

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, JULY 19, 2023, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE

BOARD MEMBERS PRESENT: Tyler Miller, Heather Wichert
BOARD MEMBERS NOT PRESENT: Barbara Pilon
OTHERS PRESENT: Helenanne Cathey, Dave Olson, Leslie Richards

BUDGET HEARING

Tyler Miller called the budget hearing to order at 5:30 p.m. There was a brief overview of the budget. There were discussions regarding the rate increases on the assessment and the water usage rate. A suggestion was made to just go on the City water and not use the well. Tyler Miller reported that a lot of people in the District want to stay on the water well. The work on the well over the past few years was discussed. All of the costs have increased – Water Guy, chemicals, electricity, repairs... If the District buys water from the City, the cost is \$3.09 per 1,000 gallons and there is no free water. Water Guy's services were discussed. Water Guy is the only option for the water operator right now. The line from the City initially did not provide enough water to meet the demand in the District without increasing the water storage capacity. The City recently made some modifications that will hopefully continue to meet the District's demand without expanded storage. A concern was noted on the quality of the water from the well. There were discussions on the costs of the water well. The new lots at the end of the road pay 50% of the annual assessment. Tyler Miller explained the work that went into reviewing costs and determining the rate structure. The District has been losing money. The rate increase will cover increased costs and build money to pay for future repairs and maintenance. Tyler Miller adjourned the budget hearing at 5:51 p.m.

REGULAR MEETING

Tyler Miller called the meeting to order at 5:51 p.m.

- I. Budget** – Heather Wichert moved to adopt the budget for 7/1/23 – 6/30/24 for \$104,142 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Tyler Miller seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. Minutes** – Tyler Miller moved to approve the minutes for the May 31, 2023, regular meeting as presented. Heather Wichert seconded. Motion carried unanimously.
- III. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Heather Wichert moved to accept the Treasurer's Report and pay bills as presented. Tyler Miller seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:	\$27,051.20
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5/1-5/31/23 Deposits – Water	\$502.72
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Adjusted Balance Forward:	\$27,553.92
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05/31/23 Interest	\$9.09
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06/01/23 Deposit – Buckner	\$500.00
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06/12/23 Deposit – Assessments	\$12,000.00
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Bills Paid in June:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 4/25-5/24/23 Readings 1157-1157 (0)	\$29.00
AUTO	Powder River Energy 10349101 Electricity 4/30-6/1/23	\$460.79
5515	City of Gillette Bill 1662467– 5/2-6/2/23 Regional Water	\$201.18
	0-2 = 0 gal.	
5516	Dustbusters, Inc. Invoice 76471 – Dustgard applied to roads (7,015 gallons)	\$8,482.61
5517	Energy Laboratories Invoice 551932 – Annual water quality report	\$125.00
5518	Hawkins, Inc. Invoice 6494952 – Azone 15 mini-bulk	\$288.97
5519	Earth Work Solutions Invoice 37162 – 152.72 tons of base and blade roads	\$5,276.16
TOTAL		\$14,863.71
06/30/23	Interest	\$10.42

06/30/23 Deposit – Water \$4.32

BALANCE PRIOR TO MEETING:

\$25,214.04

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 5/24-6/23/23 Readings 1157-1157 (0)	\$29.00
AUTO	Powder River Energy 10349101 Electricity 6/1/23-7/30/23	\$330.70
5520	Cathey Consulting Inv. 7132 – June Admin./Bookkeeping/Compl.	\$450.00
5521	City of Gillette Bill 1679697 – 6/2-7/5/23 Regional Water 2-127 / 125,000 gal.	\$581.25
5522	Gillette News-Record Inv. 4796 – Budget hearing ad \$135.20	\$250.90
	Inv. 4797 – Director election ad \$115.70	
5523	One-Call of Wyoming Inv. 67840 – May locates	\$2.25
5524	Water Guy Inv. 2023-560 – June Water Operator / meter readings / billing	\$849.80

Total Bills: \$2,493.90

BALANCE AFTER BILLS:

\$22,720.14

Receivables Balance: \$3,681.97 (Assessments \$0 / Water \$348.17 / County Grant \$3,333.80)

IV. Water / Well Update –

- a. Water System Review – Tyler Miller reported that Water Guy shut the generator off because of the gas leak. The gas company came out and verified that it is not a leak on their side. Honnen Equipment should be sending someone to look at it in the near future.
- b. Lead and Copper Rule / Service Line Inventory – The District has until October of 2024 to put together an inventory. No update.

V. Unfinished Business

- a. Road Work (rock and dust control) – The road project was completed – rock, blading and dust control. Bills were paid in June and at this meeting, and the County grant paperwork was submitted for 25% of the project costs.
- b. Director election (November 7, 2023 – Miller, Wichert – 4 year terms) – Applications to be on the ballot are due between August 9th and August 29th.

