

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT  
BUDGET HEARING & REGULAR MEETING  
MINUTES  
WEDNESDAY, JULY 17, 2024, 5:30 P.M.  
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

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

**BUDGET HEARING**

Tyler Miller called the budget hearing to order at 5:30 p.m. The budget was reviewed. One past due water billing account will be added to assessments. There was an opportunity for public comment. There were no public comments. Tyler Miller adjourned the budget hearing at 5:51 p.m.

**REGULAR MEETING**

Tyler Miller called the regular meeting to order at 5:51 p.m.

- I. **Budget** – Barbara Pilon moved to adopt the budget for 7/1/24 – 6/30/25 for \$117,182.00 and adopt the resolution to assess and submit assessments to the County as approved in the budget with the one past due account added as discussed during the budget hearing. Tyler Miller seconded. Motion carried unanimously. The budget is attached to these minutes.
- II. **Minutes** – Barbara Pilon moved to approve the minutes for the April 1, 2024, regular meeting as presented. Tyler Miller seconded. Motion carried unanimously.
- III. **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. Tyler Miller seconded. Motion carried unanimously.

**Bank Balance End of Last Meeting:** \$35,499.31

3/1-3/31/24 Deposits – Water \$17.12

03/31/24 Interest \$14.61

Adjusted Balance Forward: \$35,531.04

April bills

| Ck# | Payee – Purpose | Amount |
|-----|-----------------|--------|
|-----|-----------------|--------|

|      |                    |                                         |         |
|------|--------------------|-----------------------------------------|---------|
| AUTO | Black Hills Energy | Gas 2/26-3/26/24 Readings 1169-1169 (0) | \$40.00 |
|------|--------------------|-----------------------------------------|---------|

|      |                  |                                        |          |
|------|------------------|----------------------------------------|----------|
| AUTO | City of Gillette | Bill 1834106–3/4-4/1/24 Regional Water | \$195.00 |
|------|------------------|----------------------------------------|----------|

1008-1008 = 0 gal.

|      |                     |                                 |          |
|------|---------------------|---------------------------------|----------|
| AUTO | Powder River Energy | 10349101 Electricity 3/1-4/1/24 | \$339.23 |
|------|---------------------|---------------------------------|----------|

|             |                  |         |  |
|-------------|------------------|---------|--|
| 4/1-4/30/24 | Deposits – Water | \$13.66 |  |
|-------------|------------------|---------|--|

|          |                         |         |  |
|----------|-------------------------|---------|--|
| 04/08/24 | Deposit-Xpress bill pay | \$30.17 |  |
|----------|-------------------------|---------|--|

|          |          |         |  |
|----------|----------|---------|--|
| 04/30/24 | Interest | \$13.59 |  |
|----------|----------|---------|--|

|          |                     |  |             |
|----------|---------------------|--|-------------|
| 04/30/24 | QuickBooks Balance: |  | \$35,014.23 |
|----------|---------------------|--|-------------|

Bills Paid in May:

| Ck# | Payee – Purpose | Amount |
|-----|-----------------|--------|
|-----|-----------------|--------|

|      |                    |                                         |         |
|------|--------------------|-----------------------------------------|---------|
| AUTO | Black Hills Energy | Gas 3/26-4/25/24 Readings 1169-1169 (0) | \$40.00 |
|------|--------------------|-----------------------------------------|---------|

|      |                  |                                         |          |
|------|------------------|-----------------------------------------|----------|
| AUTO | City of Gillette | Bill 1851392– 4/1-5/1/24 Regional Water | \$195.00 |
|------|------------------|-----------------------------------------|----------|

1008-1008 = 0 gal.

|      |                     |                                 |          |
|------|---------------------|---------------------------------|----------|
| AUTO | Powder River Energy | 10349101 Electricity 4/1-5/1/24 | \$370.19 |
|------|---------------------|---------------------------------|----------|

|      |                   |                                                 |          |
|------|-------------------|-------------------------------------------------|----------|
| 5559 | Cathey Consulting | Inv. 7571 – April Admin./Bookkeeping/Compliance | \$472.50 |
|------|-------------------|-------------------------------------------------|----------|

|      |                     |                                      |          |
|------|---------------------|--------------------------------------|----------|
| 5560 | Energy Laboratories | Inv. 621632 – Water testing \$436.00 | \$561.00 |
|------|---------------------|--------------------------------------|----------|

