

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT**  
**BUDGET HEARING / REGULAR MEETING**  
**MINUTES**  
**WEDNESDAY, JULY 17, 2019, 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

**BUDGET HEARING**

Tyler Miller called the budget hearing to order at 5:30 p.m. The budget was reviewed and discussed. There was an opportunity for public comment. Tyler Miller adjourned the budget hearing at 5:36 p.m.

**REGULAR MEETING**

Tyler Miller called the regular meeting to order at 5:36 p.m.

- I. Budget** – Barb Pilon moved to adopt the budget of \$131,158 for 7/1/19 – 6/30/20 and 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** – Meeting minutes were e-mailed after the last meeting. Barb Pilon moved to approve the May 29, 2019, regular meeting minutes as written. Heather Wichert seconded. Motion carried unanimously.
- III. 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 with Barb Pilon and Heather Wichert voting aye. Tyler Miller abstained.

|                                          |                        |                                               |                    |
|------------------------------------------|------------------------|-----------------------------------------------|--------------------|
| <b>Bank Balance End of Last Meeting:</b> |                        |                                               | <b>\$63,300.69</b> |
| 05/30/19                                 | Deposit - Water        | \$5.25                                        |                    |
| 05/31/19                                 | Interest               | \$8.17                                        |                    |
| 06/11/19                                 | Deposit – Assessments  | \$12,000.00                                   |                    |
| Bills Paid June, 2019:                   |                        |                                               |                    |
| <u>Ck#</u>                               | <u>Payee – Purpose</u> |                                               | <u>Amount</u>      |
| AUTO                                     | Powder River Energy    | 10349101 Electricity 4/29-6/1/19              | \$480.01           |
| 5273                                     | Black Hills Energy     | Gas 4/26-5/28/19                              | \$6.38             |
| 5274                                     | Cathey Consulting      | Inv. 4966 – May Admin./Bookkeeping/Compl.     | \$447.75           |
| 5275                                     | City of Gillette       | Bill 858182 – May, 2019 Regional Water 0 gal. | \$169.00           |
| 5276                                     | Hawkins, Inc.          | Inv. 4499708 – Azone 15                       | \$472.17           |
| 5277                                     | Water Guy              | Inv. 426 – May Water Operator/Meter Readings  | \$524.00           |
| TOTAL                                    |                        |                                               | \$2,099.31         |
| Deposits:                                |                        |                                               |                    |
| 06/14/19                                 | Deposit – Water        | \$15.75                                       |                    |
| 06/30/19                                 | Interest               | \$8.80                                        |                    |
| <b>BALANCE PRIOR TO MEETING:</b>         |                        |                                               | <b>\$73,239.35</b> |
| Bills Paid At Meeting:                   |                        |                                               |                    |
| <u>Ck#</u>                               | <u>Payee – Purpose</u> |                                               | <u>Amount</u>      |
| AUTO                                     | Powder River Energy    | Acct 10349101 – ESTIMATED                     | \$ 416.12          |
| 5278                                     | Black Hills Energy     | Utilities – Gas 5/28-6/28                     | \$ 5.96            |
| 5279                                     | Cathey Consulting, LLC | Inv. 5013 – June, 2019 Admin./Books/Compl.    | \$ 453.80          |
| 5280                                     | City of Gillette       | Inv. 869475 – June, 2019 water (0 gal.)       | \$ 169.00          |
| 5281                                     | Earth Work Solutions   | Inv. 35548 – Blade roads                      | \$ 500.00          |
| 5282                                     | Gillette News-Record   | Ad 00352838 – Budget hearing ad \$66.44       | \$ 144.74          |
|                                          |                        | Ad 00352839 – Director election ad \$78.30    |                    |
| 5283                                     | One-Call of Wyoming    | Inv. 52709 – May and June locate tickets      | \$ 2.25            |
| 5284                                     | Water Guy, LLC         | Inv. 2019-522– June Water Op., repair         | \$ 1,102.73        |
| Total Bills:                             |                        |                                               | \$ 2,794.60        |

**BALANCE AFTER TREASURER'S REPORT AND BILLS APPROVED:                   \$ 70,444.75**

Receivables Balance: \$2,976.01. One water overage billing is past due on one account. Helenanne Cathey will call the landowner to remind them of the bill.

- IV. Water / Well Update** – Water system usage information was available. The red light was on this morning. Tyler Miller reported that he talked to Water Guy, and they had to reset the power saver on the pump, which they didn't think was anything to be too concerned about. There have been some water quality issues, in particular at 79 Overbrook, and Tyler Miller showed a video and pictures of the issues the landowner is having. Duaine Faucett with Water Guy is going to hydrovac the connection to see if there are issues with the connection. He will check to see if they have a pressure pump because it could be an issue with that. A couple of other people have had some water quality issues, but nothing like 79 Overbrook is having. Water Guy will continue to investigate to try to figure out what is happening. Tyler Miller will stay in touch with Duaine Faucett. If anyone else is having water quality issues, they should contact Duaine Faucett at Water Guy at 307-299-9911.

