

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, OCTOBER 26, 2022, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Tyler Miller, Barbara Pilon, Heather Wichert
OTHERS PRESENT: Helenanne Cathey, Jason Wichert, Cathy & Tracy Overton

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

- I. Minutes** – Heather Wichert moved to approve the minutes for the September 28, 2022, 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 approve the Treasurer's Report and pay bills as presented. Heather Wichert seconded. Motion carried unanimously.

Bank Balance End of Last Meeting: **\$36,296.04**

9/28-9/30/22 Deposits – Water \$0
09/30/22 Interest \$3.75
10/01-10/25/22 Deposits - Water \$296.33

BALANCE PRIOR TO MEETING: **\$36,596.12**

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 8/25-9/26/22 Readings 98 to 446 (348)	\$436.33
AUTO	Powder River Energy 10349101 Electricity 9/1-10/1/22	\$314.71
5481	Cathey Consulting Inv. 6741 – Sep. Admin./Bookkeeping/Compl./Postage/	\$450.00
5482	City of Gillette Bill 1527444 – 9/1-10/4/22 Regional Water 5011 - 5451 / 440,000 gal.	\$1,554.60
5483	C N A Surety Bond / Board 12/5/22 – 12/5/23	\$100.00
5484	One-Call of Wyoming Inv. 64921 – July, Aug., Sept. locate tickets	\$3.75
5485	Postmaster Annual box fee	\$156.00
5486	Ruby Drilling Company, Inc. Inv. 9753 – Air lift well, camera inspection downhole	\$11,175.00
5487	Tim Barritt, LLC Inv. OS-01 – Develop & oversee well rehab.	\$2,538.00
Total Bills:		\$16,728.39

BALANCE AFTER BILLS: **\$19,867.73**

Receivables Balance: \$31,656.18

III. Water / Well Update –

- a. Well evaluation and air lifting well (\$16,400)
- 1) County approved grant application on 4/19/22 for \$4,100.
1. Pay Request 1 –
- | | | |
|--------------------------------|-------------|-----------------------|
| a. Tim Barritt, LLC | \$2,538.00 | Grant amt. \$634.50 |
| b. Ruby Drilling Company, Inc. | \$11,175.00 | Grant amt. \$2,793.75 |
| Total | \$13,713.00 | Grant amt. \$3,428.25 |

As of October 18th, the District was only on well water as work had been completed by Tim Barritt, LLC and Ruby Drilling. The project ended up costing less than the \$16,400 budget. There was discussion on the 100' of sediment in the well casing. Being back on the well water, some people have noticed the water is a lot softer. There haven't been any complaints about any sediment in the water. Tyler Miller will follow up with Duaine Faucett to see if Water Guy took a reading from the City meter when it was switched to the water well and if they have done any testing since switching back to the water well from City water. A request will be made for a copy of the video from the well. There are a lot of questions as a result of the analysis – What is the long term plan to make the well operate efficiently. Should the well be air lifted every 3 years (or a certain time frame)? Are there other things that should be done to the well

annually or on a regular basis? What's the explanation for the reported corrosion on the outside of the upper pipes in the well? What is the solution or course of action to address the issues? No official written report was received, and Tyler Miller will contact the contractors to request a written report. Payment will not be mailed to either contractor until a report has been received.

E-mails - Tim Barritt / Tyler Miller (10/18/22):

After pulling pump expected to see a casing leak high after looking at drop pipe. Camera didn't see a problem there but Static water levels were higher than normal. We air developed today and really dirtied things up as we worked down to over 1300. Did clean up though and produced good volume and quality does not show upper Wasatch water contamination so going to run second camera in morning after things settle down overnite. (we couldn't see very far down on first run on Wednesday). If things look good we will re install pump and I think it will all be operational. If we do see a casing problem it will be small and we might as well put it back in operation until gets worse or at least work up a repair procedure if one exists. Tim

Tyler we finished video this morning and I think small amounts of casing damage about 845 but I wouldn't work on that yet as it is still in fort union formation and quality will not be detrimental even with small leak. Screens are twisted a lot from when I saw them years ago but still producing but the bottom 100 feet has fill. It is filled back to 1771.

