

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, SEPTEMBER 23, 2020, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Tyler Miller, Barb Pilon, Heather Wichert
OTHERS PRESENT: Helenanne Cathey, Travis Hurm (Black Hills Energy)

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

BLACK HILLS ENERGY – MOVING GAS METERS

Travis Hurm from Black Hills Energy came to the meeting and talked to the Board regarding a program that Black Hills Energy has started to move meters that are located outside in the road easement into the property. Meters next to the road are considered “at risk”, so it is for safety reasons that they are moving the meters in next to a structure on the property. Overbrook Improvement and Service District has meters that are in the road. They would like to start moving meters in Overbrook as soon as possible to get done before bad weather hits. There is no cost to customers for this meter move. They are moving the meter to whatever structure is closest – if a landowner has service at a shop and a house, they will move the meter next to the structure that is closest. They may not get to every house in Overbrook this fall. They will reach out to each homeowner individually.

- I. Minutes** – Barb Pilon moved to approve the July 1, 2020, budget hearing and regular meeting minutes as written. Heather Wichert seconded. Motion carried unanimously.
- II. Treasurer’s Report** – The Treasurer’s Report and financial information were reviewed. There was discussion on the bills. The sand is what eventually wears the pump out. A new pump and motor were installed. There was discussion on planning on supplementing with the City water every summer to try to save on the pump in the well as the pump was last replaced in 2018. Tyler Miller will follow up with Water Guy to see if City water has been turned off. The City bill is generally received around the 5th of the month. Meter readings will be mailed once a month after the City bill has been pro-rated so the October statement will include the meter readings from 8/23/20 – 9/23/20 as well as the pro-rated City bill for this approximate time period. 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:			\$73,706.65
06/30/20	Interest	\$6.12	
Adjusted Balance Forward:			\$73,712.77
07/02/20	Deposit – Water	\$171.01	
07/06/20	Ck# 5346 – City of Gillette – Bill 1070291 6/1-7/1/20 671-672 1,000 gal.		\$172.01
07/24/20	Deposit – Water	\$330.75	
07/28/20	PR Energy – 10349101 6/1-7/1/20 Electricity		\$749.58
07/29/20	Deposit – Water	\$290.50	
07/31/20	Interest	\$5.65	
08/07/20	Deposit – Water	\$7.00	
Bills Paid August, 2020:			
Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	10349101 Electricity 7/1-8/1/20	\$846.04
5347	Black Hills Energy	4/28-5/28/20 7035 to 7035 \$30.45	\$98.80
		5/28-6/26/20 7035 to 7035 \$31.00	
		6/26-7/28/20 7036 to 7049 \$37.35	
5348	Cathey Consulting	Inv. 5581 – July Admin./Bookkeeping/Compl.	\$456.55
5349	City of Gillette	Bill 1088184 – 7/1-8/3/20 Regional 672-762 90,000 gal.	\$439.90
5350	Dustbusters, Inc.	Invoice 64135 – Dust control / roads	\$6,562.00
5351	Energy Laboratories	Inv. 322078 – Testing (\$10 – bill was \$185 not \$175)	\$1,242.00
		Inv. 325275 – Testing \$1,232.00	
5352	Hawkins, Inc.	Inv. 4754740 – Azone 15-bulk	\$415.15
5353	One-Call of Wyoming	Inv. 56293 – April, May, June locates	\$3.00

5354	ProElectric	Inv. 20200545 – Backup generator battery	\$385.99
5355	Water Guy	Inv. 2020-161 – July Water Oper/Readings	\$524.00
TOTAL			\$10,973.43
08/11/20	Deposit – Water	\$14.00	
08/13/20	Deposit – Water	\$19.25	
08/28/20	Deposit – Water	\$411.25	
08/31/20	Interest	\$4.17	
09/04/20	Deposit – Water	\$278.25	
09/10/20	Deposit – Water	\$16.20	
09/10/20	Deposit – Cty. Grant	\$1,640.50	
09/18/20	Deposit – Water	\$721.08	
09/22/20	Deposit – Water	\$32.62	
BALANCE PRIOR TO MEETING:			\$65,759.98

Bills Paid At Meeting:

Ck#	Payee – Purpose		Amount
AUTO	Powder River Energy	Acct 10349101 – 8/1/20 – 9/1/20	\$525.88
5356	Black Hills Energy	Gas 7/28-8/26/20 7049 to 7049	\$30.45
5357	Cathey Consulting, LLC	Inv. 5630 – Aug., 2020 Admin./Books/Compl.	\$458.85
5358	City of Gillette	Bill 1105109 8/3-9/1/20 762 to 1086 324,000 gal.	\$1,144.24
5359	Energy Laboratories	Inv. 334923 – Testing	\$302.00
5360	Hawkins, Inc.	Inv. 4773564 – Azone 15	\$472.84
5361	Red Tiger Well Service	Inv. 2160 – 30 hp motor / gould pump \$19,327.80	\$23,902.13
		Inv. 2163 – New tubing \$4,574.33	
5362	Water Guy, LLC	Inv. 2020-240– Aug. Water Op./Meters	\$524.00
Total Bills:			\$27,360.39
BALANCE AFTER BILLS:			\$38,399.59

Receivables Balance: \$36,077.75

III. Water / Well Update – Water system usage information was available and discussed.

IV. Unfinished Business

- Enlargement – No update.
- Dust control – The project was completed, grant money received, and the grant was closed.

V. New Business

- The Board reviewed and signed the Annual Report Summary for FYE 06/30/2020 to submit to the Department of Audit along with the Proof of Cash completed by Helenanne Cathey.
- There was discussion on buying a new meter for the well. The District is required to have this meter. The cost will be approximately \$3,500 for a new well meter. Heather Wichert moved to approve Water Guy installing a new well meter. Barb Pilon seconded. Motion carried unanimously. Tyler Miller will contact Water Guy.

Next Meeting: Monday, November 23, 2020, 5:30 p.m. 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 adjourned the meeting at 6:33 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