

**OVERBROOK IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING
MINUTES
WEDNESDAY, SEPTEMBER 24, 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

Tyler Miller called the meeting to order at 4:46 p.m.

- I. **Minutes** – Heather Wichert moved to approve the minutes for the July 14, 2025, budget hearing and regular meeting as presented. Barb Pilon 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.

Bank Balance End of Last Meeting: **\$49,214.76**

7/1-7/14/25 Deposits – Water \$143.06

07/10/25 Deposit – Assessments \$971.84

Adjusted Balance Forward: \$50,329.66

7/15-7/31/25 Deposits – Water \$358.18

07/31/25 Interest \$27.30

08/05/25 Deposit-Xpress bill pay \$451.42

08/10/25 Deposit – County Grant \$4,735.02

08/10/25 Deposit – Assessments \$492.55

8/1-8/31/25 Deposit – Water \$1,251.75

08/31/25 Interest \$20.74

August bills paid:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 6/25-7/25/25 (0 hundred cubic feet)	\$40.00
AUTO	City of Gillette Bill 2111634 7/1-8/4/25 Regional Water – 371,000 gal.	\$1,341.39
AUTO	Powder River Energy 10349101 Electricity 7/1-8/1/25	\$515.09
5613	Cathey Consulting Inv. 8236 – July Admin./Bookkeeping/Compliance	\$500.00
5614	Dustbusters Enterpr. Inv... CD202519358 – 1,070 gallons dustgaard	\$1,380.30
5615	Hawkins, Inc. Inv. 7136950 – Azone 15 mini-bulk	\$413.87
5616	Water Guy, LLC Inv. 2025-831 – July Water Operator/meters billing	\$857.80
TOTAL		\$5,048.45

09/08/25 Deposit-Xpress bill pay \$826.36

09/10/25 Deposit – Assessments \$1,050.66

09/11/25 Deposit – County Grant \$345.08

BANK BALANCE PRIOR TO MEETING: **\$54,840.27**

Bills Paid At This Meeting:

Ck#	Payee – Purpose	Amount
AUTO	Black Hills Energy Gas 7/25-8/26/25 – 0 hundred cubic feet	\$40.00
AUTO	City of Gillette Bill 2129130 – 8/4-9/2/25 Regional Water base \$195 337,000 gal. \$1,041.33	\$1,236.33
AUTO	Powder River Energy 10349101 Electricity 8/1-9/1/25	\$551.99
5617	Cathey Consulting Inv. 8282 – August Admin./Bookkeeping/Compl.	\$500.00
5618	Dustbusters Enterprises Inv. CD202521085 – Dustguard (7,051 gallons)	\$9,095.79
5619	Energy Laboratories Inv. 727611 – Water Testing	\$1,534.00
5620	Water Guy Inv. 2025-974 – Aug. Water Operator/meter readings/ billing \$857.80	\$923.55
	Inv. 2025-1019 – Changed out pump tube 8/18/25 \$65.75	
5621	Hawkins, Inc. Inv. 7196058 – Azone 15 mini-bulk	\$430.33

Total Bills: \$14,311.99
BALANCE AFTER BILLS: \$40,528.28
Receivables Balance: \$56,270.36 (Assessments \$51,556.64 / Water \$2,909.50 as of end of prior month / County grant pay request \$1,804.22)

III. Water / Well Update –

- a. Water System Review – Tyler Miller will contact Water Guy to have them stop blending with regional water.

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. County Grant approved 11/1/24 for \$6,884.32. Road work has been completed.
- 1) Pay Request 1 – Earth Work Solutions Invoice 37688 \$18,940.08 / grant amount \$4,735.02.
 - 2) Pay Request 2 – Dustbusters Invoice CD202519358 \$1,380.30 / grant amount \$345.08
 - 3) The Board reviewed and signed Pay Request 3 – Dustbusters Invoice CD202521085 \$9,095.79 / grant amount \$1,804.22
 - 4) The Board reviewed and signed the completion report to close out the County grant.
- b. Director Election (November 4, 2025 – Pilon) – The Board reviewed the draft ballot which will be mailed between October 10th and October 20th. The following legal ad will run in the Gillette News-Record on October 21, 2025, after ballots have been mailed:

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 one director to the Board of Directors to serve a four (4)-year term. Candidates include Barbara Pilon. Replacement ballots may be obtained from Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, or by calling Helennane 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 4, 2025, or at the office of Cathey Consulting by 5:00 p.m. on Tuesday, November 4, 2025, to be valid. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, November 4, 2025, between 9:00 a.m. and 2:00 p.m.

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

Heather Wichert, Jason Wichert, and Helennane Cathey will canvass ballots on November 5, 2025, at 6:00 p.m. at the office of Cathey Consulting.

V. New Business

- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/25.

Next Regular Meeting: Wednesday, December 3, 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 4:56 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Heather Wichert
Signature

Heather Wichert
Printed Name

12/3/2025
Date

Barbara Pilon
Signature

Barbara Pilon
Printed Name

12/3/25
Date

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