

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
MONDAY, NOVEMBER 25, 2019, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

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

Tyler Miller called the meeting to order at 5:40 p.m.

- I. Minutes** – Meeting minutes were e-mailed after the last meeting. Heather Wichert moved to approve the September 25, 2019, regular meeting minutes as written. Tyler Miller 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: **\$62,294.09**

09/26/19 Deposit – Water \$201.25
09/30/19 Interest \$7.88
10/04/19 Deposit – Water \$119.00

Bills Paid October, 2019:

Ck#	Payee – Purpose	Amount
AUTO	Powder River Energy 10349101 Electricity 9/1-10/1/19	\$614.61
5297	Black Hills Energy Gas 8/28-9/25/19	\$6.09
5298	Cathey Consulting Inv. 5142 – Sep. Admin./Bookkeeping/Compl. \$454.90	\$509.70
	Inv. 5163 – Director election mailing \$54.80	
5299	City of Gillette Bill 920075 – Sep. 2019 Regional Water 0 gal.	\$169.00
5300	Hawkins, Inc. Inv. 4582953 – Azone 15	\$519.19
5301	One-Call of Wyoming Inv. 53624 – July, Aug., Sep. Locate Tickets	\$3.00
5302	Postmaster Annual box fee	\$56.00
5303	Water Guy Inv. 2019-802 – Sep. Water Oper/Readings/Repair	\$2,414.00
TOTAL		\$4,291.59

Deposits:

10/10/19 Deposit – Water \$89.25
10/15/19 Deposit – Water \$1.75
10/18/19 Deposit – Water \$26.25
10/22/19 Deposit – Water \$70.00
10/30/19 Deposit – Water \$47.25
10/31/19 Interest \$7.90
11/12/19 Deposit – Assessments \$12,600.00
11/15/19 Deposit – Water \$22.75

BALANCE PRIOR TO MEETING: **\$71,195.78**

Bills Paid At Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Powder River Energy Acct 10349101 – 10/1-10/29/19	\$ 415.77
5304	Cathey Consulting, LLC Inv. 5196 – Oct., 2019 Admin./Books/Compl.	\$ 451.60
5305	City of Gillette Inv. 935694 – Oct., 2019 water (0 gal.)	\$ 169.00
5306	C N A Surety Bond – Board 12/5/19-12/5/20	\$ 100.00
5307	Gillette News-Record Ad 00356321 – Director election ad	\$ 75.93
5308	Hawkins, Inc. Inv. 4598952 – Azone 15	\$ 250.58
5309	Water Guy, LLC Inv. 2019-893– Oct. Water Op./Meters	\$ 524.00
Total Bills:		\$ 1,986.88

BALANCE AFTER TREASURER'S REPORT AND BILLS APPROVED: **\$ 69,208.90**

Other Bills: Black Hills Energy – Invoice for 9/25-10/29/19 \$7.07 – Black Hills Energy issued a credit adjustment to the account of \$20.61, leaving a credit balance of \$13.54 after applying the credit to the bill for October for \$7.07.

Receivables Balance: \$20,068.26

There was discussion on a past due account. Tyler Miller moved to adopt a policy to assess past due balances in July of each year along with the tax assessment for accounts that remain unpaid. Heather Wichert seconded. Motion carried unanimously. There will be discussion on this policy at the next two meetings with the policy finalized in March.

III. Water / Well Update – Water system usage information was available. There was discussion on flushing. The water system was flushed recently, and the Board expressed a concern about not being notified before flushing occurred. This causes problems for some people. Water Guy posts information on Facebook. Tyler Miller will talk to Duaine Faucett to see if he can contact the District before they flush so that we can send out an e-mail to let people know when Water Guy is flushing the water lines in the future.

IV. Unfinished Business

- a. Enlargement – Tyler Miller has reached out to the attorney. No update yet.
 - b. Director Election (November 5, 2019 – Miller and Wichert) – Results:
 - Votes for 2 directors to serve 4 year terms:
 - Tyler Miller – 12 votes
 - Heather Wichert – 12 votes
- Congratulations to Tyler and Heather. Oaths were completed as required.

V. New Business

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

Next Meeting: Wednesday, January 29, 2020, 5:30 p.m. (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 moved to adjourn. Tyler Miller seconded. The meeting adjourned at 5:49 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