

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, NOVEMBER 29, 2023, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

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

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

- I. Minutes** – Heather Wichert moved to approve the minutes for the September 27, 2023, regular meeting as presented. Barbara Pilon seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Barbara 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: **\$16,407.45**

9/1-9/27/23 Deposits – Water \$1,150.83
Adjusted Balance Forward: \$17,558.28

9/28-9/30/23 Deposits – Water \$148.25
09/30/23 Interest \$8.85
10/1-10/31/23 Deposits – Water \$1,303.17
10/06/23 Deposit-Xpress bill pay \$685.84
10/10/23 Deposit – Assessments \$1,060.55
10/31/23 Interest \$7.58
11/07/23 Deposit-Xpress bill pay \$502.97
11/13/23 Deposit – Assessments \$24,155.78

Bills Paid in October:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 8/25-9/28/23 Readings 1158-1164 (6)	\$33.63
AUTO	Powder River Energy 10349101 Electricity 9/1-10/1/23	\$420.54
5537	Cathey Consulting Inv. 7259 – Sept. Admin./Books/Compliance \$472.50	\$655.60
	Inv. 7282 – Director election mailing \$183.10	
5538	City of Gillette Bill 1732033– 9/1-10/2/23 Regional Water	\$803.73
	811-1008 = 197,000 gal.	
5539	C N A Surety Bond / Board 12/5/23 – 12/5/24	\$100.00
5540	One-Call of Wyoming Inv. 68823 – July & August locates	\$3.75
5541	Postmaster Annual box fee	\$166.00
5542	Water Guy Inv. 2023-960 – Sept. Water Oper./Meters/Billing/	\$1,304.65
	Office supplies \$952.15	
	Inv. 2023-999 – After hours call out/red light / called out	
	Powder River Energy \$352.50	
TOTAL		\$3,487.90

BANK BALANCE PRIOR TO MEETING: **\$41,943.37**

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 9/28-10/26/23 Readings 1164-1169 (5)	\$32.75
AUTO	Powder River Energy 10349101 Electricity 10/1/23-11/01/23	\$404.26
5543	Cathey Consulting Inv. 7310 – October Admin./Bookkeeping/Compl.	\$472.50
5544	City of Gillette Bill 1748353 – 10/2-11/1/23 Regional Water	\$195.00
	1008-1008 = 0 gal.	
5545	Energy Laboratories Inv. 594043 – Water testing	\$53.00
5546	Gillette News-Record Inv. 13853 – Director election ad	\$107.90
5547	Hawkins, Inc. Inv. 6608596 – Azone 15-mini-bulk \$361.03	\$533.83

5548	Water Guy	Inv. 6627303 – Azone 15-mini-bulk \$172.80	
		Inv. 2023-1069 – Oct. Water Operator /	\$849.80
		meter readings / billing	
	Total Bills:		\$2,649.04
	BALANCE AFTER BILLS:		\$39,294.33
	Receivables Balance: \$29,204.43 (Assessments \$26,176.32 / Water \$3,027.91 as of end of prior month)		

III. Water / Well Update –

- a. Water System Review – The City/regional water is not being blended with the District’s water as of September 28th. No water quality issues have been reported. The gas bill is down so the leak is fixed.
- b. Lead and Copper Rule / Service Line Inventory – The District has until October of 2024 to put together an inventory.

IV. Unfinished Business

- a. Director election (November 7, 2023 – Miller, Wichert – 4 year terms) – Ballots were canvassed on November 8, 2023, by Helenanne Cathey, Barbara Pilon, and Joff Pilon. Election Results
 Votes for two directors to serve 4-year terms:
 Tyler Miller – 11 votes
 Heather Wichert – 11 votes
 Oaths were completed as required.

V. New Business

- a. Barbara Pilon moved to sign up for auto pay for the City of Gillette’s monthly bill. Heather Wichert seconded. Motion carried unanimously.
- b. Heather Wichert moved to ratify a letter sent in support of a grant application for Visionary Communications to help fund Fiber-to-the-Home services to several communities in and around Gillette. Barb Pilon seconded. Motion carried unanimously.
- c. County Road and District Support Incentive Program (RoADS Program) – The County has a program offering an economic incentive to enlarge or merge special districts. The consensus is that the program wouldn’t benefit Overbrook Improvement and Service District at this time.
- d. Barbara Pilon moved to keep the same slate of officers for the next year (Tyler Miller, President / Heather Wichert, Vice President / Barb Pilon, Secretary/Treasurer). Heather Wichert seconded. Motion carried unanimously.
- e. There was discussion on blading the road. There has been more traffic this year, and the road is a little rough. The consensus is to blade the road in the next few weeks.

Next Meeting: Wednesday, January 31, 2024, 5:30 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 5:47 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