OVERBROOK IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES
WEDNESDAY, JUNE 22, 2022, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE

BOARD MEMBERS PRESENT:	Heather Wichert, Barbara Pilon (by phone)
BOARD MEMBERS NOT PRESENT:	Tyler Miller
OTHERS PRESENT:	Helenanne Cathey, Cathy & Tracy Overton

BUDGET HEARING
Heather Wichert called the budget hearing to order at 5:30 p.m. The budget was reviewed. The enlarged District now includes 1 additional lot. The lot will be divided into 3 lots at some point, but for now, there is only 1 lot, so it should only have 1 assessment, and the assessment should be $600. This decreases the revenue by $3,000 from what was originally calculated in the proposed budget. The operations budget will be decreased to offset the decrease in estimated revenue. Past due balances were reviewed. Nothing will be added to this year's assessments.

Tracy Overton explained his concerns regarding the cost for meter readings and suggestions. He explained that he talked to Tyler Miller regarding his concerns regarding the costs and benefits, and after discussions didn't have further recommendations or suggestions for exploring other options for meter reading at this time. The District has not made a decision on meter reading / billing. Tyler Miller is still researching options.

Heather Wichert adjourned the budget hearing at 5:43 p.m.

REGULAR MEETING
Heather Wichert called the regular meeting to order at 5:43 p.m.

I. **Budget -** Budget Pilon moved to adopt the budget for 7/1/22 – 6/30/23 for $104,741 and adopt the resolution to assess and submit assessments 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 minutes for the April 20, 2022, regular meeting and May 23, 2022, special 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 approve the Treasurer's Report and pay bills as presented. Barb Pilon seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:			**$46,126.00**
04/22-04/30/22	Deposits – Water	224.27	
04/30/22	Interest	$2.76	
5/01-5/31/22	Deposits - Water	$266.00	
05/10/22	Deposit – Assessments	$612.16	
05/31/22	Interest	$2.76	
06/01-06/22/22	Deposit – Water	$423.89	
06/10/22	Deposit – Assessments	$11,546.05	

Bills Paid in May:

Ck#	Payee – Purpose		Amount
AUTO	Black Hills Energy	Gas 3/29-4/26/22 Readings 7 to 46	$65.43
AUTO	Powder River Energy	10349101 Electricity 4/1-5/1/22	$307.76
5456	Cathey Consulting	Inv. 6544 – Apr. Admin./Bookkeeping/Compliance	$459.50
5457	City of Gillette	Bill 1442801 – 4/4-5/3/22 Regional Water 2626 - 2769 / 143,000 gal.	$636.87
5458	Energy Laboratories	Inv. 471125 – Annual water quality report	$125.00
5459	Water Guy, LLC	Inv. 2022-378 – Apr. Water Operator/Meter Rdgs.	$550.00
TOTAL			$2,144.56

BALANCE PRIOR TO MEETING: **$57,059.33**

Bills Paid At This Meeting:

Ck#	Payee – Purpose		Amount
AUTO	Black Hills Energy	Gas 4/26-5/25/22 Readings 46 to 87	$67.30
AUTO	Powder River Energy	10349101 Electricity 5/1-6/1/22	$316.55
5460	Campbell County Clerk	Enlargement-set up fee, notice of publication	$2,091.26
5461	Cathey Consulting	Inv. 6583 – May Admin./Bookkeeping/Compl. $458.92 Inv. 6600 – Special meeting 5/23/22 $100.00	$558.92
5462	City of Gillette	Bill 1458913 – 5/3-6/1/22 Regional Water 2769 - 2987 / 218,000 gal.	$868.62
5463	Earth Work Solutions Corp.	Inv. 36785 – 200 tons of crushed limestone hauled in – Blade and place rock on road	$6,165.00
5464	Energy Laboratories, Inc.	Inv. 477186 – Testing	$52.00
5465	Gillette News-Record	Ad 00373870 – Budget hearing ad	$77.00
5466	PCA Engineering	Inv. 22623 – Enlargement – map/legal	$750.00
5467	Water Guy, LLC	Inv. 2022-483 – May Water Op./Meters	$550.00
5468	Dustbusters, Inc.	Inv. 71648 – Dustgard 6/20/22 (7,032 gal.)	$7,707.07
Total Bills:			$19,203.72
BALANCE AFTER BILLS:			**$37,855.61**

Receivables Balance: $4,281.77

IV. Water / Well Update –

a. Water System Review – No update.

b. Weston Engineering Proposal for well evaluation and air lifting well ($16,400)
   1. County approved grant application on 4/19/22 for $4,100 – The grant agreement was reviewed and will be signed.
   2. The work hasn't started yet.

c. Barb Pilon moved to approve meter readings / billing for April and May, 2022, as presented. Heather Wichert seconded. Motion carried unanimously. .

d. Water Guy Service Agreement / billing and receivables / memo regarding billing (late fee, shut off/turn on fee, NSF fee) – No update on researching other options for meter readings.

