

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, NOVEMBER 20, 2024, 4:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

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

Tyler Miller called the meeting to order at 4:42 p.m.

- I. **Minutes** – Heather Wichert moved to approve the minutes for the September 25, 2024, regular meeting as presented. Barb Pilon 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: | | | \$34,018.34 |
| 9/1-9/25/24 | Deposits – Water | \$662.43 | |
| Adjusted Balance Forward: | | | \$34,680.77 |
| 9/26-9/30/24 | Deposits – Water | \$1,159.56 | |
| 09/30/24 | Interest | \$13.86 | |
| October bills paid: | | | |
| <u>Ck#</u> | <u>Payee – Purpose</u> | | <u>Amount</u> |
| AUTO | Black Hills Energy Gas 8/27-9/25/24 Readings 1169-1169 (0) | | \$40.00 |
| AUTO | City of Gillette Bill 1938226–9/3-10/1/24 Regional Water 2199-2462 - 263,000 gal. | | \$1,007.67 |
| AUTO | Powder River Energy 10349101 Electricity 9/1-10/1/24 | | \$496.89 |
| 5578 | Cathey Consulting Inv. 7773 – Sept. Admin./Bookkeeping/Compliance | | \$472.50 |
| 5579 | Postmaster. Annual box fee | | \$170.00 |
| 5580 | Water Guy, LLC Inv. 2024-1041 – Sept. Water Operator/meters billing | | \$857.80 |
| TOTAL | | | \$3,044.86 |
| 10/1-10/31/24 | Deposits – Water | \$2,423.74 | |
| 10/05/24 | Deposit-Xpress bill pay | \$1,035.92 | |
| 10/09/24 | Deposit – Cool | \$720.00 | |
| 10/31/24 | Interest | \$14.20 | |
| 11/05/24 | Deposit-Xpress bill pay | \$1,141.83 | |
| 11/08/24 | Deposit – Assessments | \$5,280.00 | |
| BANK BALANCE PRIOR TO MEETING: | | | \$43,425.02 |
| Bills Paid At This Meeting: | | | |
| <u>Ck#</u> | <u>Payee – Purpose</u> | | <u>Amount</u> |
| AUTO | Black Hills Energy Gas 9/25-10/29/24 Readings 1169-1169 (0) | | \$40.00 |
| AUTO | City of Gillette Bill 1955704 – 10/1-11/4/24 Regional Water base \$195 5,000 gal. \$15.45 | | \$210.45 |
| AUTO | Powder River Energy 10349101 Electricity 10/1-11/1/24 | | \$457.07 |
| 5581 | Cathey Consulting Inv. 7832 – October Admin./Bookkeeping/Compl. | | \$472.50 |
| 5582 | C N A Surety Bond / Board 12/5/24 – 12/5/25 | | \$100.00 |
| 5583 | Hawkins, Inc. Inv. 6893045 – Azone 15 mini-bulk | | \$515.86 |
| 5584 | Water Guy Inv. 2024-1181 – October Water Operator / meter readings / billing \$857.80 | | \$985.30 |
| | Inv. 2024-1115 – Pressure complaint 10/11/24 – found Pressure in pumphouse fluctuating; cleaned stainer & lines, reset PRV \$127.50 | | |
| Total Bills: | | | \$2,781.18 |
| BALANCE AFTER BILLS: | | | \$40,643.84 |

Receivables Balance: \$47,201.58 (Assessments \$45,723.98 / Water \$1,477.60 as of end of prior month)

III. Water / Well Update –

- a. Water System Review – No update. There haven't been any issues reported. There was discussion on the generator. There was a recent power outage. People regained power to their homes, but the water system was down. There was one leg of the three phase power that was out, so the well didn't have power. People were without water for quite a while (6 hours or more). The generator didn't work at first, but Water Guy got it going.
- b. Lead and Copper Rule / Service Line Inventory – Water Guy will be sending a letter to anyone whose water service lines are of an unknown material; a sample of the letter was reviewed. Water Guy will hold a meeting on December 3, 2024, for Board members regarding the next step in the process for this project.

IV. Unfinished Business

- a. 2025 Road Project – 500 tons of W-base limestone on the two curves on Overbrook Road, the approach to Force Road and the newest section of road south of 199 Overbrook as well as other areas that need rock and dust control. Project estimate \$27,537.26 and Grant request \$6,884.32. County grant approved 11/1/24.

V. New Business

- a. Annual election of officers – Heather Wichert moved to keep the officers the same for the year – Tyler Miller, President / Heather Wichert, Vice President / Barb Pilon, Secretary/Treasurer. Barb Pilon seconded. Motion carried unanimously.

Next Meeting: Wednesday, January 29, 2025, 4:30 p.m. – Regular Meeting at the office of 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 4:55 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Heather Wichert

Signature

Heather Wichert

Printed Name

1/29/2025

Date

Barbara Pilon

Signature

Barbara Pilon

Printed Name

1/29/25

Date

Tyler Miller, President 307-680-3605 / Heather Wichert, Vice President 307-351-9354 /
Barb Pilon, Secretary/Treasurer 307-670-7062