

OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, SEPTEMBER 25, 2024, 5:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE

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

Tyler Miller called the meeting to order at 5:34 p.m.

- I. Minutes** – Heather Wichert moved to approve the minutes for July 17, 2024, budget hearing and regular meeting as presented. Tyler Miller seconded. Motion carried unanimously.
- II. Treasurer's Report** – The Treasurer's Report and financial information were reviewed. Tyler Miller moved to accept the Treasurer's Report and pay bills as presented. Heather Wichert seconded. Motion carried unanimously.

Bank Balance End of Last Meeting:			\$32,422.99
7/1-7/17/24	Deposits – Water	\$114.38	
Adjusted Balance Forward:			\$32,537.37
7/18-7/31/24	Deposits – Water	\$3,044.06	
07/31/24	Interest	\$16.76	
August bills paid:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy Gas 6/25-7/26/24 Readings 1169-1169 (0)		\$40.00
AUTO	City of Gillette Bill 1903448-7/1-8/1/24 Regional Water		\$1,505.16
	1367-1791 = 424,000 gal.		
AUTO	Powder River Energy 10349101 Electricity 7/1-8/1/24		\$563.41
5572	Cathey Consulting Inv. 7693 – July Admin./Bookkeeping/Compliance		\$472.50
5573	Hawkins, Inc. Inv. 6811209 – Azone 15 mini-bulk		\$687.83
5574	Water Guy, LLC Inv. 2024-781 – July Water Operator/meters billing		\$857.80
TOTAL			\$4,126.70
8/1-8/31/24	Deposits – Water	\$1,731.58	
08/05/24	Deposit-Xpress bill pay	\$563.36	
08/12/24	Deposit – County Grant	\$3,496.24	
08/31/24	Interest	\$14.29	
09/05/24	Deposit-Xpress bill pay	\$792.42	
BANK BALANCE PRIOR TO MEETING:			\$38,069.38
Bills Paid At This Meeting:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy Gas 7/26-8/27/24 Readings 1169-1169 (0)		\$40.00
AUTO	City of Gillette Bill 1920867 – 8/1-9/3/24 Regional Water		\$1,455.72
	1791-2199 = 408,000 gal.		
AUTO	Powder River Energy 10349101 Electricity 8/1-9/1/24		\$579.33
5575	Cathey Consulting Inv. 7732 – August Admin./Bookkeeping/Compl.		\$472.50
5576	Hawkins, Inc. Inv. 6862071 – Azone 15 mini-bulk		\$645.69
5577	Water Guy Inv. 2024-906 – August Water Operator /		\$857.80
	meter readings / billing		
Total Bills:			\$4,051.04
BALANCE AFTER BILLS:			\$34,018.34
Receivables Balance: \$55,718.97 (Assessments \$51,003.98 / Water \$3,994.99 as of end of prior month /			
Customer Direct Bill \$720.00)			

III. Water / Well Update –

- a. Water System Review – No update. There haven't been any issues reported. The consensus is that Tyler Miller will call Water Guy to have them shut off the City water.
- b. Lead and Copper Rule / Service Line Inventory – Water Guy is working on 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. The County will consider the grant request on October 1, 2024.

Roads will be bladed this fall if needed.

V. New Business

- a. Water Guy sent a memo concerning issues with billing renters instead of owners. This doesn't generally happen in Overbrook, but even if it did, the consensus is that only the property owners should be billed.
- b. The Board reviewed and signed the Local Government Annual Report Summary and Training form for fiscal year ending 6/30/24. The reports will be filed with the Wyoming Department of Audit as required.

Next Meeting: Wednesday, November 20, 2024, 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 5:53 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Barbara Pilon

Signature

Barbara Pilon

Printed Name

11/20/24

Date

Heather Wichert

Signature

Heather Wichert

Printed Name

11/20/2024

Date

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