

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, MAY 27, 2020, 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

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

- I. Minutes** – Barb Pilon moved to approve the January 29, 2020, regular meeting minutes as written. Heather Wichert seconded. Motion carried unanimously. There was no meeting in March due to COVID-19 social distancing restrictions and concerns.
- 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: **\$70,561.52**

01/31/20 Interest \$8.97
02/10/20 Deposit – Assessments \$1,200.00

Bills Paid February, 2020:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	10349101 Electricity 1/1/20-2/1/20	\$337.73
5317	Black Hills Energy	Gas 12/27/19-1/27/20 \$5.96	\$4.34
		\$1.62 credit applied to bill	
5318	Cathey Consulting	Inv. 5323 – Jan. Admin./Bookkeeping/Compl.	\$445.00
5319	City of Gillette	Bill 985981 – Jan. Regional Water 0 gal.	\$169.00
5320	Hawkins, Inc.	Inv. 4651430 – Azone 15-bulk	\$373.13
5321	Water Guy	Inv. 2019-1145 – Jan. Water Oper/Readings/Repair	\$951.08
TOTAL			\$2,280.28

02/29/20 Interest \$8.43
3/1-3/31/20 Deposits (Water) \$0
03/09/20 Deposit (Assessm.) \$600.00

Bills Paid March, 2020:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	10349101 Electricity 2/1/20-3/1/20	\$320.67
5322	Black Hills Energy	Gas 1/27-2/26	\$4.31
5323	Cathey Consulting	Inv. 5371 – Feb. Admin./Bookkeeping/Compl.	\$455.45
5324	City of Gillette	Bill 1002710 – Feb. Regional Water 0 gal.	\$169.00
5325	Water Guy	Inv. 2019-1221 – Feb. Water Oper/Readings	\$524.00
TOTAL			\$1,473.43

03/31/20 Interest \$6.78
4/1-4/30/20 Deposits (Water) \$0

Bills Paid April, 2020:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	10349101 Electricity 3/1/20-3/30/20	\$340.33
5326	Black Hills Energy	Gas 2/26-3/27	\$5.96
5327	Cathey Consulting	Inv. 5414 – Mar. Admin./Bookkeeping/Compl.	\$446.65
5328	City of Gillette	Bill 1021007 – Mar. Regional Water 0 gal.	\$169.00
5329	Water Guy	Inv. 2019-1307 – Mar. Water Oper/Readings	\$524.00
TOTAL			\$1,485.94

04/30/20 Interest \$5.60
5/1-5/20/20 Deposits (Water) \$0
05/11/20 Deposit (Assessm.) \$600.00

BALANCE PRIOR TO MEETING: **\$67,751.65**

Bills Paid At Meeting:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	Acct 10349101 – 3/30-4/29/20	\$ 382.69
NA	Black Hills Energy	Gas \$5.96 / 2/26 & 3/27 bills cancelled (Credit of \$11.92)	
		Credit balance of \$5.96 remaining.	
5330	Cathey Consulting, LLC	Inv. 5452 – Apr., 2020 Admin./Books/Compl.	\$ 446.65
5331	City of Gillette	Inv. 1037531 – 4/1-5/1/20 water (0 gal.)	\$ 169.00
5332	One Call of Wyoming	Inv. 55617 – Jan., and Mar. locates	\$ 3.00
5333	Water Guy, LLC	Inv. 2019-1414– Apr. Water Op./Meters	\$ 524.00
	Total Bills:		\$ 1,525.34
	BALANCE AFTER TREASURER’S REPORT AND BILLS APPROVED:		\$ 66,226.31
	Receivables Balance: \$14,563.26		

III. Water / Well Update – Water system usage information was available.

IV. Unfinished Business

- a. Enlargement – There was discussion on the potential of enlarging the District.
- b. There was discussion on the policy to assess past due water billing accounts along with the tax assessments each July. There was an opportunity for public comment. Tyler Miller moved to adopt the policy to allow the District to add past due water billing with assessments each July. Barb Pilon seconded. Motion carried unanimously.

V. New Business

- a. Building / Storage / Covenants – There was discussion on covenants. A reminder to homeowners that the covenants do not allow commercial use. The Board cannot approve any non-residential use on properties in Overbrook. The covenants state the following:

Article II – Nature and Purpose of Covenants

Section 3 – Commercial Use:

No part of the residential lots shall be used for manufacturing, mercantile storing, vending or any other commercial business or other non-residential purpose including, but not limited to, stores, shops, repair shops, storage or repair garage, restaurant, dance hall, pipe yard, oil field business, methane business, construction yard, livestock or agricultural enterprise, or other public place of amusement.

