

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, MAY 31, 2023, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE
Revised 6/1/23

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

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

- I. Minutes** – Tyler Miller moved to approve the minutes for the April 19, 2023, regular meeting with check numbers corrected to 5507-5510 (instead of 5499-5502) and revise the March 29th meeting minutes to include corrected check numbers for March bill payments with check numbers 5503-5506 (instead of 5495-5498). 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. Tyler Miller seconded. Motion carried unanimously.

Bank Balance End of Last Meeting: **\$29,383.04**

04/30/23 Interest \$8.88
05/10/23 Deposit – Assessments \$1,200.00

BALANCE PRIOR TO MEETING: **\$30,591.92**

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 3/28-4/25/23 Readings 1157-1157 (0)	\$29.00
AUTO	Powder River Energy 10349101 Electricity 4/1/23-4/30/23	\$360.59
5511	Cathey Consulting Inv. 7044 – Apr. Admin./Bookkeeping/Compl. \$450.00	\$900.00
	Inv. 7087 – May Admin./Bookkeeping/Compl. \$450.00	
5512	City of Gillette Bill 1645188 – 4/3-5/2/23 Regional Water 5467-5467 / 0 gal.	\$195.00
5513	Hawkins, Inc. Inv. 6473615 – Azone 15-mini-bulk	\$356.53
5514	Water Guy Inv. 2023-355 – Apr. Water Operator / meter readings / billing \$849.80	\$1,699.60
	Inv. 2023-446 – May Water Operator / meter readings / billing \$849.80	

Total Bills: \$3,540.72

BALANCE AFTER BILLS: **\$27,051.20**

Receivables Balance: \$13,164.61 (Assessments \$12,000.00 / Water \$664.61 / Road Fee \$500)

- III. Water / Well Update** –
- Water System Review – There haven't been any issues reported regarding water quality. The consensus is to contact Water Guy to turn on the regional water to start blending. Tyler Miller will contact Water Guy.
 - Lead and Copper Rule / Service Line Inventory – The District has until October of 2024 to put together an inventory. No update.
- IV. Unfinished Business**
- Road Work (rock and dust control) – 200 tons W-base delivered to the two curves on Overbrook Road, approach on Force Road and other thin areas as needed. County grant approved by the Commissioners 3/21/23 for \$3,333.80. Work was authorized to proceed 3/29/23. (Earth Work Solutions \$5,600 / Dustbusters, Inc. \$7,735.20 – Total: \$13,335.20). Approximately 160 tons of rock was delivered. The mag chloride was done yesterday. There was discussion on the section of road that is now in the District (down to Ludog Subdivision). The consensus is to put some material down similar to what is already there (scoria).

The County may allow 25% reimbursement on that material with the current grant. Tyler Miller will contact the County regarding the grant.

- b. Budget for 7/1/23 – 6/30/24 – Budget Hearing – Wednesday, July 19, 2023, 5:30 p.m. – The budget was reviewed and updated. The rates were discussed. Costs over the past few years were reviewed. The current water usage rates don't come close to covering the cost of producing water which is over \$7 per 1,000 gallons for the fixed costs for the water system. The City charges the District \$3.09 per 1,000 gallons for regional water. Rates haven't increased since the beginning of the District. \$1,200 per year isn't covering the District's costs. The following proposed rate increases are to be considered for approval at the July 19th budget hearing and regular meeting:

	Current Rates:	Proposed Rates:
Annual Assessment	\$1,200 per lot per year	\$1,920 per lot per year
Water Current base	15,000 gallons per month	5,000 gallons per month
Monthly Water Billing:	\$1.75 per 1,000 gal. over 15,000 to 30,000	\$3.50 per 1,000 gal. over 5,000 to 30,000
	\$3.50 per 1,000 gal. over 30,000 to 50,000	\$4.00 per 1,000 gal. over 30,000 to 50,000
	\$7.00 per 1,000 gal. over 50,000	\$8.00 per 1,000 gal. over 50,000

Heather Wichert moved to approve the proposed budget. Tyler Miller seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the News-Record on July 11, 2023:

LEGAL NOTICE OF PUBLIC BUDGET HEARING OVERBROOK IMPROVEMENT & SERVICE DISTRICT

Overbrook Improvement and Service District will hold a public hearing for the 7/1/2023 – 6/30/2024 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 19, 2023, at 5:30 p.m. Budget summary:

Expenses: Administrative \$6,170 / Indirect \$100 / Operations \$97,872 /
Total Revenue Plus Cash Carryover: \$104,142

The annual assessment will increase to \$1,920 per lot to cover increased costs. The three lots in Ludog Subdivision pay 50% of the assessment (\$960 this year). The water overage rates will increase this fiscal year. The base gallons will decrease to 5,000 gallons (from 15,000 gallons). The rates will be \$0 for up to 5,000 gallons, 5,000 gallons to 30,000 gallons will be \$3.50 per 1,000 gallons, over 30,000 gallons to 50,000 gallons will be \$4.00 per 1,000 gallons and over 50,000 gallons will be \$8.00 per 1,000 gallons. Any unpaid water bills as of the end of June for any property will be added to the annual assessment. The complete budget is available online at www.catheyconsulting.net – Overbrook Minutes for May, 31, 2023. For questions or for special accommodation requests, call Helenanne Cathey at 307-685-8235.

