

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, MARCH 30, 2022, 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, Michael Sullivan, Morgan Johnson

Tyler Miller called the meeting to order at 5:34 p.m.

- I. Minutes** – Barb Pilon moved to approve the February 16, 2022, regular meeting minutes as presented. Heather Wichert seconded. Motion carried unanimously.
- II. 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: **\$48,661.84**

2/17-2/28/22	Deposits - Water	\$267.37
02/28/22	Interest	\$2.69
3/1-3/29/22	Deposits – Water	\$224.99
3/10/22	Deposits – Assessm.	\$600.00

BALANCE PRIOR TO MEETING: **\$49,756.89**

Bills Paid At Meeting:

<u>Ck#</u>	<u>Payee – Purpose</u>	<u>Amount</u>
AUTO	Black Hills Energy Gas 1/25-2/23/22 5 to 6	\$29.86
AUTO	Powder River Energy Acct 10349101 – 2/1-3/1/22	\$291.39
5449	Cathey Consulting, LLC Inv. 6461 – Feb., 2022 Admin./Books/Compl.	\$460.66
5450	City of Gillette Bill 1408761 – 2/2-3/2/22 – 121,000 gal. water	\$533.21
5451	Water Guy, LLC Inv. 2022-179 – Feb. Water Op./Meters	\$524.00
Total Bills:		\$1,839.12

BALANCE AFTER BILLS: **\$47,917.77**

Receivables Balance: \$15,888.26

- III. Water / Well Update** –
- Water Well Issues – A disk was located in the District's files, and there was hope that it was a video of the well, but it was corrupted and wouldn't work. We have been unable to find any videos on the water well so it will have to be done again. Weston Engineering provided a proposal for well evaluation and will also provide a proposal for flushing the well out. A District Support Grant application was drafted but needs to be updated with the flushing of the well. Barb Pilon moved to approve a grant application for well evaluation and air lifting the well when the proposal is received from Weston Engineering. Heather Wichert seconded. Motion carried unanimously.
 - Barb Pilon moved to approve the meter readings and billing for February. Heather Wichert seconded. Motion carried unanimously.
 - Water Guy's service agreement was discussed. Tyler Miller reported that he talked to Collins Communications about meter readings and they aren't able to do any meter reading. The City was then contacted, and the City explained that it is expensive. The radios inside of the meter pits send out a signal, but each radio is programmed with whose house it is, and when Water Guy drives by, their equipment picks up a signal for that property, and the information loads into their equipment. That data is scrambled unless you have that particular reader and software package. The City of Gillette is willing to discuss a potential arrangement with the District. There was discussion on the District doing meter readings ourselves. Board members will continue to investigate. The water service agreement will be tabled for another month.

IV. Unfinished Business

- Enlargement / Ludog Subdivision

- 1) County approved a grant application on 2/1/22 for \$4,500 for costs for the enlargement (100% reimbursement up to \$4,500 maximum).
- 2) Department of Revenue Enlargement petition to be heard by the County Commissioners on April 5th and a public hearing to be held May 5th.
- 3) Invoices received (pending enlargement approval)
 - 1) PCA Engineering invoice 22623 2/7/22
Engineering 1/1/22 – 1/31/22 for survey for enlargement. \$750.00
- b. 58 and 49 Overbrook – Someone is working on these properties.
- c. Budget for 7/1/22 – 6/30/23 – The budget was discussed and updated. Barb Pilon moved to approve the proposed budget as discussed. Heather Wichert seconded. Motion carried unanimously. The budget is attached to these minutes.

V. New Business

- a. Homeowner request - Mike Sullivan came to the meeting to explain a fence he is proposing at 84 Overbrook Ct. There was discussion. The County recommends that homeowners don't build inside of easements. After discussion, the Board didn't have any issues with the proposed plan.
- b. A copy of the EPA Sanitary Survey from August of 2020 was available for review. It was received in the mail this week. Water Guy should take care of any issues if there were any, and the report will be filed.

Next Meeting: Wednesday, April 20, 2022, 5:30 p.m. (Regular Meeting) / Wednesday, June 22, 2022, 5:30 p.m. (Budget Hearing and 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 6:28 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 - 7/1/2022 - 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
	Assessments - Cool + 3 additional lots - direct bill)				4,800
	Annual Direct Bill Fee (Wirfel & Cool - Roads) - \$600 ea.	1,200	1,200	1,200	
	Annual Direct Bill Fee (Cool - water) \$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
	<i>Receivables Start of FY</i>		8,924		0
	TOTAL REVENUE	47,212	64,113	46,809	61,241
	CASH CARRYOVER		37,926		46,500
	TOTAL REVENUE PLUS CASH CARRYOVER	47,212	102,039	46,809	107,741
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				
	<i>Misc (Cash Carryover less reserves)</i>		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	7,946
	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	10,198
	Water Meter Readings	780	780	780	

	Total Water System:	54,784	38,179	35,585	36,165
	<i>Payables - Start of the FY</i>		<i>917</i>		<i>0</i>
	TOTAL OPERATIONS (WITHOUT ROLLOVER)	72,311	58,173	36,533	55,242
	TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	72,311	96,099	36,533	101,742
	TOTAL EXPENDITURES	78,007	102,039	42,498	107,742
	Capital Improvements / Reserves				
	Deposits into Reserves				
	Payments from Reserves				
	TOTAL DEPOSITS TO RESERVES				
	TOTAL EXP. PLUS NET RESERVES	78,007	102,039	42,498	107,742
	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 (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.