

PINNACLE HEIGHTS IMPROVEMENT & SERVICE DISTRICT

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

REGULAR MEETING

Wednesday, April 30, 2025, 5:30 p.m.

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

MINUTES

BOARD MEMBERS PRESENT: Keith Williams, Fabian Rodriguez
BOARD MEMBERS NOT PRESENT: Christy Schomer
OTHERS PRESENT: Helenanne Cathey, Teresa Williams,
Nick Marty (WWC Engineering)

Keith Williams called the meeting to order at 5:32 p.m.

This meeting was originally scheduled for February 18, 2025, but was rescheduled to today.

I. Minutes Approval – Keith Williams moved to approve the minutes for the January 9, 2025, regular meeting. Fabian Rodriguez seconded. Motion carried unanimously.

II. Treasurer’s Report Acceptance / Bills – The financial information and bills were reviewed. The Treasurer’s Report and bills were approved by unanimous consent.

Ending Bank Balance from last meeting: **\$27,634.32**

VOID Ck# 1002 – C N A Surety – payment needs to be made to \$105.00
HUB International instead of C N A Surety.

*HUB International – At the last meeting a check was written to C N A Surety for the position schedule bond. HUB International advised that the check was supposed to be written to HUB International instead of C N A Surety. Voided check #1002. Reissued check to HUB International (Ck# 1004)

01/10/25 Deposit – Assessments \$400.00

01/31/25 Interest \$8.92

02/18/25 Bills Paid:

Ck# 1003 – Cathey Consulting – Inv. 7964 – Jan. Administrative/ \$210.00
Bookkeeping/Compliance Services

Ck# 1004 – HUB International – Inv. 3965681 Bond / Board \$105.00

02/28/25 Interest \$8.63

03/31/25 Interest \$9.56

Balance Prior to Meeting: \$27,851.43

Bills paid at meeting:

Bills Paid

Ck#	Payee	Description	Amount
1005	Cathey Consulting	Inv. 8008 – Feb., Admin./Bookkeeping/Compl.	\$210.00
		Inv. 8051 – Mar. Admin./Bookkeeping/Compl.	\$210.00

TOTAL \$420.00

Bank Balance End of Meeting: **\$27,431.43**

Receivables Balance (Assessments): \$500.00

III. Unfinished Business

a. Paving Streets –

- 1) County grant – The County would not fund the grant at the 100% level, but they did approve at the 25% level on February 19, 2025. The County grant was approved for \$1,875 (25% of WWC proposal of \$7,500) to assist the District in the costs for applying for funding to pave the district’s streets. The Board reviewed and signed the grant agreement.
- 2) Keith Williams moved to proceed with WWC doing the preliminary engineering and funding applications for an amount not to exceed \$7,500. Fabian Rodriguez seconded. Motion carried unanimously. Nick Marty will start on the work right away.

IV. New Business

- a. Budget for 7/1/25 – 6/30/26 – The budget hearing will be Tuesday, June 24, 2025, 5:00 p.m. The consensus is to increase the annual assessment to \$800 per lot in order to build funds for the street paving project in the next few years. The District’s assessment was \$600 per year starting in 2012, went to \$300 per year starting in 2018, and then went to \$100 per year starting in 2021. The District has to increase the assessment in order to be considered for funding, to show that we are building funds for the project. The proposed budget was approved by unanimous consent and is attached to these minutes. The following legal ad will run in the Gillette News-Record on June 10, 2025.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING
PINNACLE HEIGHTS IMPROVEMENT & SERVICE DISTRICT**

A public hearing will be held at 400 South Gillette Avenue, Suite 106, Gillette (Office of Cathey Consulting – entrance is on 4th Street across from Arrow Printing) on Tuesday, June 24, 2025, at 5:00 p.m. for the purpose of reviewing the 7/1/25-6/30/26 budget, followed by the regular meeting to adopt the budget and conduct regular business. Budget summary:

Revenue plus Cash Carryover: \$56,707.00

Costs: Administrative: \$3,200.00 / Indirect: \$105.00 / Operations & Miscellaneous: \$53,402.00

The annual assessment will increase to \$800.00 per lot in anticipation of a street paving project in the next few years. A copy of the budget is available from Cathey Consulting at 307-685-8235 or online at www.catheyconsulting.net.

V. Next regular meetings:

Monday, May 19, 2025, 5:30 p.m.

Tuesday, June 24, 2025, 5:00 p.m. (Budget Hearing and Regular Meeting)

Meetings are 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).

Keith Williams moved to adjourn. Fabian Rodriguez seconded. The meeting was adjourned at 6:02 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Keith Williams
Signature

Keith Williams
Printed Name

5-19-25
Date

Fabian Rodriguez
Signature

Fabian Rodriguez
Printed Name

5-19-25
Date

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

Budget - Pinnacle Heights I&S - 7/1/25 - 6/30/26

Budget Hearing: Tuesday, June 24, 2025, 5:00 p.m. at office of Cathey Consulting, 400 S Gillette Ave, Suite 106, Gillette / c/o Cathey Cons., PO Box 471, Gillette, WY 82717

	Actual (F32) 7/1/23 - 6/30/24	Budget 7/1/24 - 6/30/25	Actual (Estimated) 7/1/24 - 6/30/25	Budget 7/1/25 - 6/30/26
CASH CARRYOVER	27,412	28,761	27,412	26,107
Revenue				
Assessments (14 X \$800)	1,400	1,400	1,400	11,200
Assessments - Interest				
Interest				
Grants - County		3,000		21,000
TOTAL REVENUE	1,400	4,400	1,400	32,200
TOTAL REVENUE PLUS CASH CARRYOVER	28,812	33,161	28,812	58,307
Expenditures				
Administrative	94	3,200	2,600	3,200
Operations	300	15,000	0	55,002
Indirect	100	0	105	105
TOTAL EXPENDITURES	494	18,200	2,705	58,307
Reserves-Amount to be Added		0		0
Reserves-Amount to be spent		0		0
Ending Reserves balance		0		0
Receivables Start of FY				
Payables Balance Start of FY				
	6/30/2023	6/30/24 (EST)	6/30/2023	6/30/24 (EST)
BEGINNING OF FISCAL YEAR BALANCES				
GENERAL FUNDS	27,412	28,761	27,412	26,107
RESERVES BALANCES				
TOTAL FUNDS BEGINNING OF YEAR	27,412	28,761	27,412	26,107
Receivables Balance End of FY				
Payables Balance End of FY				
End of Year Bank Balance	28,318		26,107	
Net per year (Revenue minus Expenses)	28,318	14,961	26,107	0

Budget Message: The budget for this fiscal year includes funding for a road paving project. WWC Engineering has been hired to assist the District in securing funds for the project.

Board Member Signature _____

Board Member Signature _____

Directors: Keith Williams (Pres.) & Fabian Rodriguez (Secretary.) terms end May, 2028 / Christy Schomer (Treas.) term ends May 2026
 Records at 400 S Gillette Ave., Gillette / Notice of meetings in minutes and online at www.catheyconsulting.net.
 Regular Office hours 20 hours or more a week - Yes / 400 S Gillette Ave, Gillette, WY 82716 (also location of meetings)

Roads	Feet	Miles
Whitetail Street & Whitetail Court	1,482	0.28
Pinnacle Dr	1,611	0.31
Lamar Ct	537	0.10
Total	3,630	0.69
5,280 feet in a mile		

Rates History:

2021 \$100

2018 \$300

2012 \$600

Oct., 2010 - District formed / don't know if there were assessments 2010 & 2011