

PINNACLE HEIGHTS IMPROVEMENT & SERVICE DISTRICT

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

REGULAR MEETING

Thursday, January 9, 2025, 5:30 p.m.

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

MINUTES

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

Christy Schomer called the meeting to order at 5:31 p.m.

This meeting was originally scheduled for December 4, 2024, but was rescheduled to today.

- I. **Minutes Approval** – Christy Schomer moved to approve the minutes for the October 16, 2024, regular meeting. Fabian Rodriguez seconded. Motion carried unanimously. There was no meeting in December.
- II. **Treasurer’s Report Acceptance / Bills** – Helenanne Cathey explained that the bond through C N A Surety was previously a Treasurer Bond on Anita Czapeczka. The consensus is to switch the bond to a Position Schedule Bond that will cover all three Board members rather than only one person. Two signatures are required on all checks. Christy Schomer moved to accept the Treasurer’s Report and pay bills as presented and listed below. Fabian Rodriguez seconded. Motion carried unanimously.

The Bank of Gillette

Ending Bank Balance from last meeting:		\$27,898.38
11/10/24	Deposit – Assessments	\$150.00
12/04/24	Ck# 120 – Cathey Consulting – Invoice 7834 –	\$420.00
	Oct. Admin./Bookkeeping/Compliance \$210.00	
	- Cathey Consulting – Invoice 7876 –	
	Nov. Admin./Bookkeeping/Compliance \$210.00	
12/10/24	Deposit – Assessments	\$350.00
Ck# 120 – VOIDED – Bank did not clear before		
	bank account was closed.	\$420.00
Bank Transfer to First Northern Bank:		\$28,398.38
Closing Account Balance at The Bank of Gillette:		\$0

First Northern Bank

12/16/24	Bank transfer from The Bank of Gillette	\$28,398.38
12/17/24	Main Street Checks – checks for new account	\$29.06
12/19/24	Ck# 1000 – Cathey Consulting – Invoice 7834 –	\$420.00
	Oct. Admin./Bookkeeping/Compliance \$210.00	
	- Cathey Consulting – Invoice 7876 –	
	Nov. Admin./Bookkeeping/Compliance \$210.00	
Balance Prior to Meeting:		\$27,949.32

Bills paid at meeting:

Bills Paid

Ck#	Payee	Description	Amount
1001	Cathey Consulting	Inv. 7919 – Dec., Admin./Bookkeeping/Compliance	\$210.00
1002	C N A Surety	Bond / Board	\$105.00
TOTAL			\$315.00

Bank Balance End of Meeting: \$27,634.32

Receivables Balance (Assessments): \$900.00

III. Unfinished Business

- a. Bank / Official Depository – Christy Schomer moved to designate The Bank of Gillette and First Northern Bank as the official depositories for 7/1/24 – 6/30/25. Fabian Rodriguez seconded. Motion carried unanimously.
- b. Paving Streets – WWC Engineering provided a proposal for preparing budgetary cost estimates to be based on assumed design sections for the roadway, assist with writing grant applications for state funding e.g. Countywide Consensus grant funds, and work with Campbell County as needed to secure grant funding available to reimburse the costs of preparing State or other grant applications. There was discussion on a paving project and what would be needed in the project. The consensus is to apply for the County grant for money to pay the engineer to work on preliminary engineering, cost estimates and apply for state grants or loans and/or other funding.

IV. New Business

a.

- V. **Next regular meeting: Tuesday, February 18, 2025, 5:30 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).

Christy Schomer moved to adjourn. Fabian Rodriguez seconded. The meeting was adjourned at 6:19 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Signature

Keith Williams

Printed Name

4-30-25

Date



Signature

Fabian Rodriguez

Printed Name

4-30-25

Date

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