OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, APRIL 7, 2021, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE

BOARD MEMBERS PRESENT: Tyler Miller, Barb Pilon, Heather Wichert
OTHERS PRESENT: Helenanne Cathey, Leslie Richards

This meeting was originally scheduled for Wednesday, March 31, 2021, but due to the lack of a quorum it was rescheduled for today.

Tyler Miller called the meeting to order at 5:33 p.m.

I. **Minutes –** Barb Pilon moved to approve the January 27, 2021, regular meeting minutes as presented. Tyler Miller seconded. Motion carried unanimously.

II. **Treasurer's Report –** The Treasurer's Report and financial information were reviewed. Barb Pilon moved to accept the adjusted Treasurer's Report and pay bills as presented (including two bills received after the agenda was printed). Heather Wichert seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:			**$45,636.35**
01/29/21	Deposit – Water	$137.88	
01/31/21	Interest	$2.75	
02/05/21	Deposit – Water	$6.95	
02/08/21	Deposit – Assessm.	$1,200.00	

Bills Paid February, 2021:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	10349101 Electricity 1/1/21-2/1/21	$424.20
5385	Black Hills Energy	12/24-1/26/21 7057-7057 $29 + $1.18 late fee	$30.18
5386	Cathey Consulting	Inv. 5858 – Jan. Admin../Bookkeeping/Compl.	$460.95
5387	City of Gillette	Bill 1188576 – 1/4-2/1/21 Regional Water 1337-1536 / 199,000 gal.	$767.99
5388	Water Guy	Inv. 2021-50 – Jan. Water Oper/Readings	$524.00
TOTAL			$2,207.32

02/10/21	Deposit – Water	$83.94	
02/19/21	Deposit – Water	$117.68	
02/26/21	Deposit – Water	$78.70	
02/28/21	Interest	$2.49	
03/05/21	Deposit – Water	$131.16	
03/19/21	Deposit – Water	$44.62	
03/26/21	Deposit – Water	$37.75	
BALANCE PRIOR TO MEETING:			**$45,272.95**

Bills Paid At Meeting:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	Acct 10349101 – 2/1/21 – 3/1/21	$401.11
5389	Black Hills Energy	Gas 1/26-2/24/21 0 to 0	$29.00
5390	Cathey Consulting, LLC	Inv. 5901 – Feb., 2021 Admin./Books/Compl. $460.40 Inv. 5945 – Mar., 2021 Admin./Books/Compl. $445.00	$905.40
5391	City of Gillette	Bill 1205334 – 2/1-3/1/21 – 0 gallons water	$169.00
5392	Hawkins, Inc.	Inv. 4898571 – Azone 15	$299.10
5393	Water Guy, LLC	Inv. 2021-166 – Feb. Water Op./Meters $524.00 Inv. 2021-272 – Mar. Water Op./Meters $524.00 Inv. 2021-194 – Pumphouse Repair $2,911.71	$3,959.71
5394	Black Hills Energy	Gas 2/24-3/29/21 0 to 2	$31.33
5395	City of Gillette	Inv. 1221619 – 3/1-4/1/21 – 0 gallons water	$169.00

Total Bills: $5,963.65
BALANCE AFTER BILLS: $39,309.30
Receivables Balance: $19,203.41

III. Water / Well Update – The water system was discussed. The District is connected to automatically get City water when the floats are down to a certain level in the water tank. When the City water comes on it will blend at a rate of about 1/3 City and 2/3 District.

IV. Unfinished Business

a. Enlargement – Tyler Miller reported that he has talked to a landowner regarding potential enlargement. There is interest.

V. New Business

a. Black Hills Energy – There was discussion on the information received in the mail regarding choosing the gas provider. Tyler Miller reported that he called all of the companies on the list and got all of the rates. Black Hills Energy was the cheapest. The consensus is to have Tyler Miller call Black Hills Energy and confirm the District will stay with Black Hills Energy and to set up automatic payment to avoid the late fees on the Black Hills Energy account.
b. Budget for 7/1/21 – 6/30/22 – The budget hearing was scheduled for Wednesday, June 30, 2021, 6:30 p.m. The budget was discussed. The consensus is to keep the budget pretty much the same as last year. Tyler Miller moved to approve the preliminary budget as presented. Barb Pilon seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will run at least a 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 7/1/2021 – 6/30/2022 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 30, 2021, at 6:30 p.m. Budget summary:

Expenses: Administrative $5,840 / Indirect $100 / Operations $96,495 /
Total Revenue Plus Cash Carryover: $102,435

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 April 7, 2021. For questions or for special accommodation requests, call Helenanne Cathey at 307-685-8235.

Tyler Miller left the meeting at 5:45 p.m. Heather Wichert took over presiding.

c. Road work / dust control – Helenanne Cathey requested and received four bids for 200 tons of W-base limestone for the two curves on Overbrook and two bids for dust control on the roads.

Barb Pilon moved to submit a County grant application for a project cost of $10,576 and grant request of $2,644 and to have Earth Work Solutions go ahead with the blading and rock and Dustbusters apply the mag chloride after the grant has been approved. Heather Wichert seconded. Motion carried with Barb Pilon and Heather Wichert voting aye.

NOTE: Tyler Miller had left the meeting and did not vote on this motion. He would have abstained had he been here as his company bid on the rock. Bids were requested and received directly by Helenanne Cathey.

