

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, JANUARY 29, 2020, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Tyler Miller, Heather Wichert
BOARD MEMBERS NOT PRESENT: Barb Pilon
OTHERS PRESENT: Helenanne Cathey, Jason Wichert

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

- I. Minutes** – Meeting minutes were e-mailed after the last meeting. Tyler Miller moved to approve the November 25, 2019, regular meeting minutes as written. Heather Wichert seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Tyler Miller moved to accept the Treasurer's Report and pay bills as presented. Heather Wichert seconded. Motion carried unanimously.

Bank Balance End of Last Meeting: **\$69,208.90**

11/30/19	Interest	\$8.19	
12/1-12/31/19	Deposits (Water)	\$292.25	
12/6/19	Check returned (account closed)		\$292.25
12/09/19	Deposit (Assessm.)	\$1,800.00	

Bills Paid December, 2019:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	10349101 Electricity 10/29-12/1/19	\$336.40
NA	Black Hills Energy	Gas 10/29-11/25/19 \$5.96 (\$13.54 credit prior to bill) \$7.58 credit balance remaining after bill.	\$0
5310	Cathey Consulting	Inv. 2362 – Nov. Admin./Bookkeeping/Compl.	\$449.95
5311	City of Gillette	Bill 955517 – Nov. 2019 Regional Water 0 gal.	\$169.00
5312	Water Guy	Inv. 2019-979 – Nov. Water Oper/Readings	\$524.00
TOTAL			\$1,479.35

12/31/19	Interest	\$8.98
1/1-1/28/20	Deposits (Water)	\$105.00
01/10/20	Deposit (Assessm.)	\$1,200.00
01/28/20	Deposit (Cools)	\$1,200.00

BALANCE PRIOR TO MEETING: **\$72,051.72**

Bills Paid At Meeting:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	Acct 10349101 – 12/1/19-1/1/20	\$ 322.55
NA	Black Hills Energy	Gas 11/25-12/27/19 \$5.96 (\$7.58 credit prior to bill) \$1.62 credit balance remaining after bill	
5313	Cathey Consulting, LLC	Inv. 5280 – Dec., 2019 Admin./Books/Compl.	\$ 446.65
5314	City of Gillette	Inv. 969227 – Dec., 2019 water (0 gal.)	\$ 169.00
5315	One Call of Wyoming	Inv. 54451 – Oct., Nov., Dec. locates and annual memb.	\$ 28.00
5316	Water Guy, LLC	Inv. 2019-1064– Dec. Water Op./Meters	\$ 524.00
Total Bills:			\$ 1,490.20

BALANCE AFTER TREASURER'S REPORT AND BILLS APPROVED: **\$ 70,561.52**

Receivables Balance: \$16,963.26

- III. Water / Well Update** – Water system usage information was available. Tyler Miller reported that he contacted Water Guy about being notified when they are flushing water lines. Water Guy posts everything on Facebook – when they are flushing and where they are flushing and any other updates including emergency situations. Residents are encouraged to follow Water Guy on Facebook.

IV. Unfinished Business

- a. Enlargement – No update.
- b. A policy to assess past due accounts along with the tax assessments each July was discussed. A motion was approved for the policy at the last meeting. There was an opportunity for public comment. Final adoption of the policy will be considered at the March meeting.

V. New Business

- a. An e-mail will be sent to everyone on the e-mail list requesting updated contact information. The Board would like to send out an updated map with names and telephone numbers. If anyone does not want their phone number given out, please let us know. A letter will also be sent to those who are not on the e-mail list requesting e-mails and current phone numbers. If an emergency situation arises, this information is very helpful.

Next Meeting: Wednesday, March 25, 2020, 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 6:05 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