

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, JANUARY 31, 2024, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE

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

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

- I. Minutes** – Heather Wichert moved to approve the minutes for the November 29, 2023, regular meeting as presented. Barbara Pilon seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Barbara Pilon moved to accept the Treasurer's Report and pay bills as presented. Heather Wichert seconded. Motion carried with all voting aye except Tyler Miller abstained.

Bank Balance End of Last Meeting: **\$39,294.33**

11/1-11/29/23 Deposits – Water \$353.41

Adjusted Balance Forward: \$39,647.74

11/29-11/30/23 Deposits – Water \$225.80

11/30/23 Interest \$12.94

12/1-12/31/23 Deposits – Water \$77.32

12/06/23 Deposit–Xpress bill pay \$34.93

12/08/23 Deposit – Assessments \$480.00

12/31/23 Interest \$15.58

01/11/24 Deposit – Cool \$1,200.00

Bills Paid in December:

Ck#	Payee – Purpose	Amount
-----	-----------------	--------

AUTO	Black Hills Energy Gas 10/26-11/27/23 Readings 1169-1169 (0)	\$29.00
------	--	---------

AUTO	City of Gillette Bill 1765611– 11/1-12/4/23 Regional Water 1008-1008 = 0 gal.	\$195.00
------	---	----------

AUTO	Powder River Energy 10349101 Electricity 11/1-12/1/23	\$320.20
------	---	----------

5549	Cathey Consulting Inv. 7351 – Nov. Admin./Books/Compliance	\$472.50
------	--	----------

5550	Water Guy Inv. 2023-1185 – Nov. Water Oper./Meters/Billing	\$849.80
------	--	----------

TOTAL		\$1,866.50
-------	--	------------

BANK BALANCE PRIOR TO MEETING: **\$39,827.81**

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
-----	-----------------	--------

AUTO	Black Hills Energy Gas 11/27-12/27/23 Readings 1169-1169 (0)	\$29.00
------	--	---------

AUTO	City of Gillette Bill 1783061 – Regional Water 1008-1008 = 0 gal.	\$195.00
------	---	----------

AUTO	Powder River Energy 10349101 Electricity 12/1/23-1/01/24	\$343.93
------	--	----------

5551	Cathey Consulting Inv. 7391 – Dec. Admin./Bookkeeping/Compl.	\$472.50
------	--	----------

	Inv. 7434 – Jan. Admin./Bookkeeping/Compl.	\$472.50
--	--	----------

5552	Earth Work Solutions Inv. 37330 – Bladed Overbrook Road	\$942.50
------	---	----------

5553	One-Call of Wyoming Inv. 69799 – October locates	\$0.75
------	--	--------

5554	Water Guy Inv. 2023-1289 – Dec. Water Operator / meter readings / billing	\$849.80
------	---	----------

	Inv. 2024-64 – Jan. Water Operator / meter readings / billing	\$849.80
--	---	----------

Total Bills:		\$4,155.78
--------------	--	------------

BALANCE AFTER BILLS: **\$35,672.03**

Receivables Balance: \$28,843.27 (Assessments \$25,696.322 / Water \$2,426.95 as of end of prior month / Customer Direct Bill \$720.00)

III. Water / Well Update –

- a. Water System Review – Barb Pilon reported that the red light was on a couple of times so she texted Water Guy:
 - 1) December 15th – Water Guy reported that the well tripped and they reset it.
 - 2) January 18th – no response from Water Guy.
- b. Lead and Copper Rule / Service Line Inventory – The District has until October of 2024 to put together an inventory. HDR Engineering is working on the inventory with Water Guy.

IV. Unfinished Business

- a. None

V. New Business

- a. US Renal Care and Water Guy letters – Water Guy received a letter from US Renal Care regarding a homeowner with a serious health condition and Water Guy sent a letter to the District stating that Water Guy can't comply with their request and the Board will need to decide how to respond to US Renal Care. A letter was signed to send to US Renal Care, the homeowner, and Water Guy stating the following:

The Overbrook Improvement and Service District is a political subdivision of the State of Wyoming whose purpose is to manage the roads and water for a small group of people. There are 30 total lots in the District, and 26 of those are on the District's water system. The Board of Directors of the District consists of 3 volunteer Board members, none of whom are certified water operators. The District contracts out the Water Operator and Backup Water Operator services to Water Guy who is responsible for maintaining compliance for the water system. Water Guy has advised the District that they are unable to comply with your request for prior notification if a change in water quality or treatment methodology is anticipated and prior notification (when possible) of interruption in service or work which will alter the physical or chemical characteristics of the water. If Water Guy cannot comply with your request, we also cannot comply with your request. It is Water Guy who monitors the water system and passes information on to the Board whenever possible. As volunteer Board members, we try to pass on relevant information to people in the District when possible through a group e-mail, but we cannot guarantee this communication as we also contract out bookkeeping/administrative services and that service has limited office hours. Water Guy has advised us in the past that they try to post a notice on their Facebook page when events occur, but they are a small company with a small staff and can't guarantee information is posted there either.

The best we can do is include you on an e-mail list that we use to send out monthly meeting minutes and notices WHEN POSSIBLE.

If you have additional questions or would like to discuss this issue further, please attend our next District meeting which is scheduled for Monday, April 1, 2024, 5:30 p.m.

- b. 209 Overbrook Mailbox placement – Concerns have been raised regarding the placement of the mailbox for 209 Overbrook. Even though the poles are aligned, the box is sticking out into the road and poses a safety concern as it could cause damage to vehicles on the road and/or the mailbox. Tyler Miller will talk to the post office to see if they can do anything. It is recommended that the homeowner consider turning the mailbox or placing it so that the front of the mailbox is aligned with the front of the rest of the mailboxes.
- c. 2024 Road Project – The consensus is to do the same work as last year (some rock and dust control). Helenanne Cathey will request bids and draft a grant application as in the past.
- d. Budget for 7/1/24 – 6/30/25 – The consensus is that the budget will stay pretty much the same next year. A draft will be reviewed at the next meeting.

Next Meeting: Monday, April 1, 2024, 5:30 p.m. – Regular meeting at the office of 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 5:49 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