OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING / BUDGET HEARING TO AMEND 7/1/18 – 6/30/19 BUDGET
MINUTES
WEDNESDAY, MARCH 27, 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, Don Cool

BUDGET HEARING
Tyler Miller called the budget hearing to order at 5:35 p.m. The 7/1/18 – 6/30/19 budget was reviewed. Because of the extra expenditures this last year, the budget needs to be amended. Tyler Miller adjourned the budget hearing at 5:38 p.m.

REGULAR MEETING
Tyler Miller called the meeting to order at 5:38 p.m. Everyone introduced themselves.

I. **Budget Approval –** Barb Pilon moved to adopt the amended budget for 7/1/18 – 6/30/19 (Revenue/Carryover $149,354 and Expenses $81,300) as presented. Heather Wichert seconded. Motion carried unanimously. The amended budget is attached to these minutes.

II. **Minutes –** Meeting minutes were e-mailed after the last meeting. Barb Pilon moved to approve the January 30, 2019, regular meeting minutes as written. Tyler Miller 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. Barb Pilon seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:			**$55,480.14**
01/31/19	Interest	$7.19	
02/08/19	Deposit – Assessments	$1,200.00	

Bills Paid February, 2019:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	10349101 Electricity 12/29/18 – 2/1/19	$428.07
5254	Black Hills Energy	Gas 12/27/18 – 1/25/19	$5.96
5255	Cathey Consulting	Inv. 4787 – Jan. Admin./Bookkeeping/Compliance	$445.00
5256	City of Gillette	Bill 784225 – January, 2019 Water	$130.00
5257	Hawkins, Inc.	Inv. 4431910 – Azone 15	$315.44

Deposits:

02/13/19	Deposit – Water	$5,234.52	
02/22/19	Deposit – Water	$671.85	
02/28/19	Interest	$6.86	
03/08/19	Deposit – Assessments	$600.00	
03/26/19	Deposit – Water	$4,251.14	
BALANCE PRIOR TO MEETING:			**$66,127.23**

Bills Paid At Meeting:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	Acct 10349101 – 2/1-3/1/19	$ 377.69
5258	Black Hills Energy	Utilities – Gas 1/25-2/26/19	$ 5.96
5259	Cathey Consulting, LLC	Inv. 4828 – Feb., 2019 Admin./Books/Compl.	$ 445.00
5260	City of Gillette	Inv. 800943 – Feb., 2018 water (0 gal.)	$ 130.00
5261	Gillette News-Record	Ad 00349608 – legal ad for amended budget	$ 42.72
5262	One-Call of Wyoming	Inv. 49889 – July & Sep. tickets	$ 2.25
5263	Water Guy, LLC	Inv. 2019-141–Feb. Water Op. & repair $628.69 Inv. 2019-254 –Mar Water Op. $524.00	$ 1,152.69
Total Bills:			$ 2,156.31
BALANCE AFTER TREASURER'S REPORT AND BILLS APPROVED:			**$63,970.92**

Receivables Balance: $16,082.93 – There was discussion on the meter readings. There was one overage in March for a property where no one is living there. Tyler Miller will contact the landowner and Water Guy if needed. Helenanne Cathey will hold off on billing until Tyler Miller follows up with the landowner and Water Guy.

IV. Water / Well Update – Water system usage information was reviewed. There was discussion on water quality and one person on the District's water system that has issues when the system is flushed and other times.

V. Covenants Issues

a. There was discussion on a letter to landowners at 58 Overbrook and 49 Overbrook regarding bringing the properties into compliance with the covenants. Tyler Miller reported that the District won a settlement a few years ago relating to the covenants with these properties. A letter was drafted and reviewed to send to the landowners giving them until June 1, 2019, to come into compliance.

VI. Unfinished Business

a. Enlargement – There was discussion on enlarging the District to include the three lots outside of the District that use the District's road. Tyler Miller reported that the attorneys that presented a training for Cathey Consulting said that they thought there was a way to enforce payments from landowners that are using the District's road. Helenanne Cathey will follow up with the attorneys.

b. Unpaid water fees – There was discussion on assessing properties that don't pay water overages by July 1 of each year. Most people have paid their bills, and it generally isn't an issue. However, there are three that have not paid yet. Bills will continue to be sent monthly to any account that has an outstanding balance. There was discussion on the billing. The consensus of the Board is to adopt a policy to assess any fees not paid by the budget hearing each year along with the annual assessment. This will be discussed at the next meeting and finalized at the budget hearing in July.

c. Regional water

1) Tyler Miller contacted Levi Jensen with the City to see if the flow rate / design for the regional connection has been addressed to provide an adequate flow rate that will meet the demand the District needs the next time the District uses the regional water. When the regional connection was designed for Overbrook, the City got bad data, so the District was only designed to receive 5 gpm, which will never take care of the District's water supply needs. We didn't know that until we turned the water on. The City ended up direct feeding the District from the main line when we had the emergency last year. The City has a new valve that they will be installing, and it will increase the flow to 25 gpm. It won't be enough to sustain the subdivision constantly, but as long as we keep the water tank, it will be sufficient.

