

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES
WEDNESDAY, JUNE 30, 2021, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Tyler Miller, Barb Pilon, Heather Wichert

OTHERS PRESENT: Helenanne Cathey, Tracy Overton, Cathy Overton, Jason Wichert

BUDGET HEARING

Tyler Miller called the budget hearing to order at 6:33 p.m. The budget was reviewed. There was an opportunity for public comment. There was discussion. Tyler Miller adjourned the budget hearing at 6:53 p.m.

REGULAR MEETING

Tyler Miller called the regular meeting to order at 6:53 p.m.

- I. Adoption of Budget** – Barb Pilon moved to adopt the budget for 7/1/21 – 6/30/22 for \$102,039 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** – Heather Wichert moved to approve the April 7, 2021, regular meeting minutes as presented. Barb Pilon 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 Heather Wichert and Barb Pilon voting aye. Tyler Miller abstained.

Bank Balance End of Last Meeting: **\$39,309.30**

03/31/21	Interest	\$2.68	
	Adjusted Balance Forward:		\$39,311.98

04/09/21	Deposit – Water	\$39.69	
04/12/21	Deposit – Assessm.	\$2,433.14	
04/23/21	Deposit – Water	\$331.72	
04/28/21			
AUTO	Powder River Energy	10349101 Electricity 3/1/21-4/1/21	\$427.60
04/30/21	Deposit – Water	\$19.38	
04/30/21	Interest	\$2.55	
05/10/21	Deposit – Assessm.	\$600.00	
05/13/21	Deposit – Water	\$34.99	

Bills Paid May, 2021:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	10349101 Electricity 4/1/21-5/1/21	\$421.42
5396	Black Hills Energy	3/29-4/26/21 2 to 3 usage	\$29.59
5397	Cathey Consulting	Inv. 5994 – Apr. Admin./Bookkeeping/Compl.	\$452.70
5398	City of Gillette	Bill 1238481 – 4/1-5/3/21 Regional Water 1536-1536 / 0 gal.	\$169.00
5399	Hawkins, Inc.	Inv. 4916815 – Azone 15	\$325.61
5400	One-Call of Wyoming	Inv. 59160 – Jan. & Mar. locate tickets	\$3.00
5401	Water Guy	Inv. 2021-378 – Apr. Water Oper/Readings	\$524.00
	TOTAL		\$1,925.32

05/31/21	Interest	\$2.48	
06/14/21	Deposit – Assessm.	\$11,546.13	
06/17/21	Deposit – Water	\$342.94	
06/18/21	Deposit - Water	\$112.38	
06/25/21	Deposit – Water	\$28.12	
06/29/21	Deposit – Water	\$63.68	

06/30/21 Deposit – Water \$31.41

BALANCE PRIOR TO MEETING:

\$52,547.67

Bills Paid At Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Powder River Energy	Acct 10349101 – 5/1/21 – 6/1/21 \$477.71
5402	Black Hills Energy	Gas 4/26-5/25/21 3 to 3 \$29.00
5403	Cathey Consulting, LLC	Inv. 6039 – May, 2021 Admin./Books/Compl. \$447.75 \$907.05
		Inv. 6083 – June, 2021 Admin./Books/Compl. \$459.30
5404	City of Gillette	Bill 1256052 – 5/3-6/1/21 – 248,000 gal. water \$915.48
5405	Dustbusters, Inc.	Inv. 67432 – Dustguard applied 6/9/21 \$5,715.90
5406	Earth Work Solutions	Inv. 36467 – Blade roads / add limestone / spread rock \$5,249.28
5407	Energy Laboratories	Inv. 393661 – Testing/CCR \$125.00
5408	Gillette News-Record	Ad 00367277 – Budget hearing ad \$70.88
5409	Water Guy, LLC	Inv. 2021-478 – May Water Op./Meters \$524.00 \$1,131.28
		Inv. 2021-585 – June Water Op./Meters/CCR notice \$607.28

Total Bills: \$14,621.58

BALANCE AFTER BILLS:

\$37,926.09

Receivables Balance: \$6,280.02 – The consensus is to write off \$0.88 that wasn't paid when a property sold (29 Overbrook Road). The title companies will be contacted regarding the balance still due on 147 Overbrook Road as it has sold to someone else and there are still overage fees due.

IV. Water / Well Update – The water system was discussed. Tyler Miller reported that we continue to blend the City water with the District's well water. There have been some complaints about the harder water from the City, but the consensus is to continue to blend water to hopefully avoid problems with the District's well. There was discussion about water quality.

V. Unfinished Business

- Enlargement – No update. Barb Pilon will make a phone call to see if there is any other interest in enlargement.
- Road work / dust control – Invoices were received and grant paperwork was completed to submit for reimbursement and close out the grant. The grant amount should be \$2,644.
- Black Hills Energy – Tyler Miller will follow up with Black Hills Energy.

