, 2022, regular meeting minutes as presented. Heather Wichert seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Barb Pilon moved to approve the Treasurer's Report and pay bills as presented. Heather Wichert seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:			\$47,917.77
03/31/22	Interest	\$2.94	
4/01-4/20/22	Deposits - Water	\$214.03	
BALANCE PRIOR TO MEETING:			\$48,134.74
Bills Paid At Meeting:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy	Gas 1/25-2/23/22 6 to 7	\$29.92
AUTO	Powder River Energy	Acct 10349101 – 3/1-4/1/22	\$313.16
5452	Cathey Consulting, LLC	Inv. 6505 – Mar., 2022 Admin./Books/Compl.	\$445.00
5453	City of Gillette	Bill 1425631 – 3/2-4/4/22 – 166,000 gal. water	\$668.66
5454	One Call of Wyoming	Inv. 63005 – Jan., Feb., Mar. locates & membership	\$28.00
5455	Water Guy, LLC	Inv. 2022-273 – Mar. Water Op./Meters	\$524.00
Total Bills:			\$2,008.74
BALANCE AFTER BILLS:			\$46,126.00
Receivables Balance: \$16,173.87			

- III. Water / Well Update** –
- Water Well Issues – The County approve the grant for Weston Engineering to evaluate and air lift the well (\$16,400 total cost – County grant of \$4,100). The consensus is to go ahead with the work since the grant has been approved. Tyler Miller will contact Weston Engineering.
 - Heather Wichert moved to approve the meter readings for March. Barb Pilon seconded. Motion carried unanimously.
 - Water Guy's service agreement was discussed. No update.
- IV. Unfinished Business**
- Enlargement / Ludog Subdivision – Barb Pilon reported on the County Commissioner meeting this week. The Commissioners voted to uphold the decision that the enlargement of the District to include the property being developed must be finalized before the final plat will be approved for Ludog Subdivision.
 - County approved a grant application on 2/1/22 for \$4,500 for costs for the enlargement (100% reimbursement up to \$4,500 maximum).
 - Enlargement petition to be heard by the County Commissioners on April 5th and a public hearing to be held May 5th. It should be finalized at the June 7th Commissioners meeting.
 - Invoices received (pending enlargement approval)
 - PCA Engineering invoice 22623 2/7/22
Engineering 1/1/22 – 1/31/22 for survey for enlargement. \$750.00
 - 58 and 49 Overbrook – Someone is working on these properties. A landowner called and asked if the District was going to do anything about the garbage blowing off these properties. There was discussion on contacting

the Sheriff's Office or the County Public Works office to see if the County can do anything about it. Tyler Miller will contact the County Public Works office.

- c. Budget for 7/1/22 – 6/30/23 – The proposed budget was approved at the March meeting. Barb Pilon moved to approve the following legal notice which will run in the News-Record June 7, 2022. Heather Wichert seconded. Motion carried unanimously.

LEGAL NOTICE OF PUBLIC BUDGET HEARING OVERBROOK IMPROVEMENT & SERVICE DISTRICT

Overbrook Improvement and Service District will hold a public hearing for the 7/1/2022 – 6/30/2023 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, June 22, 2022, at 5:30 p.m. Budget summary:

Expenses: Administrative \$5,900 / Indirect \$100 / Operations \$101,742 /
Total Revenue Plus Cash Carryover: \$107,742

The annual assessment of \$1,200 per lot will stay the same, and water overage fees will also stay the same. 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 March 30, 2022.

For questions or for special accommodation requests, call Helenanne Cathey at 307-685-8235.

V. New Business

- a. None

Next Meeting: Wednesday, June 22, 2022, 5:30 p.m. (Budget Hearing and Regular Meeting) at 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 6:13 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