2) The District is currently being billed at the intermittent monthly rate from the City for regional water which is $5.00 per tap per month. This is lower than the $6.50 per tap per month rate for regular, full-time users, but if water is used, the charge at the intermittent rate is $6.03 per 1,000 gallons instead of $3.01 per 1,000 gallons that accompanies the $6.50 per month regular rate. If any water is used, it is much more advantageous to be at the regular, full-time rate. Tyler Miller will talk to Levi Jensen about the rates and see what it would take to switch to the lower usage rate if the District were to switch to City water in an emergency. Is it more advantageous to switch now or should we wait until it happens? How quickly can the City switch the District to the lower usage rate?

VII. New Business

a. Budget for 7/1/19 – 6/30/20 – There was discussion on getting a County grant in place for dust control, rock, and possibly a paved approach (at least identify the cost and see if the County would help with the cost). Tyler Miller will gather bids and work with Helenanne Cathey to submit a grant application to the County. The budget will be updated over the next few months.

Upcoming Meeting: Wednesday, May 29, 2019, 5:30 p.m. (Regular Meeting) and Wednesday, July 17, 2019, (Budget Hearing / 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 moved to adjourn. Barb Pilon seconded. The meeting adjourned at 6:53 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 - 7/1/18 - 6/30/19 (AMENDED)					
Hearing to Amend Budget Wednesday, March 27, 2019, 5:30 p.m. at office of Cathey Consulting / District mailing addres PO Box 7221, Gillette, WY 82717					
	Actual	Actual (Cash Basis - F32)	Budget	ACTUAL YTD (Accrual)	AMENDED BUDGET
	7/1/16 - 6/30/17	7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/18 - 6/30/19	7/1/18 - 6/30/19
Revenue					
Assessments (25 lots X $1,200 ea.)	31,898	30,010	30,000	30,000.00	30,000.00
Assessments - Interest					
Annual Direct Bill Fee (Wirfel & Cool - Roads) - $600 ea.				1,200.00	1,200.00
Annual Direct Bill Fee (Cool - water) $600				600.00	600.00
Grant - County	4,163	0	4,000		
Interest - Bank	42	91	32	64.62	100.00
Customer Charges	9,072	11,059	9,000		
Other	124	31		201.45	500.00
Water Overages				16,520.43	20,000.00
Receivables Start of FY					
TOTAL REVENUE	45,299	41,191	43,032	48,586.50	52,400.00
CASH CARRYOVER	**84,140**	**75,000**	**96,954**	**96,954.00**	**96,954.00**
TOTAL REVENUE PLUS CASH CARRYOVER	**129,439**	**116,191**	**139,986**	**145,540.50**	**149,354.00**
Expenditures					
Administrative					
Contract Admin./Bookkeeping ($445/mo.)				1,780.00	3,600.00
Contract Legal					
Office / Postage / Advertising / Other	103	151	100	96.72	500.00
Travel					
TOTAL ADMINSTRATIVE	103	151	100	1,877	4,100
Indirect					
Insurance - Bond	100	100	100	100	100
Insurance - Other					
TOTAL INDIRECT COSTS	100	100	100	100	100
Operations					
Misc (Cash Carryover less reserves)					
Construction Expenditure	16,706	5,763			
Roads				1,595.71	1,600.00
Water & Roads	18,948	22,363	29,236		
Water System					
City of Gillette				5,086.13	5,700.00
Chemicals				2,264.81	2,500.00
Locate (One Call of Wy)				53.75	100.00
Water System Repairs				43,429.75	50,000.00
Utilities				5,322.96	9,000.00
Tank Cleaning (2018 last cleaning)				1,500.00	1,500.00
Water Operator ($459/mo.)				4,131.00	6,000.00
Water Meter Readings ($65/mo.)				455.00	700.00
Payables - Start of the FY			*0*		
TOTAL OPERATIONS (WITHOUT ROLLOVER)	35,654	28,126	29,236	63,839	77,100
TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	35,654	28,126	29,236	63,839	77,100
TOTAL EXPENDITURES	**35,857**	**28,377**	**29,436**	**65,816**	**81,300**

Capital Improvements / Reserves					
Deposits into Reserves					
Payments from Reserves					
TOTAL DEPOSITS TO RESERVES	0	0	0		
TOTAL EXP. PLUS NET RESERVES	35,857	28,377	29,436	65,816	81,300
Receivables Start of FY	0	0			
Payables Balance Start of FY	0	0			
	7/1/2016	**7/1/2017**	**6/30/2018 (EST)**	**6/30/2018 (EST)**	**6/30/2018 (EST)**
BEGINNING OF FISCAL YEAR BALANCES					
GENERAL FUNDS	84,140	75,000	96,954	96,954	96,954
RESERVES BALANCES					
TOTAL FUNDS BEGINNING OF YEAR	**84,140**	**75,000**	**96,954**	**96,954**	**96,954**
Receivables Balance End of FY	0	0			
Payables Balance End of FY	0	0			
End of Year Bank Balance (Estimated)	93,582	87,814			
Net per year (Revenue minus Expenses)	9,442	12,814	13,596	-17,229	-28,900
Net (including cash carryover)	93,582	87,814	110,550	79,725	68,054

Budget Message: We do not have any formal financial policies other than $1,200 per lot levy for road and water. We also bill for water usage the months of May, June, July, August and September. We currently don't have any reserve accounts set up. It is just a general fund.

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.