

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING
MINUTES
MONDAY, JULY 14, 2025, 4:30 P.M.
400 SOUTH GILLETTE AVENUE, SUITE 106, GILLETTE**

BOARD MEMBERS PRESENT: Tyler Miller, Barbara Pilon, Heather Wichert
OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Tyler Miller called the budget hearing to order at 4:31 p.m. The budget was reviewed. There was an opportunity for public comment. There were no public comments. Heather Wichert moved to adjourn the budget hearing Barb Pilon seconded. The budget hearing was adjourned at 4:40 p.m.

REGULAR MEETING

Tyler Miller called the meeting to order at 4:40 p.m.

- I. **Budget** – Barb Pilon moved to adopt the budget for 7/1/25 – 6/30/26 for \$122,494 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Heather Wichert seconded. Motion carried unanimously.
- II. **Minutes** – Heather Wichert moved to approve the minutes for the May 21, 2025, regular meeting as presented. Barb Pilon seconded. Motion carried unanimously.
- III. **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 with Barb Pilon and Heather Wichert voting aye. Tyler Miller abstained.

Bank Balance End of Last Meeting:			\$52,530.55
5/1-5/21/25	Deposits – Water	\$0	
Adjusted Balance Forward:			\$52,530.55
5/22-5/31/25	Deposits – Water	\$12.56	
05/31/25	Interest	\$20.91	
06/05/25	Deposit-Xpress bill pay	\$150.95	
06/10/25	Deposit – Assessments	\$20,701.99	
06/11/25	Deposit – Cool	\$720.00	
6/1-6/30/25	Deposits – Water	\$115.88	
06/30/25	Interest	\$26.01	
June bills paid:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy Gas 4/24-5/29/25 (0 hundred cubic feet)		\$40.00
AUTO	City of Gillette Bill 2042124 5/1-6/2/25 Regional Water – 0 gal.		\$195.00
AUTO	Powder River Energy 10349101 Electricity 5/1-6/1/25		\$473.98
5604	Cathey Consulting Inv. 8143 – May Admin./Bookkeeping/Compliance		\$472.50
5605	Water Guy, LLC Inv. 2025-547 – May Water Operator/meters billing		\$857.80
TOTAL			\$2,039.28
07/05/25	Deposit-Xpress bill pay	\$64.58	
BANK BALANCE PRIOR TO MEETING:			\$72,304.15
Bills Paid At This Meeting:			
<u>Ck#</u>	<u>Payee – Purpose</u>		<u>Amount</u>
AUTO	Black Hills Energy Gas 5/29-6/25/25 – 0 hundred cubic feet		\$40.00
AUTO	City of Gillette Bill 2094181 – 6/2-7/1/25 Regional Water base \$195 222,000 gal. \$685.98		\$880.98
AUTO	Powder River Energy 10349101 Electricity 6/1-7/1/25		\$454.14
5606	Cathey Consulting Inv. 8188 – June Admin./Bookkeeping/Compl.		\$472.50
5607	Earth Work Solutions Inv. 37688 – Blade roads / deliver 505.94 tons of base /		\$18,940.08

		Prepare for mag chloride	
5608	Energy Laboratories	Inv. 713716 – Water Testing / CCR \$125.00	\$705.00
		Inv. 714710 – Water Testing \$580./00	
5609	Gillette News-Record	Inv. 39809 – Budget hearing legal ad	\$94.90
5610	Hawkins, Inc.	Inv. 7105809 – Azone 15 mini-bulk	\$533.49
5611	Water Guy	Inv. 2025-699 – June Water Operator/meter readings/billing	\$857.80
5612	Gillette News-Record	Inv. 39812 – Director election legal ad	\$110.50
	Total Bills:		\$23,089.39
	BALANCE AFTER BILLS:		\$49,214.76
	Receivables Balance:	\$3,922.12 (Assessments \$2,400.00 / Water \$1,522.12 as of end of prior month)	

IV. Water / Well Update –

- a. Water System Review – No update.

V. 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. County Grant approved 11/1/24 for \$6,884.32. Road work was completed.
 - 1) Pay Request 1 – Earth Work Solutions Invoice 37688 \$18,940.08 / grant amount \$4,735.02.
 - 2) No bill yet for mag chloride
- b. Rock authorized to be put by the mailboxes to alleviate the mud (March meeting) – Rock was put down by the mailboxes when the road project was completed.
- c. Director Election (November 4, 2025 – Pilon) – Anyone interested in running for the Board and having their name on the ballot must submit an application between August 6, 2025, and August 26, 2025.

VI. New Business

- a. Public Records Notice – The Board reviewed and signed the notice to submit to the County stating that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- b. Barb Pilon moved to designate First National Bank as the official depository for 7/1/25 – 6/30/26. Heather Wichert seconded. Motion carried unanimously.

Next Regular Meeting: Wednesday, September 24, 2025, 4:30 p.m. 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 4:51 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Barbara Pilon
Signature

Barbara Pilon
Printed Name

9/24/25
Date

Tyler Miller
Signature

Tyler Miller
Printed Name

9/24/25
Date

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

Budget - Overbrook ISD - 7/1/25 - 6/30/26

Budget Hearing: Monday, July 14, 2025, 4:30 p.m. at office of Cathey Consulting / PO Box 7221, Gillette, WY 82717

	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
CASH CARRYOVER	25,214	41,482	44,065	46,794
Revenue				
Assessments	51,393	51,180	51,004	51,180
Assessments - Interest	106	20		20
Customer and other billing	11,468	19,400	12,861	19,400
Grants - County	3,496	5,000	6,884	5,000
Interest from bank	153	100	209	100
TOTAL REVENUE	66,616	75,700	70,958	75,700
TOTAL REVENUE PLUS CASH CARRYOVER	91,830	117,182	115,023	122,494
Expenditures				
Capital Expenditures				
Administrative	6,480	6,800	6,141	7,367
Operations	46,194	110,282	58,418	115,027
Indirect	100	100	100	100
TOTAL EXPENDITURES	52,774	117,182	64,659	122,494
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	3,682		7,972	
Payables Balance Start of FY	2,243		11,875	
Undeposited Funds			333	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	25,214	41,482	44,065	46,794
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	25,214	41,482	44,065	46,794
Receivables Balance End of FY	7,972			
Payables Balance End of FY	11,875			
Undeposited Funds	333			
End of Year Bank Balance	44,065		46,794	
Net per year (Revenue minus Expenses)	39,056	0	50,364	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.

Tyler Miller _____ Board Member Signature
Heather Wichert _____ 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 Ae, Suite 106, Gillette. Meeting dates are published in minutes and posted online at www.catheyconsulting.net.

Overbrook	Feet	Miles
Catalina Ct	640	0.12
Overbrook Ct	650	0.12
Overbrook Rd (from Force Rd to cul-de-sac in front of 215 Overbrook)	6848	1.30
Total	8138	1.54

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
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