V. New Business

- a. An e-mail was received asking if the shed at 29 Overbrook Road is in compliance with Overbrook Subdivision Covenants. Tyler Miller responded to the e-mail. The Board consensus is that the structures currently in place as of 5/25/2023 at 29 Overbrook Road are in compliance with the covenants of the Improvement and Service District.
- b. Director election (November 7, 2023 – Miller, Wichert – 4 year terms) – The following legal ad will run in the News-Record on Tuesday, July 11, 2023:

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

Public Notice is hereby given that on Tuesday, November 7, 2023, 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 7, 2023, 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 9, 2023, and August 29, 2023. 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

Next Meeting: Wednesday, July 19, 2023, 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 the meeting. Tyler Miller seconded. The meeting adjourned at 6:27 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 - 7/1/2023 - 6/30/2024				
Budget Hearing Wednesday, July 19, 2023, 5:30 p.m. at office of Cathey Consulting / District mailing address PO Box 7221, Gillette, WY 82717				
	ACTUAL (F32)	Budget	ACTUAL (Est)	Budget
	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/23 - 6/30/24
Revenue				
Assessments (25 lots X \$1,920 ea.)	30,000	30,000	30,000	48,000
Assessments - Ludog (3 lots X \$960 ea)				2,880
Assessments - Interest	0	20	10	20
Assessments - Past Due Overages	316	300	0	300
Assessments - past due balances credited from A/R		-300	0	-300
Annual Direct Bill Assessment (Cool) (&Wirfel prior yrs)	1,800	1,800	1,800	1,200
Grant - County	6,081	4,769	6,761	5,000
Interest - Bank	31	100	45	100
Other (22-23 - credit off road billing fees)		500	-2,100	500
Water Overages	7,322	18,000	232	18,000
City Billing	5,590	3,052	5,756	0
Receivables Start of FY				0
TOTAL REVENUE	51,140	58,241	42,504	75,700
CASH CARRYOVER		46,500		28,442
TOTAL REVENUE PLUS CASH CARRYOVER	51,140	104,741	42,504	104,142
Expenditures				
Administrative				
Contract Admin./Bookkeeping	5,476	5,400	5,400	5,670
Contract Legal				
Office / Postage / Advertising / Other	3,388	500	500	500
Travel				
TOTAL ADMINSTRATIVE	8,864	5,900	5,900	6,170
Indirect				
Insurance - Bond	100	100	100	100
Insurance - Other				
TOTAL INDIRECT COSTS	100	100	100	100
Operations				
Misc (Cash Carryover less reserves)		46,500		28,442
Roads - Rock / Major Road Work				
Roads / Weed Spraying / Dust Control	14,820	19,077	14,335	20,000
Water System				
City of Gillette (\$6.50 X 26 = \$169/mo. minimum)	7,696	5,500	7,867	8,000
Chemicals	1,870	3,921	1,900	3,921
Locate (One Call of Wy)	47	100	20	100
Water System Repairs	3,513	4,946	15,378	18,712
Testing (6/11/18 & 2020 - SOC/VOC \$1232)	571	1,000	400	1,000
Utilities	5,749	7,500	6,700	7,500
Tank Cleaning (2018 last cleaning)	0	0	0	0
Water Operator / Meter Reading / Billing / Call out	6,366	10,197	8,193	10,197
Total Water System:	25,812	33,164	40,458	49,430
Payables - Start of the FY				0
TOTAL OPERATIONS (WITHOUT ROLLOVER)	40,632	52,241	54,793	69,430
TOTAL OPERATIONS COSTS (INCLUDES ROLLOVER)	40,632	98,741	54,793	97,872
TOTAL EXPENDITURES	49,596	104,741	60,793	104,142
Capital Improvements / Reserves				
Deposits into Reserves				
Payments from Reserves				
TOTAL DEPOSITS TO RESERVES				
TOTAL EXP. PLUS NET RESERVES	49,596	104,741	60,793	104,142
Receivables Start of FY	8,923		12,306	
Payables Balance Start of FY	1,665		3,680	
	6/30/2021	6/30/21 (EST)	6/30/2022	6/30/2023 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	37,929	46,500	38,105	28,442
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	37,929		38,105	
Receivables Balance End of FY	12,306			
Payables Balance End of FY	3,680			
End of Year Bank Balance (Estimated)	38,105		28,442	
Net per year (Revenue minus Expenses)	1,544	0	-18,289	0
Net (including cash carryover)	1,544	0	-18,289	0
Budget Message: The District manages the roads, water and covenants. The assessment has been at \$1,200 for about 20 years with no increase. The costs have increased over the years, and the District assessment will be increasing this year to \$1,920 to cover increased costs. The three lots in Ludog Subdivision pay 50% of the assessment (\$960 this year). The water overage rates will also increase this next fiscal year. The base gallons will decrease to 5,000 gallons (from 15,000 gallons). The rates will be \$0 for up to 5,000 gallons. 5,000 gallons to 30,000 gallons will be billed at \$3.50 per 1,000 gallons, over 30,000 gallons to 50,000 gallons will be \$4.00 per 1,000 gallons and over 50,000 gallons will be \$8.00 per 1,000 gallons. There are no designated reserves at this time.				

Board Member Signature	Board Member Signature
Directors: Tyler Miller (2023), President / Heather Wichert (2023), Vice President / Barb Pilon (2025), 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 .	