**V. Covenants Issues**

- a. A letter was sent to two landowners after the March meeting regarding the landowners not addressing complaints addressed in a lawsuit (Gregorson 58 Overbrook & Hanzlik 49 Overbrook). The property has been mowed again. This item will be removed from the agenda.

**VI. Unfinished Business**

- a. Roads – A scope was developed to add 280 tons of W-base limestone on Overbrook Road where the road meets Force Road, on the first corner and possibly the second corner (total of 525 feet) and mag chloride on all of the roads. A grant application was drafted, but it wasn't submitted in time to get dust control before the contractor is coming next week. The grant application was pulled. Barb Pilon moved to authorize some rock at the approach by the mailboxes, mag chloride on all of the roads, watering roads if needed and blading. Heather Wichert seconded. Motion carried with Barb Pilon and Heather Wichert voting aye. Tyler Miller abstained.
- b. Enlargement – Tyler Miller will contact the attorney regarding collecting fees from people at the end of the road that are not helping to pay for road maintenance.
- c. Director Election (November 5, 2019 – Miller and Wichert) – The first legal notice ran in the News-Record July 10<sup>th</sup>. Applications to be on the ballot are due between August 7<sup>th</sup> and 27<sup>th</sup>. The application will be e-mailed to those on the e-mail list with a reminder that if anyone wants to run for the board and have their names on the ballot, they need to submit the application between August 7<sup>th</sup> and 27<sup>th</sup>.

**VII. New Business**

- a. Barb Pilon moved to designate First National Bank as the official depository for 7/1/19 – 6/30/20. Tyler Miller seconded. Motion carried unanimously.
- b. Tyler Miller reported that a landowner asked about getting bigger parcel boxes installed by the mailboxes. The cost will be about \$2,000 plus the cost for a pad and installation, so an estimated minimum of \$3,000. There was discussion. The District would have to pay the cost of the boxes and installation. The post office won't provide them or install them. The post office specifications have to be followed for the boxes and the installation. If anyone is interested in spending the money for this project, please come to the next meeting.
- c. Mowing – There was discussion on who mowing / haying fields this year. If anyone knows of anyone that does this please contact a Board member or Helenanne Cathey at 307-685-8235.
- d. There was discussion on missing newspapers. A complaint has been noted that people's newspapers are coming up missing. Just a reminder that newspapers that are in the boxes are paid subscriptions, so unless you have a subscription, please do not take someone else's paper.

**Upcoming Meeting:   Wednesday, September 25, 2019, 5:30 p.m. (Regular Meeting) at Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette – K2 Technologies building – office entrance is on 4<sup>th</sup> 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. Heather Wichert seconded. The meeting adjourned at 6:24 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 - 7/1/2019 - 6/30/2020 - FINAL**

**Budget Hearing Wednesday, July 17, 2019, 5:30 p.m. at office of Cathey Consulting / District mailing address PO Box 7221, Gillette, WY 82717**