Tyler Miller was not involved in the requesting and receiving of bids since his company was submitting a bid. Bids were as follows:

W-Base			
Contractor	**W-Base**		
	Tons	**$ / Ton**	**Total**
Earthwork Solutions	**200**	**$19.30**	**$3,860.00**
Kuhbacher Trucking	200	$26.00	$5,200.00
Melgaard Construction	200	$23.50	$4,700.00
Wyo. Earthmoving Corp.	200	$35.00	$7,000.00
Dust Control			
Contractor	**Gal.**	**$/Gal.**	**Total**
Dustbusters Inc.	**7,720**	**.87**	**$6,716.00**
Desert Mountain Corp.	7,700	1.27	$9,779.00

d. There was discussion on a few properties that are abandoned. 1) 18 Overbrook has sheds collapsing. Barb Pilon will contact the County Assessor to see if there is a bank that owns that property now and try to contact the bank if possible to see if they will clean up the property. 2) There are two different properties that are not inhabited – is there a way to force the property owners to make them habitable? This will be discussed at the next meeting.

Next Meeting: Wednesday, June 30, 2021, 6:30 p.m. (Budget Hearing & 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.

Heather Wichert moved to adjourn the meeting. Barb Pilon seconded. The meeting adjourned at 6:04 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

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Tyler Miller, President 307-680-3605 / Date

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

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

Budget - Overbrook I & S District - 7/1/2021 - 6/30/2022				
Budget Hearing Wednesday, June 30, 2021, 6:30 p.m. at office of Cathey Consulting / District mailing addres PO Box 7221, Gillette, WY 82717				
	ACTUAL YTD (F32)	Budget	ACTUAL YTD (Est)	Budget
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Revenue				
Assessments (25 lots X $1,200 ea.)	30,000	30,000	30,000	30,000
Assessments - Interest	18	20	0	20
Assessments - Past Due Overages		463	292	463
Assessments - past due balances credited from A/R		-463	-292	-463
Annual Direct Bill Fee (Wirfel & Cool - Roads) - $600 ea.	1,200	1,200	1,200	1,200
Annual Direct Bill Fee (Cool - water) $600	600	600	600	600
Grant - County		5,143	3,319	4,769
Interest - Bank	92	100	27	100
Collins				
Customer Charges				
Other	332	500		500
Water Overages	3,696	18,000	4,590	18,000
City Billing			2,600	
Receivables Start of FY		*3,641*		*0*
TOTAL REVENUE	35,938	59,204	42,336	55,189
CASH CARRYOVER		**76,232**		**47,246**
TOTAL REVENUE PLUS CASH CARRYOVER	**35,938**	**135,436**	**42,336**	**102,435**
Expenditures				
Administrative				
Contract Admin./Bookkeeping ($445/mo.)	5,340	5,340	5,340	5,340
Contract Legal				
Office / Postage / Advertising / Other	476	500	300	500
Travel				
TOTAL ADMINSTRATIVE	5,816	5,840	5,640	5,840
Indirect				
Insurance - Bond	100	100	100	100
Insurance - Other				
TOTAL INDIRECT COSTS	100	100	100	100
Operations				
Misc (Cash Carryover less reserves)		**76,232**		*47,246*
Construction Expenditure				
Roads / Weed Spraying / Dust Control	5,783	20,572	13,278	19,077
Water & Roads				
Water System				
City of Gillette ($6.50 X 26 = $169/mo. minimum)	2,031	5,500	3,953	5,500
Chemicals	3,208	3,921	1,854	3,921
Locate (One Call of Wy)	37	100	41	100
Water System Repairs	3,471	5,863	31,954	5,863
Testing (6/11/18 & 2020 - SOC/VOC $1232)	627	1,000	1,544	1,000
Utilities	5,561	7,500	6,420	7,500
Tank Cleaning (2018 last cleaning)	0	0	0	0

Water Operator ($459/mo.)	5,508	5,508	5,508	5,508
Water Meter Readings ($65/mo.)	780	780	780	780
Payables - Start of the FY		*2,520*		*0*
TOTAL OPERATIONS (WITHOUT ROLLOVER)	27,006	53,264	65,332	49,249
TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	27,006	129,496	65,332	96,495
TOTAL EXPENDITURES	**32,922**	**135,436**	**71,072**	**102,435**
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES				
TOTAL EXP. PLUS NET RESERVES	32,922	135,436	71,072	102,435
Receivables Start of FY	2,376		3,641	
Payables Balance Start of FY	2,649		3,892	
	6/30/2019	**6/30/20 (EST)**	**6/30/2020**	**6/30/21 (EST)**
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	73,239	76,232	76,233	47,246
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	**73,239**		**76,233**	
Receivables Balance End of FY	3,641			
Payables Balance End of FY	3,892			
End of Year Bank Balance (Estimated)	76,233		47,246	
Net per year (Revenue minus Expenses)	3,016	0	-28,736	0
Net (including cash carryover)	3,016	0	-28,736	0

Budget Message: The District manages the roads, water and covenants. Assessments are $1,200 per lot per year. There are no designated reserves at this time. Two lots outside of the District are also billed for services.

Board Member Signature

Board Member Signature

Directors: Tyler Miller (2023), President / Heather Wichert (2023), Vice President / Barb Pilon (2021), 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 Ae, Suite 106, Gillette. Meeting dates are published in minutes and posted online at www.catheyconsulting.net.