

PINNACLE HEIGHTS IMPROVEMENT & SERVICE DISTRICT

(c/o Cathey Consulting, PO Box 471, Gillette, WY 82717)

REGULAR MEETING

Monday, August 12, 2024, 5:00 p.m.

400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)

MINUTES

Keith Williams called the meeting to order at 5:04 p.m.

- I. **Last election** – The last election was May, 2024. Keith Williams and Fabian Rodriguez were elected. Anita Czapeczka has resigned from the board, and the resignation has been accepted by the Board. The Board will appoint someone to serve until the next election. This should be done at the next meeting.
- II. **Cathey Consulting Agreement** – The agreement for Cathey Consulting to provide services was signed. The fee is \$210 per month starting August 1, 2024.
- III. **Change of Address** The District will use the following mailing address:
c/o Cathey Consulting
PO Box 471
Gillette, WY 82717
- IV. **Bank Account** – A letter was signed to add Helenanne Cathey as a contact for the District. Helenanne Cathey is not authorized to sign checks or move money, but she should be able to talk to the bank about the District's account. Board members will talk to the bank regarding earning interest on the account. There are other banks that pay interest on District funds, and the Board agreed that it would make sense to have an interest-bearing account.
- V. **Annual report summary form is due by September 30th** – The annual report will be prepared for the next meeting for all Board members to sign.
- VI. **Minutes Approval – (Motion to approve minutes)** – Keith Williams moved to approve the minutes for the July 15, 2024, budget hearing and regular meeting. Fabian Rodriguez seconded. Motion carried unanimously. Minutes will be e-mailed to everyone in the District who provides their e-mail address after the minutes are approved by the Board.
- VII. **Treasurer's Report Acceptance / Bills** – No report and no bills to pay at this time.
- VIII. **Approve Cathey Consulting Fee Schedule for public records requests** – The public records / fee schedule will be approved at the next meeting.
- IX. **Investment Policy** – The following investment policy was reviewed. Districts are required to have an investment policy.

All available cash will be kept on deposit at a bank authorized to do business in Wyoming, preferably located in Wright or Gillette, Wyoming. Funds may be kept in interest-bearing checking and savings accounts that are FDIC insured. Funds may also be deposited in certificates of deposit that are FDIC insured.

No investments will be made except as allowed under Wyoming Statutes 9-4-831.

Keith Williams moved to adopt the investment policy as written. Fabian Rodriguez seconded. Motion carried unanimously.

- X. **Official Depository Designation** – The official depository will be designated at the next meeting. The District needs to designate an official depository once a year.

- XI. **Public Records Notice** – Two board members signed the notice letting the County know that the District's records are stored at the office of Cathey Consulting to submit to the County and authorize Helenanne Cathey to register as the designated public records person with Wyoming Administration and Information
- XII. **Records Retention Schedule** – This will be on the next agenda.
- XIII. **By-Laws** – There was discussion on by-laws or rules and regulations or covenants that the District follows. This will be discussed at the next meeting.
- XIV. **Rates / Assessments / Fees / Rules and Regulations or Guidelines** – The current assessment is \$100 a year. There was discussion on road work. Helenanne Cathey explained the County grant program and talked a little bit about the state grant programs. The state also has a loan program. First Northern Bank has loaned several districts money for projects.
- XV. **Newsletter** – Helenanne Cathey will draft a newsletter to be reviewed at the next meeting to mail to everyone in the District regarding hiring Cathey Consulting and encouraging people to provide their e-mail addresses to receive meeting minutes.
- XVI. **Insurance / Bond** – There is a bond in place on the Board. There was discussion on the Local Government Liability Pool option for directors and officers and general liability insurance to be put in place in the next fiscal year.
- XVII. **Annual Report** – Helenanne Cathey will complete the F32 and will bring the annual report to the next meeting that needs to be submitted by September 30th. Board members will sign the annual report and include their training information.
- XVIII. **Next regular meeting:** Wednesday September 18, 2024, 4:30 p.m. at the office of Cathey Consulting (400 South Gillette Avenue, Suite 106, Gillette – in the K2 Technologies building – office entrance is on 4th Street across from Arrow Printing).

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Keith Williams
Signature

Keith Williams
Printed Name

9-18-24
Date

Fabian Rodriguez
Signature

Fabian Rodriguez
Printed Name

9-18-24
Date

Keith Williams, President / Fabian Rodriguez, Treasurer / Vacant, Secretary
Secretary Treasurer