

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES
WEDNESDAY, JULY 1, 2020, 7:00 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

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

BUDGET HEARING

Tyler Miller called the budget hearing to order at 7:05 p.m. The budget was reviewed. There was an opportunity for public comment. Tyler Miller adjourned the budget hearing at 7:07 p.m.

REGULAR MEETING

Tyler Miller called the regular meeting to order at 7:07 p.m.

- I. Budget Adoption** – Tyler Miller moved to adopt the budget for 7/1/20 – 6/30/21 for \$135,436 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Heather Wichert seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Barb Pilon moved to approve the May 27, 2020, regular meeting minutes as written. Tyler Miller seconded. Motion carried unanimously.
- III. 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. Barb Pilon seconded. Motion carried unanimously.

Bank Balance End of Last Meeting: **\$66,226.31**

05/28/20	Deposit – Water	\$17.50
05/28/20	Deposit – Bl. Hills En.	\$5.96
05/31/20	Interest	\$5.72
06/09/20	Deposit – Assessments	\$12,000.00

Bills Paid June, 2020:

Ck#	Payee – Purpose	Amount
AUTO	Powder River Energy	10349101 Electricity 4/29-6/1/20 \$450.17
	Capital Credits applied to account	-\$332.22
5334	Cathey Consulting	Inv. 5491 – May Admin./Bookkeeping/Compl.
5335	City of Gillette	Bill 1054320 – 5/1-6/1 Regional Water 0 gal.
5336	Energy Laboratories	Inv. 318749 – Testing/CCR
5337	Hawkins, Inc.	Inv. 4714465 – Azone 15-bulk
5338	Water Guy	Inv. 2019-1506 – May Water Oper/Readings \$524.00
		Inv. 2019-1549 – Call out/repair \$229.48

TOTAL **\$2,028.39**

BALANCE PRIOR TO MEETING: **\$76,227.10**

Bills Paid At Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Powder River Energy	Acct 10349101 – 6/1 - No statement yet.
5339	Black Hills Energy	Gas 2/26-3/27/20 \$30.45
		Gas 3/27-4/28/20 \$30.45
5340	Campbell County Weed & Pest	Weed spray and sprayer rental
5341	Cathey Consulting, LLC	Inv. 5534 – June, 2020 Admin./Books/Compl.
5342	Energy Laboratories	Inv. 322078 – Testing
5343	Gillette News-Record	Ad 00361582 – Budget hearing ad
5344	Hawkins, Inc.	Inv. 4736188 – Azone 15
5345	Water Guy, LLC	Inv. 2020-50– June Water Op./Meters \$524.00
		Inv. 2020-95 – 4 Catalina Ct. meter repair \$530.00

Total Bills: **\$2,520.45**

BALANCE AFTER BILLS:

\$73,706.65

The City bill has not been received yet for June. It will be paid after it is received.

Receivables Balance: \$3,642.26 – There was discussion on the billing to Randy Wirfel. This landowner lives at the end of the road and has been sent a bill for several years, but he refuses to pay the bill. The last invoice was returned to the District. The consensus of the Board is to continue to send the bill to Mr. Wirfel as he drives the entire length of the road and it is only fair that he pays his share for the maintenance of the road.

IV. Water / Well Update – Water system usage information was available and discussed.

V. Unfinished Business

a. Enlargement – No update.

VI. New Business

- a. Dust Control – Barb Pilon moved to apply for the County Grant (\$8,075 project cost and \$2,018.75 grant) and approve dust control for a cost estimate of \$8,075 to be done after the County grant is approved. Tyler Miller seconded. Motion carried unanimously.
- b. Official Depository Designation – Tyler Miller moved to designate First National Bank as the official depository for 7/1/20 – 6/30/21. Heather Wichert seconded. Motion carried unanimously.
- c. Public Records Notice – Two board members signed the notice to submit to the County indicating that the District's records are stored at the office of Cathey Consulting at 400 S Gillette Ave., Suite 106, Gillette.

