

PINNACLE HEIGHTS IMPROVEMENT & SERVICE DISTRICT

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

REGULAR MEETING

Wednesday, September 18, 2024, 4:30 p.m.

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

MINUTES

BOARD MEMBERS PRESENT: Fabian Rodriguez, Keith Williams

BOARD MEMBERS NOT PRESENT: Christy Schomer (appointed at this meeting)

OTHERS PRESENT: Helenanne Cathey, Kenneth Waldner, Kim & Jerry Barnaby

Keith Williams called the meeting to order at 4:30 p.m.

- I. Minutes Approval** – Keith Williams moved to approve the minutes for the July 15, 2024, and August 12, 2024, regular meeting. Fabian Rodriguez seconded. Motion carried unanimously.
- II. Treasurer's Report Acceptance / Bills** – Keith Williams moved to accept the Treasurer's Report and pay bills as presented and listed below. Fabian Rodriguez seconded. Motion carried unanimously.

Bank Balance as of 6/30/24: **\$28,318.38**

Bank Balance Prior to Meeting: **\$28,318.38**

Bills Paid

Ck#	Payee	Description	Amount
119	Cathey Consulting	Inv. 7745 – Aug., Admin./Bookkeeping/Compliance	\$210.00
TOTAL			\$210.00

Bank Balance End of Meeting: **\$28,108.38**

Receivables Balance (Assessments): \$1,400.00

III. Unfinished Business

- Keith Williams moved to appoint Christy Schomer as Director / Treasurer to fill the vacant position on the Board. Fabian Rodriguez seconded. Motion carried unanimously.
- Board members will talk to a few other banks regarding better terms on the checking account (interest) and the possibility of financing if needed on a street paving project. The District may switch banks so the official depository will not be designated yet.
- Roads – There was discussion on the roads and looking into funding options for paving. Board members will talk to several engineers about their assistance in applying for a state grant and doing the design and overseeing bidding and construction of paved roads. Proposals will be requested, and this will be discussed at the next meeting. The County has a grant that will cover up to \$7,500 of the engineering costs to apply for state grants and loans.
- Cathey Consulting Fee Schedule for records – Keith Williams moved to approve the Cathey Consulting fee schedule for public records requests. Fabian Rodriguez seconded. Motion carried unanimously. The fee schedule is posted online.
- Records Retention Schedule – Keith Williams moved to approve the Records Retention Schedule as presented. Fabian Rodriguez seconded. Motion carried unanimously.
- Review by-laws / covenants / rules and regulations / formation documents – No discussion. This will be removed from the agenda.

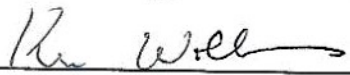
IV. New Business

- Local Government Annual Report Summary – The annual report was signed and will be submitted to the Wyoming Department of Audit as required.
- DAS Properties / 60' Right-of-way – Helenanne Cathey had some questions that were answered at the meeting. No issues.

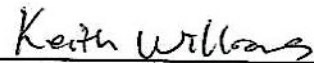
- V. **Next regular meeting: Wednesday, October 16, 2024, 4:00 p.m.** at the office of Cathey Consulting (400 South Gillette Avenue, Suite 106, Gillette – in the K2 Technologies building – office entrance is on 4th Street across from Arrow Printing). **THIS WILL BE A REGULAR MEETING, BUT THE MAIN FOCUS WILL BE TO CONSIDER / HIRE AN ENGINEER TO ASSIST WITH A ROAD PAVING PROJECT AND APPLY FOR GRANTS TO HOPEFULLY FUND A LARGE PERCENTAGE OF THE PROJECT.**

Keith Williams moved to adjourn the meeting. Fabian Rodriguez seconded. The meeting was adjourned at 5:11 p.m.

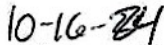
Respectfully submitted,
Helenanne Cathey, Assistant to the Board



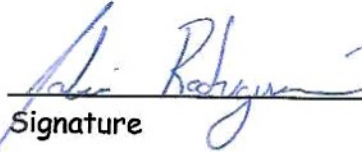
Signature



Printed Name



Date



Signature



Printed Name



Date

Keith Williams, President / Fabian Rodriguez, Secretary / Christy Schomer, Treasurer