

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, MARCH 29, 2023, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE

BOARD MEMBERS PRESENT: Tyler Miller, Barbara Pilon, Heather Wichert
 OTHERS PRESENT: Helenanne Cathey, Jason Wichert, Bill Carson

Tyler Miller called the meeting to order at 5:30 p.m.

- I. Bill Carson / Midwest Assistance Program** – Midwest Assistance Program is a non-profit organization that provides technical assistance to small water systems and wastewater systems that have fewer than 3,000 people. They work with a number of small towns, and they can help with compliance issues, training, emergency response plans, lead and copper rule revisions, funding applications, GIS mapping, etc. Bill Carson input the District's data (costs, water usage, budget, etc.) into a program that does a rate analysis. He provided a presentation reviewing the current rates and budget in order to analyze the current rate structure and determine what changes should be made to cover increasing costs. The program was provided to the District for further study.
- II. Minutes** – Barb Pilon moved to approve the minutes for the January 25, 2023, regular meeting as presented. 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 unanimously.

Bank Balance End of Last Meeting:			\$32,041.82
Ck# 5497 to Hawkins for \$273.10 (1/25/23)	VOIDED	\$273.10	
Hawkins hadn't received payment by 3/15/23.			
Adjusted Balance Forward:			\$32,314.92
1/27-1/31/23	Deposits – Water	\$37.12	
01/31/23	Interest	\$9.96	
2/1-2/28/23	Deposits – Water	\$905.96	
02/09/23	Deposit – Assessments	\$1,200.00	
02/28/23	Interest	\$9.01	
Bills Paid in February:			
Ck#	Payee – Purpose		<u>Amount</u>
AUTO	Black Hills Energy Gas 12/27/22-1/25/23 Readings 1157-1157 (0)		\$29.00
AUTO	Powder River Energy 10349101 Electricity 1/1-2/1/23		\$380.09
5499	VOID		
5500	Cathey Consulting Inv. 6910 – Jan. Admin./Bookkeeping/Compliance		\$450.00
5501	City of Gillette Bill 1594252– 1/4/23-2/2/23 Regional Water		\$195.00
	5467-5467 = 0 gal.		
5502	Water Guy, LLC Inv. 2023-70 – Jan. Water Operator/Meter Rdgs.		\$849.80
TOTAL			\$1,903.89
0306/23	Deposit-Xpress bill pay \$0		
03/08/23	Deposit – Roads \$100.00		
	(Buckner)		
BALANCE PRIOR TO MEETING:			\$32,673.08

Bills Paid At This Meeting:			
Ck#	Payee – Purpose		<u>Amount</u>
AUTO	Black Hills Energy Gas 1/25-2/27/23 Readings 1157-1157 (0)		\$29.00
AUTO	Powder River Energy 10349101 Electricity 2/1/23-3/1/23		\$439.70
5495	Cathey Consulting Inv. 6870 – Dec. Admin./Bookkeeping/Compl./Postage/		\$450.00

5496	City of Gillette	Bill 1577615 – 12/2/22-1/4/23 Regional Water 5467-5467 / 0 gal.	\$195.00
5497	Hawkins, Inc.	Inv. 6362411 – Azone 15-mini-bulk \$273.10 REISSUE payment – see note above	\$733.31
5498	Water Guy	Inv. 6425358 – Azone 15-mini-bulk \$460.21 Inv. 2023-161 – Feb. Water Operator / meter readings / billing	\$849.80
Total Bills:			\$2,696.81
BALANCE AFTER BILLS:			\$29,976.27
Receivables Balance: \$15,286.44 (Assessments \$14,400 / Water \$386.44 / Road Fee \$500)			

IV. Water / Well Update –

- a. Well evaluation and air lifting well – The project is complete. No invoices were received from Water Guy relating to this project. The consensus is to wait a little longer to make sure there aren't any other invoices before closing out the grant.
- b. Water System Review – There was discussion on the water system and the gas bill and generator. The gas isn't connected right now because Duaine Faucett has advised that there is a leak. A homeowner had a high usage this month and last month and they called Water Guy to report that they had a leaking toilet.
- c. Lead and Copper Rule / Service Line Inventory – The District has until October of 2024 to put together an inventory.

V. Unfinished Business

- a. Road Work (rock and dust control) / County grant application – Helenanne Cathey contacted contractors for bids for 200 tons W-base delivered to the two curves on Overbrook Road, approach on Force Road and other thin areas as needed and for an application of Dust Control. Bids were received as follows:

Rock:	
Earthwork Solutions	\$5,600.00*
Kuhbacher Trucking	\$6,900.00
Melgaard Construction	\$7,000.00
Dust Control:	
Dustbusters, Inc.	\$7,735.20*
*Total project Cost:	
25% County grant:	\$3,333.80
District Cost	\$10,001.40

Barb Pilon moved to approve and sign the grant application and proceed with Earthwork Solutions and Dustbusters, Inc for road work and dust control after the grant is approved. Heather Wichert seconded. Motion carried with Barb Pilon and Heather Wichert voting aye. Tyler Miller abstained.

VI. New Business

- a. Rate Analysis / Midwest Assistance – Bill Carson provided a presentation at the start of the meeting.
- b. The Wyoming Association of Special Districts is an organization that advocates for special districts and provides a Board training online program. The cost to join would be \$100.
- c. A Choice Gas Supplier Selection Form was received. The consensus was to stay with the current provider and not submit any paperwork for changes.
- d. The budget for 7/1/23 – 6/30/24 was discussed. Cathey Consulting will increase her fee by 5% starting July 1st. The consensus is to meet in April to review the rate study and work on the budget. A proposed budget will need to be submitted to the County and State by June 1st. A final budget will be adopted at the end of June or first part of July.

Next Meeting: Wednesday, April 19, 2023, 5:30 p.m. (Regular Meeting) / Wednesday, May 31, 2023, 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 6:56 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