

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, JANUARY 25, 2023, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Tyler Miller (by phone), Barbara Pilon, Heather Wichert
OTHERS PRESENT: Helenanne Cathey, Jason Wichert

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

- I. Minutes** – Barb Pilon moved to approve the minutes for the October 26, 2022, regular meeting as presented. Heather Wichert seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. There was discussion on the bills, specifically the Black Hills Energy bill which was much higher than usual for several months. Barb Pilon and Tyler Miller investigated and reported that it looks like there is a leak in the generator. Water Guy shut the generator off. The bill is lower, but it still shows some usage, but that may be because the generator wasn't shut off until after the start of the last billing cycle. The next bill shouldn't have any usage on it. Helenanne Cathey will notify the Board when the next bill comes in. 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:

\$19,867.73

10/27/22	Main Street Checks		\$156.70
10/26-10/31/22	Deposits – Water	\$0.00	
10/31/22	Interest	\$7.78	
11/10/22	Deposit – Assessments	\$2,400.00	
11/01-11/30/22	Deposits - Water	\$441.11	
11/30/22	Interest	\$7.10	

Bills Paid in November:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 9/28-10/26/22 Readings 446-765 (319)	\$399.47
AUTO	Powder River Energy 10349101 Electricity 10/1-11/1/22	\$436.68
5488	Cathey Consulting Inv. 6795 – Oct. Admin./Bookkeeping/Compliance	\$450.00
5489	City of Gillette Bill 1544476– 10/4-11/2/22 Regional Water 5451-5467 = 16,000 gal.	\$244.44
5490	Water Guy, LLC Inv. 2022-1061 – Oct. Water Operator/Meter Rdgs. \$641.80 Inv. 2022-1097 – 10 gallons sodium hypochlorite./clean PRV lines, reset PRV \$312.50 Inv. 2022-1112 – 10 gallons sodium hypochlorite \$95.00	\$1,049.30
TOTAL		\$2,579.89

12/09/22	Deposit – Assessments	\$12,000.00
12/13/22	Deposit – County Grant	\$3,428.25
12/1-12/31/22	Deposits – Water	\$1,131.26
12/31/22	Interest	\$10.22

Bills Paid in December::

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 10/26-11/23/22 Readings 765 to 1053 (288)	\$377.47
AUTO	Powder River Energy 10349101 Electricity 11/1-12/1/22	\$409.23
5491	City of Gillette Bill 1561312 – 11/2-12/2/22 Regional Water 5467-5467 = 0 gal.	\$195.00
5492	Hawkins, Inc. Inv. 6340558 – Azone 15-mini bulk	\$547.29
5493	Water Guy Inv. 2022-1126 – Nov. Water Operator/Meter Rdgs. \$773.50 Inv. 2022-1205 – Replaced meter & radio 38 Overbrook \$626.90	\$1,476.70
5494	Cathey Consulting Inv. 6831 – Nov. Admin./Bookkeeping/Compliance	\$450.00
TOTAL		\$3,455.69

01/05/23	Deposit – Xpress bill pay	\$79.67
01/19/23	Deposit – Cool payment	\$1,200.00

BALANCE PRIOR TO MEETING:

\$34,380.84

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 11/23-12/27/22 Readings 1053 to 1157 (104)	\$146.15
AUTO	Powder River Energy 10349101 Electricity 12/1/22-1/1/23	\$424.97
5495	Cathey Consulting Inv. 6870 – Dec. Admin./Bookkeeping/Compl./Postage/	\$450.00
5496	City of Gillette Bill 1577615 – 12/2/22-1/4/23 Regional Water 5467-5467 / 0 gal.	\$195.00
5497	Hawkins, Inc. Inv. 6362411 – Azone 15-mini-bulk	\$273.10
5498	Water Guy Inv. 2022-1273 – Dec. Water Operator / meter readings / billing	\$849.80

Total Bills: \$2,339.02

BALANCE AFTER BILLS:

\$32,041.82

Receivables Balance: \$17,289.42 (Assessments \$15,600 / Water \$1,089.42 / Road Fee \$600)

III. Water / Well Update –

- a. Well evaluation and air lifting well – The project is complete. No invoices were received from Water Guy relating to this project. The consensus is to wait a little longer to make sure there aren't any other invoices before closing out the grant. A flash drive was provided with the filming done on the well. The recommendation from the study is to build up reserves to pay for repairs down the road.
- b. Water System Review – System data was available. There haven't been any complaints about water quality other than a concern a while back, probably when the well was turned back on.

IV. Unfinished Business

- a.

V. New Business

- a. An ACH Authorization form was signed for Collins Communications to direct deposit funds into the District's bank account.
- b. Midwest Assistance Program / Rate Study – Tyler Miller reported that he met with Bill Carson with Midwest Assistance Program. They are funded by government grants, and there is no cost to small systems for their services. Information was provided to Bill Carson so that a rate study could be completed for the District. Midwest Assistance can also assist with training and certification, capacity development, grant writing, etc.
- c. An individual contacted Tyler Miller to report that he is starting a water operator business. Tyler Miller suggested to this person that they meet at the well site so that he can see what Overbrook's system looks like and provide a quote for what he would charge for providing service as a water operator.
- d. Water Guy e-mail regarding water shut offs:
 “Hey just wanted to send out an fyi regarding non payment water turn off/ons. We have a lot of homeowners that choose to pay towards the end of the day after their water has been shut off and it requires our water operators to go out after hours to turn them on. We have not been charging our after hours rate for this, however, it pulls them away from their personal time so going forward, for anyone who has been shut off for non payment and they pay after 4:00pm, we will offer an option to pay an extra \$50 for us to come out that night/weekend if it's a weekend, to turn the water back on or they can wait until the next business day. We will be charging after hours labor on our invoices so we want to ensure the subdivision is paid back for that charge.”

This shouldn't generally apply to Overbrook since the District isn't shutting off for nonpayment.

- e. There was discussion on road work and dust control for this year. Generally, there are a few areas where some rock is put down (corners and by the mailboxes). A suggestion was made to submit a County grant application the same as last year for dust control and 200 tons of W-base. Helenanne Cathey will work on getting bids and preparing a grant application.

Next Meeting: Wednesday, March 29, 2023, 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 6:06 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