|  |  |                                      |  |
|--|--|--------------------------------------|--|
|  |  | Inv. 622597 – Water testing \$125.00 |  |
|--|--|--------------------------------------|--|

|      |                     |                                       |        |
|------|---------------------|---------------------------------------|--------|
| 5561 | One Call of Wyoming | Inv. 70942 – Locates tickets February | \$0.75 |
|------|---------------------|---------------------------------------|--------|

|      |                |                                                      |          |
|------|----------------|------------------------------------------------------|----------|
| 5562 | Water Guy, LLC | Inv. 2024-411 – No water at 147 Overbrook / neighbor | \$939.80 |
|------|----------------|------------------------------------------------------|----------|

had shut off water \$90.00

|  |  |                                                              |  |
|--|--|--------------------------------------------------------------|--|
|  |  | Inv. 2024-371 – April Water Operator/meters billing \$849.80 |  |
|--|--|--------------------------------------------------------------|--|

|             |                         |            |             |
|-------------|-------------------------|------------|-------------|
| TOTAL       |                         |            | \$2,579.24  |
| 5/1-5/31/24 | Deposits – Water        | \$281.57   |             |
| 05/10/24    | Deposit – Assessments   | \$1,955.51 |             |
| 05/10/24    | Deposit-Xpress bill pay | \$14.46    |             |
| 05/31/24    | Interest                | \$13.69    |             |
| 05/31/24    | QuickBooks Balance:     |            | \$34,700.22 |

**Bills Paid in June:**

| Ck#   | Payee – Purpose      |                                                                    | Amount      |
|-------|----------------------|--------------------------------------------------------------------|-------------|
| AUTO  | Black Hills Energy   | Gas 4/26-5/25/24 Readings 1169-1169 (0)                            | \$40.00     |
| AUTO  | City of Gillette     | Bill 1868745– 5/1-6/3/24 Regional Water<br>1008-1106 = 98,000 gal. | \$497.82    |
| AUTO  | Powder River Energy  | 10349101 Electricity 5/1-6/1/24                                    | \$361.76    |
| 5563  | Cathey Consulting    | Inv. 7612 – May Admin./Bookkeeping/Compliance                      | \$472.50    |
| 5564  | Earth Work Solutions | Inv. 37456 – Blade and deliver J-Base                              | \$8,055.50  |
| 5565  | Hawkins, Inc.        | Inv. 6755361 – Azone 15 mini-bulk                                  | \$549.09    |
| 5566  | Water Guy, LLC       | Inv. 2024-490 – May Water Operator/meters billing                  | \$849.80    |
| TOTAL |                      |                                                                    | \$10,826.47 |

|             |                         |             |
|-------------|-------------------------|-------------|
| 6/1-6/30/24 | Deposits – Water        | \$190.00    |
| 06/10/24    | Deposit – Assessments   | \$19,978.45 |
| 06/10/24    | Deposit-Xpress bill pay | \$4.59      |
| 06/30/24    | Interest                | \$17.81     |
| 07/05/24    | Deposit-Xpress bill pay | \$333.58    |

**BANK BALANCE PRIOR TO MEETING:** **\$44,398.18**

**Bills Paid At This Meeting:**

| Ck#  | Payee – Purpose      |                                                                     | Amount     |
|------|----------------------|---------------------------------------------------------------------|------------|
| AUTO | Black Hills Energy   | Gas 5/29-6/25/24 Readings 1169-1169 (0)                             | \$40.00    |
| AUTO | City of Gillette     | Bill 1886072– 6/3-7/1/24 Regional Water<br>1106-1367 = 261,000 gal. | \$1,001.49 |
| AUTO | Powder River Energy  | 10349101 Electricity 6/1-7/1/24                                     | \$472.54   |
| 5567 | Cathey Consulting    | Inv. 7653 – June Admin./Bookkeeping/Compl.                          | \$472.50   |
| 5568 | Dustbusters, Inc.    | Inv. 80289 – Dustguard (8,295 gallons)                              | \$9,037.26 |
| 5569 | Gillette News-Record | Inv. 4604 – Budget hearing legal ad                                 | \$100.10   |
| 5570 | One-Call of Wyoming  | Inv. 71931 – Locate tickets for April & May                         | \$1.50     |
| 5571 | Water Guy            | Inv. 2024-627 – June Water Operator /<br>meter readings / billing   | \$849.80   |

Total Bills: \$11,975.19

**BALANCE AFTER BILLS:** **\$32,422.99**

Receivables Balance: \$4,475.57 (Assessments \$0 / Water \$3,755.57 as of end of prior month / Customer Direct Bill \$720.00)

**IV. Water / Well Update –**

- a. Water System Review – There was discussion on the water system.
- b. Lead and Copper Rule / Service Line Inventory – Water Guy is working on this project.

