

PIPER ACRES IMPROVEMENT & SERVICE DISTRICT
REGULAR MEETING MINUTES
Thursday, January 20, 2022, 10:00 a.m.
at the office of Cathey Consulting, 400 S Gillette Ave., Suite 106, Gillette

Board Members Present: Tom Civin, Cyral Callender, Tom Simons
Others Present: Helenanne Cathey

The meeting came to order at 10:00 a.m.

- I. District formation** – The District was formed on October 19, 2021. The Department of Revenue has provided a letter of compliance indicating that the District has submitted everything that is required. The original Board of Directors is as follows:
 - Tom Civin – 4 year term
 - Lynne Civin – 2 year term (Lynne Civin was originally elected to the Board, but Cyral Callender was appointed to replace Lynne when Lynne resigned the director position. The oath was completed at the courthouse.)
 - Tom Simons – 2 year term
- II. Election of officers** – It was agreed by unanimous consent that the officers for the year will be as follows:
 - Tom Civin, President
 - Cyral Callender, Vice President
 - Tom Simons, Secretary/Treasurer.
- III. Financial** – All of the land in the District is currently owned by the developer of Piper Acres, and the developer will cover the preliminary costs for the District. As lots are sold, there will be assessments and/or monthly fees for lots. The developer is currently developing phase 1 which will have 27 lots, but none of those lots are sold or developed. There was discussion on developing a fee structure for developed and undeveloped lots that are no longer owned by the developer since the developer has paid all of the costs for the formation of the subdivision as well as the District. There will be discussions on rates at upcoming meetings, and a budget will be developed for the next fiscal year (July 1, 2022 through June 30, 2023).
- IV. Unfinished Business**
 - a. None
- V. New Business**
 - a. Helenanne Cathey explained that she will charge \$80 per hour to start for the District and will eventually move to a set monthly fee as lots start to develop and sell. Cathey Consulting provides administrative, bookkeeping and compliance services for about 34 special districts in Campbell County doing everything from agendas and minutes to budgeting, election management, recordkeeping, and file storage. Cathey Consulting will work in partnership with the Board of Directors to maintain daily administrative and bookkeeping compliance as well as long-term planning and management of the District. Helenanne Cathey will not be a signer for the District on any banking and most reporting. She will prepare information for the Board to review and approve at regular meetings. She briefly explained some of the open meetings and public records requirements for special districts.
 - b. Tax ID Number – Helenanne Cathey will apply for an IRS Tax ID for the District. The District is a political subdivision of the State of Wyoming and is tax exempt, but the tax id is still required for things like opening a bank account and for 1099 reporting. The District does not have to file an annual tax return because it is a governmental entity.
 - c. The District will use Cathey Consulting's mailing address for now (c/o Cathey Consulting, PO Box 471, Gillette, WY 82717).

Next regular meeting: Helenanne Cathey will call Board members around the middle of March, 2022, to schedule a meeting to approve a preliminary budget and approve various policies and forms for compliance with state statutes.

The meeting adjourned at 10:55 a.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board (307-685-8235)

Tom Civin (307-752-3200), President / Date

Cyral Callender (307-696-3135), Vice President / Date

Tom Simons (307-680-9162), Secretary/Treasurer / Date