

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, MAY 29, 2019, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE

BOARD MEMBERS PRESENT: Barb Pilon, Heather Wichert
BOARD MEMBERS NOT PRESENT: Tyler Miller
OTHERS PRESENT: Helenanne Cathey, Jason Wichert

Heather Wichert called the meeting to order at 5:34 p.m.

- I. Minutes** – Meeting minutes were e-mailed after the last meeting. Barb Pilon moved to approve the March 27, 2019, budget hearing and regular meeting minutes as written. Heather Wichert seconded. Motion carried unanimously.
- II. 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:			\$63,970.92
03/31/19	Interest	\$7.97	
Bills Paid April, 2019:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Powder River Energy	10349101 Electricity 3/1/19 – 3/31/19	\$398.55
5264	Black Hills Energy	Gas 2/26/19 – 3/26/19	\$6.05
5265	Cathey Consulting	Inv. 4869 – Mar. Admin./Bookkeeping/Compl.	\$445.00
		Inv. 4882 – Cert. letter	\$6.85
5266	City of Gillette	Bill 818855 – March, 2019 Water	\$130.00
5267	One Call of Wyoming	Inv. 51694 – March tickets (locates)	\$1.50
TOTAL			\$987.95
Deposits:			
04/10/19	Deposit – Water	\$141.60	
04/30/19	Interest	\$7.90	
05/10/19	Deposit – Assessments	\$600.00	
05/16/19	Deposit – Water	\$1,110.57	
BALANCE PRIOR TO MEETING:			\$64,851.01
Bills Paid At Meeting:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Powder River Energy	Acct 10349101 – 3/31-4/29/19	\$ 369.81
5268	Black Hills Energy	Utilities – Gas 13/26-4/26/19	\$ 5.96
5269	Cathey Consulting, LLC	Inv. 4918 – Apr., 2019 Admin./Books/Compl.	\$ 445.55
5270	City of Gillette	Inv. 834753 – Apr., 2019 water (0 gal.)	\$ 130.00
5271	Energy Laboratories	Inv. 226223 – CCR	\$ 75.00
5271	Water Guy, LLC	Inv. 2019-338–Apr. Water Op.	\$ 524.00
Total Bills:			\$ 1,550.32
BALANCE AFTER TREASURER'S REPORT AND BILLS APPROVED:			\$63,300.69
Receivables Balance: \$14,292.01			

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

IV. Covenants Issues

- a. Casey and Ellen Leshner at 129 Overbrook submitted building plans for an extension on their barn. Barb Pilon moved to approve the plans as presented. Heather Wichert seconded. Motion carried unanimously. A letter was signed to submit to the County and landowner documenting the approval.

- b. A letter was sent to two landowners after the March meeting regarding the landowners not addressing complaints addressed in lawsuit (Gregorson 58 Overbrook & Hanzlik 49 Overbrook). The property has been mowed.

V. Unfinished Business

- a. Enlargement – Discussion at the January meeting regarding enlarging the District to include 3 lots outside of the District that use the District's roads, and one of them uses the District's water. One of the lots has refused to pay the \$600 that the District has billed (Wirfel). Letter was mailed to Mr. Wirfel in February. Helenanne Cathey contacted the attorney who is looking into this issue, and he has not had time to look at it yet.
- b. There was discussion on having an unpaid water fees (policy about assessing if not paid by July 1 each year. Since all but one has paid their water bills, it looks like it may not be an issue. The Board will continue to monitor unpaid accounts.
- c. Regional water – Tyler Miller contacted Levi Jensen with the City regarding staying at the intermittent monthly rate (\$5.00 per month plus \$6.03 per 1,000 gallons) or switching to the regular, full-time user rate (\$6.50 per month plus \$3.01 per 1,000 gallons). Levi Jensen didn't know how quickly the City could convert the rate for the District in the event of an emergency. If the well goes down on a Friday night, and the District has to turn on the regional system, we know that we will go at least a weekend before the City can switch to the full-time user rate (which is half the rate for usage). It doesn't take long at \$6.03 per 1,000 gallons of water to make up the difference in the monthly rate between the \$5.00 intermittent and \$6.50 regular user. Heather Wichert moved to switch the regional water rate to the full time user rate of \$6.50 per month plus \$3.01 per 1,000 gallons when needed. Barb Pilon seconded. Motion carried unanimously.
- d. Roads – There was discussion on roads. The County used to blade in the past, and Earth Work Solutions has bladed if the County wasn't available. The County has indicated that they will not be blading as in the past. Barb Pilon moved to approve Earth Work Solutions to blade the roads on an as needed basis due to the competitive pricing they provide. Heather Wichert seconded. Motion carried unanimously.
- e. 7/1/19 – 6/30/20 – Budget – There was discussion on road work for this year. The roads are in pretty rough shape right now after all of the rain. The District will submit a grant application to the County for rock and mag chloride, but the County won't consider any grant applications until July. Barb Pilon moved to approve the preliminary budget as presented. Heather Wichert seconded. Motion carried unanimously. The preliminary budget is attached to these minutes. The following legal ad will run in the News-Record on July 3, 2019.