**V. Unfinished Business**

- a. 2024 Road Project – 200 tons of W-base limestone on the two curves on Overbrook Road, the approach to Force Road as well as other areas that need rock and dust control. The project estimate was \$13,984.94 and grant was \$3,496.24. The total project actual was \$17,092.76 with \$3,496.24 to be submitted for reimbursement on the grant. The pay request and close out paperwork were completed and will be submitted to the County.

A grant application will be completed and submitted to the County for work in 2025 based on this year's invoices, except the rock will be increased to 500 tons of J-base delivered and spread on areas on Overbrook Road that need it most as well as the south end of Overbrook (south of 199 Overbrook). The project will again include blading all of Overbrook Road as well as dust control (8,095 gallons of Dustgard). The

additional rock will allow for rock to be placed on the new area that was brought into the District about a year ago (south of 199 Overbrook).

**VI. New Business**

- a. Water Guy letter – Energy Labs increased prices so Water Guy will increase the price on the monthly bacteria sample to \$30.00 starting in July.
- b. Barbara Pilon moved to designate First National Bank as the official depository for 7/1/24 – 6/30/25. Tyler Miller seconded. Motion carried unanimously.
- c. Two board members reviewed and signed the annual Public Records Notice.
- d. Going forward, minutes will be distributed only after official approval and signatures by the Board.
- e. Water Guy form for homeowner requested water turn on/off requests – The consensus is to have Water Guy bill the customer from Overbrook the same amount they bill the District for customer requested shut offs and turn ons.

**Next Meeting: Wednesday, September 25, 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 4<sup>th</sup> 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 6:03 p.m.

Respectfully submitted,  
Helenanne Cathey, Assistant to the Board

Tyler Miller  
Signature

Tyler Miller  
Printed Name

9/25/24  
Date

Heather Wichert  
Signature

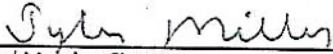
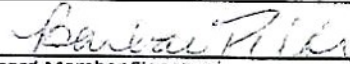
Heather Wichert  
Printed Name