|                     |                                                            | Actual (Cash Basis - F32) | Budget (Amended) | ACTUAL YTD (Accrual) | Budget           |
|---------------------|------------------------------------------------------------|---------------------------|------------------|----------------------|------------------|
|                     |                                                            | 7/1/17 - 6/30/18          | 7/1/18 - 6/30/19 | 7/1/18 - 6/30/19     | 7/1/19 - 6/30/20 |
| <b>Revenue</b>      |                                                            |                           |                  |                      |                  |
|                     | Assessments (25 lots X \$1,200 ea.)                        | 30,010                    | 30,000           | 30,000               | 30,000           |
|                     | Assessments - Interest                                     |                           |                  |                      |                  |
|                     | Annual Direct Bill Fee (Wirfel & Cool - Roads) - \$600 ea. |                           | 1,200            | 1,200                | 1,200            |
|                     | Annual Direct Bill Fee (Cool - water) \$600                |                           | 600              | 600                  | 600              |
|                     | Grant - County                                             | 0                         |                  |                      | 5,143            |
|                     | Interest - Bank                                            | 91                        | 100              | 97                   | 100              |
|                     | Collins                                                    |                           |                  |                      |                  |
|                     | Customer Charges                                           | 11,059                    |                  |                      |                  |
|                     | Other                                                      | 31                        | 500              | 201                  | 500              |
|                     | Water Overages                                             |                           | 20,000           | 16,687               | 18,000           |
|                     | <i>Receivables Start of FY</i>                             |                           |                  |                      | 2,376            |
|                     | <b>TOTAL REVENUE</b>                                       | <b>41,191</b>             | <b>52,400</b>    | <b>48,785</b>        | <b>57,919</b>    |
|                     | <b>CASH CARRYOVER</b>                                      | <b>75,000</b>             | <b>96,954</b>    | <b>96,954</b>        | <b>73,239</b>    |
|                     | <b>TOTAL REVENUE PLUS CASH CARRYOVER</b>                   | <b>116,191</b>            | <b>149,354</b>   | <b>145,739</b>       | <b>131,158</b>   |
| <b>Expenditures</b> |                                                            |                           |                  |                      |                  |
|                     | <b>Administrative</b>                                      |                           |                  |                      |                  |
|                     | Contract Admin./Bookkeeping (\$445/mo.)                    |                           | 3,600            | 3,560                | 5,340            |
|                     | Contract Legal                                             |                           |                  |                      |                  |
|                     | Office / Postage / Advertising / Other                     | 151                       | 500              | 115                  | 500              |
|                     | Travel                                                     |                           |                  |                      |                  |
|                     | <b>TOTAL ADMINSTRATIVE</b>                                 | <b>151</b>                | <b>4,100</b>     | <b>3,675</b>         | <b>5,840</b>     |
|                     | <b>Indirect</b>                                            |                           |                  |                      |                  |
|                     | Insurance - Bond                                           | 100                       | 100              | 100                  | 100              |
|                     | Insurance - Other                                          |                           |                  |                      |                  |
|                     | <b>TOTAL INDIRECT COSTS</b>                                | <b>100</b>                | <b>100</b>       | <b>100</b>           | <b>100</b>       |
|                     | <b>Operations</b>                                          |                           |                  |                      |                  |
|                     | <i>Misc (Cash Carryover less reserves)</i>                 |                           |                  |                      | 73,239           |
|                     | Construction Expenditure                                   | 5,763                     |                  |                      |                  |
|                     | Roads                                                      |                           | 1,600            | 2,095                | 20,572           |
|                     | Water & Roads                                              | 22,363                    |                  |                      |                  |
|                     | Water System                                               |                           |                  |                      |                  |
|                     | City of Gillette (\$6.50 X 26 = \$169/mo. minimum)         |                           | 5,700            | 5,684                | 5,500            |
|                     | Chemicals                                                  |                           | 2,500            | 2,737                | 2,500            |
|                     | Locate (One Call of Wy)                                    |                           | 100              | 58                   | 100              |
|                     | Water System Repairs                                       |                           | 50,000           | 44,008               | 5,870            |
|                     | Testing (6/11/18 - SOC/VOC \$1232)                         |                           |                  | 75                   | 1,000            |
|                     | Utilities                                                  |                           | 9,000            | 7,012                | 7,500            |
|                     | Tank Cleaning (2018 last cleaning)                         |                           | 1,500            | 1,500                | 0                |
|                     | Water Operator (\$459/mo.)                                 |                           | 6,000            | 5,508                | 5,508            |
|                     | Water Meter Readings (\$65/mo.)                            |                           | 700              | 650                  | 780              |
|                     | <i>Payables - Start of the FY</i>                          |                           |                  |                      | 2,649            |

|                                            |                  |                  |                  |                  |
|--------------------------------------------|------------------|------------------|------------------|------------------|
| TOTAL OPERATIONS (WITHOUT ROLLOVER)        | 28,126           | 77,100           | 69,327           | 51,979           |
| TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER) | 28,126           | 77,100           | 69,327           | 125,218          |
| <b>TOTAL EXPENDITURES</b>                  | <b>28,377</b>    | <b>81,300</b>    | <b>73,102</b>    | <b>131,158</b>   |
| <b>Capital Improvements / Reserves</b>     |                  |                  |                  |                  |
| Deposits into Reserves                     |                  |                  |                  |                  |
| Payments from Reserves                     |                  |                  |                  |                  |
| TOTAL DEPOSITS TO RESERVES                 | 0                |                  |                  |                  |
| <b>TOTAL EXP. PLUS NET RESERVES</b>        | <b>28,377</b>    | <b>81,300</b>    | <b>73,102</b>    | <b>131,158</b>   |
| Receivables Start of FY                    | 0                |                  | 902              |                  |
| Payables Balance Start of FY               | 0                |                  | 573              |                  |
|                                            | <b>6/30/2017</b> | <b>6/30/2018</b> | <b>6/30/2018</b> | <b>6/30/2019</b> |
| <b>BEGINNING OF FISCAL YEAR BALANCES</b>   |                  |                  |                  |                  |
| <b>GENERAL FUNDS</b>                       | 75,000           | 96,954           | 96,954           | 73,239           |
| <b>RESERVES BALANCES</b>                   |                  |                  |                  |                  |
| <b>TOTAL FUNDS BEGINNING OF YEAR</b>       | <b>75,000</b>    | <b>96,954</b>    | <b>96,954</b>    |                  |
| Receivables Balance End of FY              | 0                |                  | 2,376            |                  |
| Payables Balance End of FY                 | 0                |                  | 2,649            |                  |
| End of Year Bank Balance (Estimated)       | 87,814           |                  | 73,239           |                  |
| Net per year (Revenue minus Expenses)      | 12,814           | -28,900          | -24,317          | 0                |
| Net (including cash carryover)             | 87,814           | 68,054           | 72,637           | 0                |

Budget Message: The District manages the roads, water and covenants. Assessments are \$1,200 per lot per year. The District had some major well repairs last year so Operations costs were high. Water meters are read year round. 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 (2019), President / Heather Wichert (2019), 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](http://www.catheyconsulting.net).