Next Meeting: Wednesday, September 23, 2020, 5:30 p.m. 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.

Barb Pilon moved to adjourn the meeting. Heather Wichert seconded. The meeting adjourned at 6:09 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

Budget - Overbrook I & S District - 7/1/2020 - 6/30/2021					
Budget Hearing Wednesday, July 1, 2020, 7:00 p.m. at office of Cathey Consulting / District mailing address PO Box 7221, Gillette, WY 82717					
		ACTUAL YTD (F32)	Budget	ACTUAL YTD (Est)	Budget
		7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
Revenue					
	Assessments (25 lots X \$1,200 ea.)	30,000	30,000	30,000	30,000
	Assessments - Interest			18	20
	Assessments - Past Due Overages				463
	Assessments - past due balances credited from A/R				-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		5,143
	Interest - Bank	97	100	92	100
	Collins				
	Customer Charges				
	Other	201	500	332	500
	Water Overages / City billing	16,687	18,000	3,696	18,000
	<i>Receivables Start of FY</i>		2,376		3,641
	TOTAL REVENUE	48,785	57,919	35,938	59,204
	CASH CARRYOVER	0	73,239	73,239	76,232
	TOTAL REVENUE PLUS CASH CARRYOVER	48,785	131,158	109,177	135,436
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping (\$445/mo.)	3,560	5,340	5,340	5,340
	Contract Legal				
	Office / Postage / Advertising / Other	116	500	475	500
	Travel				
	TOTAL ADMINSTRATIVE	3,676	5,840	5,815	5,840
	Indirect				
	Insurance - Bond	100	100	100	100
	Insurance - Other				
	TOTAL INDIRECT COSTS	100	100	100	100
	Operations				
	<i>Misc (Cash Carryover less reserves)</i>		73,239		76,232
	Construction Expenditure				
	Roads / Weed Spraying / Dust Control	2,095	20,572	5,783	20,572
	Water & Roads				
	Water System				
	City of Gillette (\$6.50 X 26 = \$169/mo. minimum)	5,684	5,500	2,028	5,500
	Chemicals	2,737	2,500	3,208	3,921
	Locate (One Call of Wy)	58	100	50	100
	Water System Repairs	44,008	5,870	3,084	5,863
	Testing (6/11/18 - SOC/VOC \$1232)	75	1,000	627	1,000
	Utilities	7,012	7,500	5,500	7,500
	Tank Cleaning (2018 last cleaning)	1,500	0	0	0
	Water Operator (\$459/mo.)	5,508	5,508	5,508	5,508

	Water Meter Readings (\$65/mo.)	650	780	780	780
	<i>Payables - Start of the FY</i>		2,649		2,520
	TOTAL OPERATIONS (WITHOUT ROLLOVER)	69,327	51,979	26,568	53,264
	TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	69,327	125,218	26,568	129,496
	TOTAL EXPENDITURES	73,103	131,158	32,483	135,436
	Capital Improvements / Reserves				
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES				
	TOTAL EXP. PLUS NET RESERVES	73,103	131,158	32,483	135,436
	Receivables Start of FY	901		2,376	
	Payables Balance Start of FY	573		2,649	
		6/30/2018	6/30/2019	6/30/2019	6/30/20 (EST)
	BEGINNING OF FISCAL YEAR BALANCES				
	GENERAL FUNDS	96,954	73,239	73,239	76,232
	RESERVES BALANCES				
	TOTAL FUNDS BEGINNING OF YEAR	96,954		73,239	
	Receivables Balance End of FY	2,376		3,641	
	Payables Balance End of FY	2,649		2,520	
	End of Year Bank Balance (Estimated)	73,237		75,300	
	Net per year (Revenue minus Expenses)	-24,318	0	3,455	0
	Net (including cash carryover)	-24,318	0	76,694	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.