VI. New Business

- a. Official Depository – Heather Wichert moved to designate First National Bank as the official depository for 7/1/23 – 6/30/24. Tyler Miller seconded. Motion carried unanimously.
- b. Public Records Notice – Two board members signed the notice to submit to the County stating that the District's records are stored at the offices of Cathey Consulting and Water Guy.

Next Meeting: Wednesday, September 27, 2023, 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 6:03 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 - 7/1/2023 - 6/30/2024				
Budget Hearing Wednesday, July 19, 2023, 5:30 p.m. at office of Cathey Consulting / District mailing address PO Box 7221, Gillette, WY 82717				
	ACTUAL (F32)	Budget	ACTUAL (Est)	Budget
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24
Revenue				
Assessments (25 lots X \$1,920 ea.)	30,000	30,000	30,000	48,000
Assessments - Ludog (3 lots X \$960 ea)				2,880
Assessments - Interest	0	20	10	20
Assessments - Past Due Overages	316	300	0	512
Assessments - past due balances credited from A/R		-300	0	-512
Annual Direct Bill Assessment (Cool) (&Wirfel prior yrs)	1,800	1,800	1,800	1,200
Grant - County	6,081	4,769	6,761	5,000
Interest - Bank	31	100	45	100
Other (22-23 - credit off road billing fees)		500	-2,100	500
Water Overages	7,322	18,000	232	18,000
City Billing	5,590	3,052	5,756	0
Receivables Start of FY				0
TOTAL REVENUE	51,140	58,241	42,504	75,700
CASH CARRYOVER		46,500		28,442
TOTAL REVENUE PLUS CASH CARRYOVER	51,140	104,741	42,504	104,142
Expenditures				
Administrative				
Contract Admin./Bookkeeping	5,476	5,400	5,400	5,670
Contract Legal				
Office / Postage / Advertising / Other	3,388	500	500	500
Travel				
TOTAL ADMINSTRATIVE	8,864	5,900	5,900	6,170
Indirect				
Insurance - Bond	100	100	100	100
Insurance - Other				
TOTAL INDIRECT COSTS	100	100	100	100
Operations				
Misc (Cash Carryover less reserves)		46,500		28,442
Roads - Rock / Major Road Work				
Roads / Weed Spraying / Dust Control	14,820	19,077	14,335	20,000
Water System				
City of Gillette (\$6.50 X 26 = \$169/mo. minimum)	7,696	5,500	7,867	8,000
Chemicals	1,870	3,921	1,900	3,921
Locate (One Call of Wy)	47	100	20	100
Water System Repairs	3,513	4,946	15,378	18,712
Testing (6/11/18 & 2020 - SOC/VOC \$1232)	571	1,000	400	1,000
Utilities	5,749	7,500	6,700	7,500
Tank Cleaning (2018 last cleaning)	0	0	0	0
Water Operator / Meter Reading / Billing / Call out	6,366	10,197	8,193	10,197
Total Water System:	25,812	33,164	40,458	49,430
Payables - Start of the FY				0
TOTAL OPERATIONS (WITHOUT ROLLOVER)	40,632	52,241	54,793	69,430
TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	40,632	98,741	54,793	97,872
TOTAL EXPENDITURES	49,596	104,741	60,793	104,142
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES				
TOTAL EXP. PLUS NET RESERVES	49,596	104,741	60,793	104,142
Receivables Start of FY	8,923		12,306	
Payables Balance Start of FY	1,665		3,680	
	6/30/2021	6/30/21 (EST)	6/30/2022	6/30/2023 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	37,929	46,500	38,105	28,442
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	37,929		38,105	
Receivables Balance End of FY	12,306			
Payables Balance End of FY	3,680			
End of Year Bank Balance (Estimated)	38,105		28,442	
Net per year (Revenue minus Expenses)	1,544	0	-18,289	0
Net (including cash carryover)	1,544	0	-18,289	0

Budget Message: The District manages the roads, water and covenants. The assessment has been at \$1,200 for about 20 years with no increase. The costs have increased over the years, and the District assessment will be increasing this year to \$1,920 to cover increased costs. The three lots in Ludog Subdivision pay 50% of the assessment (\$960 this year). The water overage rates will also increase this next fiscal year. The base gallons will decrease to 5,000 gallons (from 15,000 gallons). The rates will be \$0 for up to 5,000 gallons. 5,000 gallons to 30,000 gallons will be billed at \$3.50 per 1,000 gallons, over 30,000 gallons to 50,000 gallons will be \$4.00 per 1,000 gallons and over 50,000 gallons will be \$8.00 per 1,000 gallons. There are no designated reserves at this time.

Board Member Signature	Board Member Signature
Directors: Tyler Miller (2023), President / Heather Wichert (2023), Vice President / Barb Pilon (2025), 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 .	