V. Unfinished Business

a. Enlargement – The Commissioners approved the enlargement on May 5th. The Commissioners Order Approving Enlargement was forwarded to the County Elections, Assessor and Department of Revenue. Waiting for final approval letter from Department of Revenue.
   1) The County approved a grant application on 2/1/22 for $4,500 for costs for the enlargement (100% reimbursement up to $4,500 maximum). Invoices received (1) PCA Engineering invoice 22623 2/7/22 (Engineering 1/1/22 – 1/31/22 for survey for enlargement) $750.00 and (2) Campbell County Clerk (set up and advertising) $2,091.26. The County Grant Pay Request 1 was signed and will be submitted to the County for reimbursement for these two invoices for a total of $2,841.26. The grant will not be closed out until the Department of Revenue has confirmed that they have everything and everything is compliant.

b. Roads – A special meeting was held in May – 200 tons of W-base and mag chloride approved. The County approved a grant application on 6/7/22. The grant agreement was reviewed and signed. The work has been done and invoices paid at this meeting. The pay request and completion forms were completed and will be submitted to receive reimbursement and to close out the grant. (Total grant request of $3,239.27 (25% of Dustbusters invoice $7,707.07 and Earth Work Solutions invoice $5,250).

c. 58 and 49 Overbrook – Two unoccupied houses/lots falling into disrepair / Discussion with County to require they be habitable / Possibility of houses being repaired and put on the market – One of the homes has been sold and is being fixed.

VI. New Business

a. Public Records Notice – A notice was signed that will be submitted to the County indicating that the District's records are stored at the offices of Cathey Consulting and Water Guy.

b. Official Depository – Heather Wichert moved to designate First National Bank as the official depository for 7/1/22 – 6/30/23. Barb Pilon seconded. Motion carried unanimously.
c. Records Retention Schedule – Barb Pilon moved to approve the Records Retention Schedule as presented. Heather Wichert seconded. Motion carried unanimously.

Next Meeting: Wednesday, August 24, 2022, 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.

Heather Wichert adjourned the meeting at 5:52 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

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Tyler Miller, President 307-680-3605 / Date

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Heather Wichert, Vice President 307-351-9354 / Date

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Barb Pilon, Secretary/Treasurer 307-670-7062 / Date

Budget - Overbrook I & S District - 7/1/2022 - 6/30/2023				
Budget Hearing Wednesday, June 22, 2022, 5:30 p.m. at office of Cathey Consulting / District mailing addres PO Box 7221, Gillette, WY 82717				
	ACTUAL YTD (F32)	Budget	ACTUAL YTD (Est)	Budget
	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 6/30/23
Revenue				
Assessments (25 lots X $1,200 ea.)	30,000	30,000	30,000	30,000
Assessments - Interest	33	20	10	20
Assessments - Past Due Overages	292	1,833	316	300
Assessments - past due balances credited from A/R	-292	-1,833	-316	-300
Annual Direct Bill Fee Roads (Wirfel & Cool) - $600 ea.	1,200	1,200	1,200	1,200
Annual Direct Bill Fee (Cool - water) $600	600	600	600	600
Grant - County	4,284	4,769	2,575	4,769
Interest - Bank	38	100	30	100
Other		500		500
Water Overages	7,710	18,000	9,342	18,000
City Billing	3,347		3,052	3,052
Receivables Start of FY		*8,924*		*0*
TOTAL REVENUE	47,212	64,113	46,809	58,241
CASH CARRYOVER		**37,926**		**46,500**
TOTAL REVENUE PLUS CASH CARRYOVER	**47,212**	**102,039**	**46,809**	**104,741**
Expenditures				
Administrative				
Contract Admin./Bookkeeping	5,340	5,340	5,340	5,400
Contract Legal				
Office / Postage / Advertising / Other	256	500	525	500
Travel				
TOTAL ADMINSTRATIVE	5,596	5,840	5,865	5,900
Indirect				
Insurance - Bond	100	100	100	100
Insurance - Other				
TOTAL INDIRECT COSTS	100	100	100	100
Operations				
Misc (Cash Carryover less reserves)		*37,926*		*46,500*
Roads - Rock / Major Road Work				
Roads / Weed Spraying / Dust Control	17,527	19,077	948	19,077
Water System				
City of Gillette ($6.50 X 26 = $169/mo. minimum)	5,375	5,500	5,080	5,500
Chemicals	2,726	3,921	2,805	3,921
Locate (One Call of Wy)	44	100	20	100
Water System Repairs	31,955	13,870	13,590	4,946
Testing (6/11/18 & 2020 - SOC/VOC $1232)	1,752	1,000	394	1,000
Utilities	6,644	7,500	6,511	7,500
Tank Cleaning (2018 last cleaning)	0	0	0	0
Water Operator / Meters / Billing	5,508	5,508	6,405	10,197
Water Meter Readings	780	780	780	
Total Water System:	**54,784**	**38,179**	**35,585**	**33,164**

Payables - Start of the FY		*917*		*0*
TOTAL OPERATIONS (WITHOUT ROLLOVER)	72,311	58,173	36,533	52,241
TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	72,311	96,099	36,533	98,741
TOTAL EXPENDITURES	**78,007**	**102,039**	**42,498**	**104,741**
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES				
TOTAL EXP. PLUS NET RESERVES	78,007	102,039	42,498	104,741
Receivables Start of FY	3,641		5,925	
Payables Balance Start of FY	3,892		1,665	
	6/30/2020	**6/30/21 (EST)**	**6/30/2021**	**6/30/21 (EST)**
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	76,233	37,926	37,929	46,500
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	**76,233**		**37,929**	
Receivables Balance End of FY	8,923			
Payables Balance End of FY	1,665			
End of Year Bank Balance (Estimated)	37,929		46,500	
Net per year (Revenue minus Expenses)	-30,795	0	4,311	0
Net (including cash carryover)	-30,795	0	4,311	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 (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.