

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, JANUARY 29, 2025, 4:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

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

Heather Wichert called the meeting to order at 4:46 p.m.

- I. **Minutes** – Barb Pilon moved to approve the minutes for the November 20, 2024, regular meeting as presented. Heather Wichert seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The Treasurer’s Report and financial information were reviewed. Barb Pilon moved to accept the Treasurer’s Report and pay bills as presented. Heather Wichert seconded. Motion carried unanimously. The Wyoming Association of Rural Water Systems sent Invoice 19695 for 2025 Supporting Membership Dues for \$495.00. The District has not been a member in the past. The consensus is to not join the organization at this time so the bill was not paid.

Bank Balance End of Last Meeting:		\$40,643.84
11/1-11/20/24	Deposits – Water	\$35.05
Adjusted Balance Forward:		\$40,678.89
11/21-11/30/24	Deposits – Water	\$521.95
11/30/24	Interest	\$15.42
December bills paid:		
<u>Ck#</u>	<u>Payee – Purpose</u>	<u>Amount</u>
AUTO	Black Hills Energy Gas 10/29-11/25/24 Readings 1169-1194 (24)	\$51.49
AUTO	City of Gillette Bill 1973051–11/4-12/2/24 Regional Water – 0 gal.	\$195.00
AUTO	Powder River Energy 10349101 Electricity 11/1-12/1/24	\$367.92
5585	Cathey Consulting Inv. 7874 – Nov. Admin./Bookkeeping/Compliance	\$472.50
5586	Water Guy, LLC Inv. 2024-1299 – Dec. Water Operator/meters billing	\$878.87
	Inv. 2024-1402 – Create, print, label, mail unknown lead line inventory notices to required homeowners	\$21.07
TOTAL		\$1,965.78
12/1-12/31/24	Deposits – Water	\$457.93
12/05/24	Deposit-Xpress bill pay	\$128.77
12/10/24	Deposit – Assessments	\$22,621.99
12/17/24	Deposit – Cap. Credits	\$257.13
12/31/24	interest	\$21.85
01/05/25	Deposit-Xpress bill pay	\$106.09
01/09/25	Deposit – Cool (Collins Communications)	\$1,200.00
BANK BALANCE PRIOR TO MEETING:		\$64,044.24
Bills Paid At This Meeting:		
<u>Ck#</u>	<u>Payee – Purpose</u>	<u>Amount</u>
AUTO	Black Hills Energy Gas 11/25-12/27/24 Readings 1194-1196 (2)	\$40.95
AUTO	City of Gillette Bill 1990290 – 12/2-1/2/25 Regional Water base	\$195.00
	0 gal. \$0	
AUTO	Powder River Energy 10349101 Electricity 12/1/24-1/1/25	\$383.85
5587	Cathey Consulting Inv. 7917 – December Admin./Bookkeeping/Compl.	\$472.50
5588	Earth Work Solutions Inv. 37625 – Blade Overbrook Road	\$1,150.00
5589	Hawkins, Inc. Inv. 6962691 – Azone 15 mini-bulk	\$545.59
5590	One Call of Wyoming Inv. 73942 – Locate tickets for Oct., Nov., Dec.	\$6.00
5591	Water Guy Inv. 2024-1481 – December Water Operator / meter readings / billing	\$857.80

Total Bills: \$3,651.69
BALANCE AFTER BILLS: \$60,392.55
Receivables Balance: \$24,276.29 (Assessments \$23,101.99 / Water \$454.30 as of end of prior month)

III. Water / Well Update –

- a. Water System Review – No update. There haven't been any issues reported.
- b. Lead and Copper Rule / Service Line Inventory – Water Guy held a meeting 12/3/24 and sent a memo 12/17/24 with updates on the program. No discussion.

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. County grant approved 11/1/24. Heather Wichert moved to authorize proceeding with the road work when the weather permits the work in the spring. Barb Pilon seconded. Motion carried unanimously.

V. New Business

- a. Proposed pole barn structure for Kaylee Weirather 49 Overbrook – The Board had no objection to the plans and signed a letter of approval for the County and District files.

Next Meeting: Wednesday, March 26, 2025, 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.

Heather Wichert adjourned the meeting at 4 53 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Heather Wichert
Signature

Heather Wichert
Printed Name

3/26/2025
Date

Barbara Pilon
Signature

Barbara Pilon
Printed Name

3/26/25
Date

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