VI. New Business

- Pole Barn Construction at 29 Overbrook Road – Jeff Parker is building a pole barn at 29 Overbrook Road. He will submit plans when ready.
- Official Depository – Heather Wichert motion to designate First National Bank as the official depository for 7/1/21 – 6/30/22. Tyler Miller seconded. Motion carried unanimously.
- Public Records Notice – Two Board members signed the Public Records Notice.
- Director Election (Nov. 2, 2021 – Pilon – 4 years) – The following legal ad will run July 13, 2021:

**NOTICE OF DIRECTOR ELECTION
OVERBROOK IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING**

Public Notice is hereby given that on Tuesday, November 2, 2021, an election shall be held for the purpose of electing one Director to serve a four (4)-year term on the Board of the Overbrook Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 2, 2021, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District or with Helenanne Cathey (685-8235 or hcathey@collinscom.net) between August 4, 2021, and August 24, 2021. A qualified elector means a person who is an owner of land within

the district, or the person holding record fee title to real property, or a registered voter of the District.

Barb Pilon, Secretary/Treasurer / Filing Officer
Overbrook Improvement & Service District

Next Meeting: Wednesday, August 25, 2021, 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.

Tyler Miller adjourned the meeting at 7:12 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 - 7/1/2021 - 6/30/2022					
Budget Hearing Wednesday, June 30, 2021, 6:30 p.m. at office of Cathey Consulting / District mailing address PO Box 7221, Gillette, WY 82717					
		ACTUAL YTD (F32)	Budget	ACTUAL YTD (Est)	Budget
		7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/21 - 6/30/22
Revenue					
	Assessments (25 lots X \$1,200 ea.)	30,000	30,000	30,000	30,000
	Assessments - Interest	18	20	33	20
	Assessments - Past Due Overages		463	292	1,833
	Assessments - past due balances credited from A/R		-463	-292	-1,833
	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	4,285	4,769
	Interest - Bank	92	100	35	100
	Collins				
	Customer Charges				
	Other	332	500		500
	Water Overages	3,696	18,000	7,710	18,000
	City Billing			3,347	
	<i>Receivables Start of FY</i>		3,641		8,924
	TOTAL REVENUE	35,938	59,204	47,210	64,113
	CASH CARRYOVER		76,232		37,926
	TOTAL REVENUE PLUS CASH CARRYOVER	35,938	135,436	47,210	102,039
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping (\$445/mo.)	5,340	5,340	5,340	5,340
	Contract Legal				
	Office / Postage / Advertising / Other	476	500	257	500
	Travel				
	TOTAL ADMINSTRATIVE	5,816	5,840	5,597	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>		76,232		37,926
	Construction Expenditure				
	Roads / Weed Spraying / Dust Control	5,783	20,572	17,527	19,077
	Water System				
	City of Gillette (\$6.50 X 26 = \$169/mo. minimum)	2,031	5,500	5,400	5,500
	Chemicals	3,208	3,921	2,180	3,921
	Locate (One Call of Wy)	37	100	41	100
	Water System Repairs	3,471	5,863	31,954	13,870
	Testing (6/11/18 & 2020 - SOC/VOC \$1232)	627	1,000	1,752	1,000
	Utilities	5,561	7,500	6,420	7,500
	Tank Cleaning (2018 last cleaning)	0	0	0	0
	Water Operator (\$459/mo.)	5,508	5,508	5,508	5,508

	Water Meter Readings (\$65/mo.)	780	780	780	780
	<i>Payables - Start of the FY</i>		2,520		917
	TOTAL OPERATIONS (WITHOUT ROLLOVER)	27,006	53,264	71,562	58,173
	TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	27,006	129,496	71,562	96,099
	TOTAL EXPENDITURES	32,922	135,436	77,259	102,039
	Capital Improvements / Reserves				
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES				
	TOTAL EXP. PLUS NET RESERVES	32,922	135,436	77,259	102,039
	Receivables Start of FY	2,376		3,641	
	Payables Balance Start of FY	2,649		3,892	
		6/30/2019	6/30/20 (EST)	6/30/2020	6/30/21 (EST)
	BEGINNING OF FISCAL YEAR BALANCES				
	GENERAL FUNDS	73,239	76,232	76,233	37,926
	RESERVES BALANCES				
	TOTAL FUNDS BEGINNING OF YEAR	73,239		76,233	
	Receivables Balance End of FY	3,641		8,924	
	Payables Balance End of FY	3,892		917	
	End of Year Bank Balance (Estimated)	76,233		37,926	
	Net per year (Revenue minus Expenses)	3,016	0	-30,049	0
	Net (including cash carryover)	3,016	0	-30,049	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.