However it is now cleaned up and still produced in excess of your pump so I think for now we just re install your pump and put it back in service. It should work fine for the near term and we can develop some remedial plans later for in the future. Also I need the billing info for the subdivision I can forward to Ruby. I will also try and get word findings to Duaine.
Tim

Thanks Tim. So we have had 100' of sediment build up in the well casing? That's a lot.

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Ya that is quite a bit over time but for now I think it will hold up with reduced use going into winter then maybe into summer be prepared to maybe subsidize with a little city water while a guy develops a budget for a more intensive remedial procedure down the road giving you some time to prepare. I have visited with Duaine about this as well so he can watch here to start with. I think it will clean up for him now and hold its own for near future

Didn't know if you had got to see but pumping 1 hour nice and clean 75 gpm

- b. Water System Review – System data was available and reviewed.
- c. Meter reading / billing –
 - 1) Helenanne Cathey reported that the August pro-rated billing was input in QuickBooks but wasn't mailed because September billing had been received and the hope was to send statements once. However, after receiving and printing the spreadsheet of readings for September, it was discovered that one meter hadn't moved for four months – the same meter readings and usage was provided all four months. Billing was put on hold until this meeting where the issue could be resolved. After discussion, the consensus is to bill this lot based on 2021 usages for August and September. Since

August has been input in Quickbooks for everyone, only this customer's bill will be adjusted for August. September hasn't been billed yet, so the September usage from 2021 will be used in the pro-rated calculations. Tyler Miller will contact the homeowner to let them know the situation.

- 2) Water Guy Service Agreement / billing and receivables / memo regarding billing – (late fee, shut off/turn on fee, NSF fee) – There was discussion on Water Guy taking over billing. Helenanne Cathey again stated that she needs to get out of the middle of Water Guy reading meters and her doing the billing. There are other options if the District wanted to purchase a meter reading system, but that still doesn't resolve all of her concerns and the Board's concerns. Would that be a good long-term solution? The equipment is quite costly, and will Water Guy continue to want to be the water operator should the District have someone else getting in meter pits and working on the water system? The District will need to adjust rates to accommodate additional fees if Water Guy takes over the billing. Helenanne Cathey reported that she either needed to raise rates substantially or quit, and she said she didn't want to do either one of those things but she needs to get out of the middle of the process. For other districts that use Water Guy, reports are sent each month, and Helenanne Cathey provides an auditing of the accounts receivable balance each month. This is something that isn't done now so Helenanne Cathey suggested that this is a benefit of having Water Guy take over that function. The additional cost for Water Guy to do the billing and collections will be about \$200 a month. Heather Wichert moved to have Water Guy take over the meter reading billing and collections. Tyler Miller seconded. Motion carried with Tyler Miller and Heather Wichert voting aye. Barb Pilon abstained. The consensus is to have Helenanne Cathey do the billing for October based on the pro-rated City bill and Water Guy will start billing in November. The consensus is to charge \$35 for bounced checks, but there will be no late fees and no shut offs. The consensus is to continue to assess past due accounts in June/July of each year.

There was discussion on rates and if the assessment should be increased or water usage rates increased and base gallons lowered or a combination of all of these options. There will be analysis and discussion on the District's rates over the coming months during the budget process.

IV. Unfinished Business

- a. Barb Pilon reported that she contacted the County regarding the house that is falling into disrepair in the District. The County advised that there is nothing that the District can do to force them to make the house habitable. The only thing that could be addressed is due to the house being an eyesore.

V. New Business

- a. None

Next Meeting: Wednesday, January 25, 2023, 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.

Heather Wichert moved to adjourn the meeting. Barb Pilon seconded. The meeting adjourned at 6:45 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