

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, SEPTEMBER 27, 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 5:43 p.m.

- I. Minutes** – Heather Wichert moved to approve the minutes for the July 19, 2023, budget hearing and 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: **\$22,720.14**

7/1-7/19/23 Deposits – Water \$0

Adjusted Balance Forward: \$22,720.14

07/31/23 Interest \$9.24

8/1-8/31/23 Deposits – Assessments \$377.57

08/08/23 Deposit – County Grant \$3,333.80

08/08/23 Deposit – County \$1,769.85

(Error – should not have been deposited in the District's account –
Refund done in August.)

Bills Paid in August:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 6/23-7/26/23 Readings 1157-1157 (0)	\$29.00
AUTO	Powder River Energy 10349101 Electricity 7/1-8/1/23	\$528.33
5525	Campbell County Treas. Refund deposit from 8/8/23	\$1,769.85
5526	Cathey Consulting Inv. 7177 – July Admin./Books/Compliance	\$472.50
5527	City of Gillette Bill 1696914– 7/5-8/1/23 Regional Water 127-470 = 343,000 gal.	\$1,254.87
5528	Water Guy Inv. 2023-707 – July Water Oper./Meters/Billing	\$849.80
TOTAL		\$4,904.35

08/31/23 Interest \$9.87

09/07/23 Deposit–Xpress bill pay \$217.58

BALANCE PRIOR TO MEETING: **\$23,533.70**

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 7/26-8/25/23 Readings 1157-1158 (1)	\$29.85
AUTO	Powder River Energy 10349101 Electricity 8/1/23-9/01/23	\$520.47
5529	VOID	
5530	Cathey Consulting Inv. 7219 – August Admin./Bookkeeping/Compl.	\$472.50
5531	Energy Laboratories Inv. 572779 – Water testing \$250.00	\$583.00
	Inv. 575406 – Water testing \$333.00	
5532	Hawkins, Inc. Inv. 6554703 – Azone 15-mini-bulk \$632.18	\$1,078.14
	Inv. 6581077 – Azone 15-mini-bulk \$445.96	
5533	Honnen Equipment Inv. 1505746 – Diagnose & repair gas leak on generator	\$1,848.04
5534	ProElectric Inv. 2023-0643 – 1 ½" schedule 80 PVC broken at concrete pad - repaired	\$495.76
5535	Water Guy Inv. 2023-842 – Aug. Water Operator / meter readings / billing	\$849.80
5536	City of Gillette Bill 1713821 – 8/1-9/1/23 Regional Water	\$1,248.69

470-811 = 341,000 gal.

Total Bills:

\$7,126.25

BALANCE AFTER BILLS:

\$16,407.45

Receivables Balance: \$55,532.04 (Assessments \$51,392.65 / Water \$4,139.39)

III. Water / Well Update –

- a. Water System Review – Tyler Miller reported that Honnen Equipment repaired the gas leak so the generator is fixed. Water was blended this summer. The consensus is to go ahead and stop blending so Tyler Miller will contact Duaine Faucett to have him stop blending.
- 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) – The draft ballot was reviewed and approved to be mailed between October 13th and October 23rd, and the following legal ad will run in the News-Record on October 24th:

NOTICE OF DIRECTOR ELECTION
OVERBROOK IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that ballots have been mailed to all qualified electors / landowners within the Overbrook Improvement & Service District for the purpose of electing two directors to the Board of Directors to serve four (4)-year terms. Candidates include Tyler Miller and Heather Wichert. Replacement ballots may be obtained from Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helenanne Cathey at 307-685-8235. An “Elector Affidavit” form will need to be completed in order to receive a replacement ballot. All mail ballots must be received by Overbrook Improvement & Service District by mail at PO Box 7221, Gillette, Wyoming, 82717, by 5:00 p.m. on Tuesday, November 7, 2023, or at the office of Cathey Consulting by 5:00 p.m. on Tuesday, November 7, 2023, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 7, 2023, between 9:00 a.m. and 2:00 p.m.

Filing Officer: Barb Pilon, Secretary/Filing Officer
Overbrook Improvement & Service District

Helenanne Cathey will contact Barbara Pilon after the election and they will canvass ballots with one other qualified elector within 7 days of the election date.

V. New Business

- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/23 to submit to the Department of Audit along with the Proof of Cash completed by Helenanne Cathey. The annual census report (F32) was submitted online by Helenanne Cathey.
- b. There was discussion on a house that is sitting empty and is falling into disrepair in the District. There is a lot of trash that is blowing off of the lot. It has been cleaned up a bit, but it is still a concern. Tyler Miller will reach out to an attorney about sending a letter to the owner of the property.

Next Meeting: Wednesday, November 29, 2023, 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 5:55 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