9/25/2024  
Date

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

| Budget - Overbrook ISD - 7/1/24 - 6/30/25                                                                            |                  |                  |                  |                  |
|----------------------------------------------------------------------------------------------------------------------|------------------|------------------|------------------|------------------|
| Budget Hearing: Wednesday, July 17, 2024, 5:30 p.m. at office of Cathey Consulting / PO Box 7221, Gillette, WY 82717 |                  |                  |                  |                  |
|                                                                                                                      | Actual (F32)     | Budget           | Actual (EST)     | Budget           |
|                                                                                                                      | 7/1/22 - 6/30/23 | 7/1/23 - 6/30/24 | 7/1/23 - 6/30/24 | 7/1/24 - 6/30/25 |
| <b>CASH CARRYOVER</b>                                                                                                | <b>38,105</b>    | <b>28,442</b>    | <b>25,214</b>    | <b>41,482</b>    |
| <b>Revenue</b>                                                                                                       |                  |                  |                  |                  |
| Assessments                                                                                                          | 30,000           | 51,180           | 51,392           | 51,180           |
| Assessments - Interest                                                                                               | 35               | 20               | 39               | 20               |
| Customer and other billing                                                                                           | 5,239            | 19,400           | 9,292            | 19,400           |
| Grants - County                                                                                                      | 6,762            | 5,000            | 3,496            | 5,000            |
| Interest from bank                                                                                                   | 91               | 100              | 139              | 100              |
| <b>TOTAL REVENUE</b>                                                                                                 | <b>42,127</b>    | <b>75,700</b>    | <b>64,358</b>    | <b>75,700</b>    |
| <b>TOTAL REVENUE PLUS CASH CARRYOVER</b>                                                                             | <b>80,232</b>    | <b>104,142</b>   | <b>89,572</b>    | <b>117,182</b>   |
| <b>Expenditures</b>                                                                                                  |                  |                  |                  |                  |
| Capital Expenditures                                                                                                 |                  |                  |                  |                  |
| Administrative                                                                                                       | 5,833            | 6,170            | 6,750            | 6,800            |
| Operations                                                                                                           | 56,272           | 97,872           | 42,679           | 110,282          |
| Indirect                                                                                                             | 100              | 100              | 100              | 100              |
| <b>TOTAL EXPENDITURES</b>                                                                                            | <b>62,205</b>    | <b>104,142</b>   | <b>49,529</b>    | <b>117,182</b>   |
| Reserves-Amount to be Added                                                                                          |                  |                  |                  |                  |
| Reserves-Amount to be spent                                                                                          |                  |                  |                  |                  |
| Ending Reserves balance                                                                                              |                  |                  |                  |                  |
| Receivables Start of FY                                                                                              | 12,306           |                  | 3,682            |                  |
| Payables Balance Start of FY                                                                                         | 3,680            |                  | 2,243            |                  |
|                                                                                                                      | 6/30/2022        | 6/30/23 (EST)    | 6/30/2023        | 6/30/24 (EST)    |
| <b>BEGINNING OF FISCAL YEAR BALANCES</b>                                                                             |                  |                  |                  |                  |
| GENERAL FUNDS                                                                                                        | 38,105           | 28,442           | 25,214           | 41,482           |
| RESERVES BALANCES                                                                                                    |                  |                  |                  |                  |
| <b>TOTAL FUNDS BEGINNING OF YEAR</b>                                                                                 | <b>38,105</b>    | <b>28,442</b>    | <b>25,214</b>    | <b>41,482</b>    |
| Receivables Balance End of FY                                                                                        | 3,682            |                  |                  |                  |
| Payables Balance End of FY                                                                                           | 2,243            |                  |                  |                  |
| End of Year Bank Balance                                                                                             | 25,214           |                  | 41,482           |                  |
| Net per year (Revenue minus Expenses)                                                                                | 18,027           | 0                | 40,043           | 0                |

Budget Message: The District manages the roads, water and covenants. The assessment and water billing rates will stay the same this year. There are no designated reserves at this time. The District's budget includes money for emergency repairs and significant costs like a pump replacement or air lifting the well and other maintenance items that are done when needed.

|                                                                                                                                                                                                     |                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
|                                                                                                                  |  |
| Board Member Signature                                                                                                                                                                              | Board Member Signature                                                               |
| Directors: Tyler Miller (2027), President / Heather Wichert (2027), Vice President / Barb Pilon (2025), Secretary/Treasurer (November elections)                                                    |                                                                                      |
| Meetings are every other month, with the next meeting date set at each meeting to be held at 400 S Gillette Ave., Suite 106, Gillette.                                                              |                                                                                      |
| Records are stored at 400 S Gillette Ave, Suite 106, Gillette. Meeting dates are published in minutes and posted online at <a href="http://www.catheyconsulting.net">www.catheyconsulting.net</a> . |                                                                                      |

| Overbrook    | Feet        | Miles       |
|--------------|-------------|-------------|
| Catalina Ct  | 640         | 0.12        |
| Overbrook Ct | 650         | 0.12        |
| Overbrook Rd | 6390        | 1.21        |
| <b>Total</b> | <b>7680</b> | <b>1.45</b> |

Ludog Subdivision lots in the District - original agreement says that the District currently assessed 50% of the annual assessment for roads.

Starting July billing, 2023: \$1,920 per lot per year  
 5,000 gallons in the base  
 5,000 to 30,000 at \$3.50 per 1,000 gallons  
 over 30,000 to 50,000 at \$4.00 per 1,000 gallons  
 over 50,000 gallons at \$8.00 per 1,000 gallons

Prior to July, 2023 \$1,200 per lot per year  
 15,000 gallons in base  
 \$1.75 per 1,000 gallons over 15,000 up to 30,000  
 \$3.50 per 1,000 gallons over 30,000 up to 50,000  
 \$7.00 per 1,000 gallons over 50,000