LEGAL NOTICE OF PUBLIC BUDGET HEARING OVERBROOK IMPROVEMENT & SERVICE DISTRICT

Overbrook Improvement and Service District will hold a public hearing for the 7/1/2019 – 6/30/2020 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 17, 2019, at 5:30 p.m. Budget summary:

Expenses: Administrative \$5,840 / Indirect \$100 / Operations \$123,869 /
Total Revenue Plus Cash Carryover: \$129,809

The District will finalize a policy to assess unpaid water bills and any 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 29, 2019. For questions or for special accommodation requests, call Helenanne Cathey at 307-685-8235.

VI. New Business

- a. The annual water quality report (consumer confidence report) is available. Water Guy sent a postcard regarding the report availability on Water Guy's website at www.waterguywyoming.com.
- b. An informational newsletter was received from the Wyoming Association of Special Districts. No action was needed at this time.
- c. Barb Pilon moved to designate Helenanne Cathey as the Public Records Person for the District. Heather Wichert seconded. Motion carried unanimously. A form was signed to submit as needed.

- d. Director Election (November 5, 2019 – Miller and Wichert) – The following legal ad will run in the newspaper on July 10, 2019. Helenanne Cathey will send out the application to be on the ballot on August 7th to the District's e-mail list to remind people that if they want to serve on the Board and have their name on the ballot, they need to complete the application and submit it between August 7th and August 27th.

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

Public Notice is hereby given that on Tuesday, November 5, 2019, an election shall be held for the purpose of electing two Directors to serve four (4)-year terms 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 5, 2019, 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 hlcathey@collinscom.net) between August 7, 2019, and August 27, 2019. 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

Upcoming Meeting: Wednesday, July 17, 2019, 5:30 p.m. (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 6:11 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 - 7/1/2019 - 6/30/2020

Budget Hearing Wednesday, July 17, 2019, 5:30 p.m. at office of Cathey Consulting / District mailing address PO Box 7221, Gillette, WY 82717

		Actual (Cash Basis - F32)	Budget (Amended)	ACTUAL YTD (Accrual - EST)	Budget
		7/1/17 - 6/30/18	7/1/18 - 6/30/19	7/1/19 - 6/30/20	7/1/19 - 6/30/20
Revenue					
	Assessments (25 lots X \$1,200 ea.)	30,010	30,000	30,000	30,000
	Assessments - Interest				
	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	0			5,143
	Interest - Bank	91	100	96	100
	Collins				
	Customer Charges	11,059			
	Other	31	500	201	500
	Water Overages		20,000	17,000	18,000
	<i>Receivables Start of FY</i>				
	TOTAL REVENUE	41,191	52,400	49,097	55,543
	CASH CARRYOVER	75,000	96,954	96,954	74,266
	TOTAL REVENUE PLUS CASH CARRYOVER	116,191	149,354	146,051	129,809
Expenditures					
	Administrative				
	Contract Admin./Bookkeeping (\$445/mo.)		3,600	3,560	5,340
	Contract Legal				
	Office / Postage / Advertising / Other	151	500	200	500
	Travel				
	TOTAL ADMINSTRATIVE	151	4,100	3,760	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>				74,266
	Construction Expenditure	5,763			
	Roads		1,600	1,596	20,572
	Water & Roads	22,363			
	Water System				
	City of Gillette		5,700	5,606	5,500
	Chemicals		2,500	2,500	2,500
	Locate (One Call of Wy)		100	60	100
	Water System Repairs		50,000	43,430	6,143
	Testing (6/11/18 - SOC/VOC \$1232)			75	1,000
	Utilities		9,000	7,000	7,500
	Tank Cleaning (2018 last cleaning)		1,500	1,500	0
	Water Operator (\$459/mo.)		6,000	5,508	5,508
	Water Meter Readings (\$65/mo.)		700	650	780
	<i>Payables - Start of the FY</i>				

TOTAL OPERATIONS (WITHOUT ROLLOVER)	28,126	77,100	67,925	49,603
TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	28,126	77,100	67,925	123,869
TOTAL EXPENDITURES	28,377	81,300	71,785	129,809
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES	0			
TOTAL EXP. PLUS NET RESERVES	28,377	81,300	71,785	129,809
Receivables Start of FY	0			
Payables Balance Start of FY	0			
	6/30/2017	6/30/2018 (EST)	6/30/2018 (EST)	6/30/2019 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	75,000	96,954	96,954	74,266
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	75,000	96,954	96,954	
Receivables Balance End of FY	0			
Payables Balance End of FY	0			
End of Year Bank Balance (Estimated)	87,814		74,266	
Net per year (Revenue minus Expenses)	12,814	-28,900	-22,688	0
Net (including cash carryover)	87,814	68,054	74,266	0

Budget Message: The District manages the roads, water and covenants. Assessments are \$1,200 per lot per year. The District had some major well repairs last year so Operations costs were high. Water meters are read year round. 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 (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.