

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, FEBRUARY 16, 2022, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Tyler Miller, Barb Pilon, Heather Wichert
OTHERS PRESENT: Helenanne Cathey, Jason Wichert,
Duaine Faucett, Stefanie Brown (Water Guy)

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

- I. Minutes** – Heather Wichert moved to approve the December 22, 2021, regular meeting minutes and January 12, 2022, special meeting minutes as presented. Barb Pilon seconded. Motion carried unanimously.

- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Barb 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: **\$44,429.62**

12/22-12/31/21 Deposits \$8.74

12/31/21 Interest \$2.68

Bills Paid January, 2022:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy 11/29-12/28/21 Gas 3 to 4 readings 11/29-12/28/21	\$29.87
AUTO	Powder River Energy 10349101 Electricity 12/1/21 – 1/1/22	\$311.71
5441	Cathey Consulting Inv. 6359 – Dec. Admin./Bookkeeping/Compliance	\$461.82
5442	City of Gillette Bill 1374475 – 12/2-1/31/22 Regional Water 2054-2200 / 146,000 gal.	\$608.46
5443	One Call of Wyoming Inv. 61999 – Oct. & Nov. locate tickets	\$3.00
5444	Water Guy, LLC Inv. 2021-1222 – Dec. Water Operator/Meter Rdgs.	\$524.00
TOTAL		\$1,938.86
1/1-1/31/22	Deposits \$7,703.40	
1/31/22	Interest \$2.95	
2/1-2/14/22	Deposits \$308.87	

BALANCE PRIOR TO MEETING: **\$50,517.40**

Bills Paid At Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 12/28-1/25/22 4 to 5	\$29.86
AUTO	Powder River Energy Acct 10349101 – 1/1-2/1/22	\$253.65
5445	VOID	
5446	Cathey Consulting, LLC Inv. 6406 – Jan., 2022 Admin./Books/Compl.	\$460.66
5447	City of Gillette Bill 1391984 – 1/3-2/2/22 – 139,000 gal. water	\$587.39
5448	Water Guy, LLC Inv. 2022-75 – Jan. Water Op./Meters	\$524.00
Total Bills:		\$1,855.56

BALANCE AFTER BILLS: **\$48,661.84**

Receivables Balance: \$16,616.41

III. Water / Well Update –

- a. The District's water well has been off for two months now, meaning that the District is using 100% regional water and will continue to stay on City water until some resolution is found with the well. Tyler Miller contacted Ben Jordan from Weston Engineering, and Weston Engineering provided a written proposal to complete an evaluation of the well. Duaine Faucett explained what they would be looking for. There was discussion on the problems with the well. When the well was last air lifted by Greene Enterprises in 2012 (an airline is run through the bottom of it and air pushed in to force the water up – cleaning out the well). They did that for about 12 hours the last time it was done. That cleaned things up for a while. Duaine Faucett explained that when they ran a camera down the well before, they saw a screen that was twisted. That may or

may not be part of the problem. He also explained that none of the surrounding wells have the problem that Overbrook's well has. Overbrook's well is bringing up fines that he doesn't see anywhere else, and it has been a problem from the beginning. Tyler Miller will follow up with Ben Jordan with Weston Engineering. Tyler Miller moved to approve the proposal from Weston Engineering with the addition of flushing and/or air lifting the well and any additional recommendations they make and submit a County Grant application to reflect all of those costs and authorize Board members to sign the grant application when it is ready. Barb Pilon seconded. Motion carried unanimously.

Duaine Faucett reminded people to be sure to call Water Guy any time the red light is on.

The City regional water system can't meet the peak demand of the District. If the storage is increased, that could help. Overbrook may want to see if the City would increase the quantity of water.

- b. Barb Pilon moved to approve the meter readings and billing for December and January. Heather Wichert seconded. Motion carried unanimously.
- c. A service agreement was provided from Water Guy that lists the services that are provided for the rate as listed. Duaine Faucett explained that the District has to do the same testing as the City of Gillette. Water Guy provides 24-hour a day service, 365 days a year. The service agreement includes the cost to bill customers and collect payments. Helenanne Cathey explained her concerns with being the middle person in the process. Water Guy's system is all seamless from meter reading to billing and they have automatic payment options and online payment options and people can pay over the phone. The cost is \$9 per tap for Water Guy to provide the billing and manage payments. The Board is concerned about that cost. There was discussion on if the District finds someone else to do the meter reading would Water Guy be okay with that. Duaine Faucett said he didn't have any problem with that. If the District wants to hire someone else to do repairs as well, he didn't have any issues with that. Water Guy can be just the water operator if that's what the District wants. The Board expressed their appreciation for Water Guy and their responsiveness. The consensus is to hold off on the service agreement so the Board can look into other options.
- d. Hawkins is the only chemical provider in the area. The District's well has been using more than normal lately because of the water quality issues. Hawkins delivers the chemical and after 30 days it starts to degrade. It gets really hot in Overbrook's facility, and that causes it to degrade further. Duaine Faucett and Stefanie Brown explained how they check the chlorine residual and what they look for.

IV. Unfinished Business

- a. Enlargement / Ludog Subdivision – The County approved a grant application for \$4,500 to cover the costs of the enlargement. Paperwork has been submitted to the Wyoming Department of Revenue, and as soon as they have reviewed it and given an approval, the enlargement paperwork will be submitted to the County Commissioners for their approval. There is a hearing process, so it will take a few months. An invoice was received from PCA Engineering, but the consensus is not to pay any bills until the enlargement has been officially approved.
- b. 58 and 49 Overbrook – It looks like the properties are being cleaned up or someone is working on the properties.

V. New Business

- a. Budget for 7/1/22 – 6/30/23 – The District will start discussing the budget at the March meeting.

Next Meeting: Wednesday, March 30, 2022, 5:30 p.m. (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 6:53 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