- b. Weed spraying – Heather Wichert moved to approve paying for spraying for weeds along the sides of the roads and renting a sprayer. Barb Pilon seconded. Motion carried unanimously.
- c. Budget for 7/1/20 – 6/30/21 – The budget was reviewed for the next fiscal year. Barb Pilon moved to approve the preliminary budget as presented. Heather Wichert seconded. Motion carried unanimously. The budget is attached to these minutes.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
OVERBROOK IMPROVEMENT & SERVICE DISTRICT**

Overbrook Improvement and Service District will hold a public hearing for the 7/1/2020 – 6/30/2021 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4th Street across from Arrow Printing) on Wednesday, July 1, 2020, at 7:00 p.m. Budget summary:

Expenses: Administrative \$5,840 / Indirect \$100 / Operations \$126,250 /
Total Revenue Plus Cash Carryover: \$132,190

The District will approve the assessment of any unpaid water bills and other fees along with the annual assessment through property taxes at this budget hearing and regular meeting.

The complete budget is available online at www.catheyconsulting.net – Overbrook Minutes for May 27, 2020. For questions or for special accommodation requests, call Helenanne Cathey at 307-685-8235.

Next Meeting: Wednesday, July 1, 2020, 7:00 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.

Barb Pilon moved to adjourn the meeting. Heather Wichert seconded. The meeting adjourned at 6:09 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 - 7/1/2020 - 6/30/2021					
Budget Hearing Wednesday, July 1, 2020, 7:00 p.m. at office of Cathey Consulting / District mailing address PO Box 7221, Gillette, WY 82717					
		ACTUAL YTD (F32)	Budget	ACTUAL YTD (Est)	Budget
		7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20	7/1/20 - 6/30/21
Revenue					
	Assessments (25 lots X \$1,200 ea.)	30,000	30,000	30,000	30,000
	Assessments - Interest			20	20
	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		5,143
	Interest - Bank	97	100	92	100
	Collins				
	Customer Charges				
	Other	201	500		500
	Water Overages / City billing	16,687	18,000	2,600	18,000
	<i>Receivables Start of FY</i>		2,376		0
	TOTAL REVENUE	48,785	57,919	34,512	55,563
	CASH CARRYOVER	0	73,239	73,239	76,627
	TOTAL REVENUE PLUS CASH CARRYOVER	48,785	131,158	107,751	132,190
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping (\$445/mo.)	3,560	5,340	5,340	5,340
	Contract Legal				
	Office / Postage / Advertising / Other	116	500	450	500
	Travel				
	TOTAL ADMINSTRATIVE	3,676	5,840	5,790	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>		73,239		76,627
	Construction Expenditure				
	Roads	2,095	20,572	5,619	20,572
	Water & Roads				
	Water System				
	City of Gillette (\$6.50 X 26 = \$169/mo. minimum)	5,684	5,500	2,028	5,500
	Chemicals	2,737	2,500	2,800	2,800
	Locate (One Call of Wy)	58	100	50	100
	Water System Repairs	44,008	5,870	2,324	5,863
	Testing (6/11/18 - SOC/VOC \$1232)	75	1,000	352	1,000
	Utilities	7,012	7,500	5,500	7,500
	Tank Cleaning (2018 last cleaning)	1,500	0	0	0
	Water Operator (\$459/mo.)	5,508	5,508	5,508	5,508
	Water Meter Readings (\$65/mo.)	650	780	780	780
	<i>Payables - Start of the FY</i>		2,649		0

TOTAL OPERATIONS (WITHOUT ROLLOVER)	69,327	51,979	24,961	49,623
TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	69,327	125,218	24,961	126,250
TOTAL EXPENDITURES	73,103	131,158	30,851	132,190
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES				
TOTAL EXP. PLUS NET RESERVES	73,103	131,158	30,851	132,190
Receivables Start of FY	901		2,376	
Payables Balance Start of FY	573		2,649	
	6/30/2018	6/30/2019	6/30/2019	6/30/20 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	96,954	73,239	73,239	76,627
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	96,954		73,239	
Receivables Balance End of FY	2,376			
Payables Balance End of FY	2,649			
End of Year Bank Balance (Estimated)	73,237		76,627	
Net per year (Revenue minus Expenses)	-24,318	0	3,661	0
Net (including cash carryover)	-24,318	0	76,900	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.