

PINNACLE HEIGHTS IMPROVEMENT & SERVICE DISTRICT

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

REGULAR MEETING

Tuesday, August 26, 2025, 5:00 p.m.

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

MINUTES

BOARD MEMBERS PRESENT: Keith Williams, Christy Schomer
BOARD MEMBERS APPROVED ABSENT: Fabian Rodriguez
OTHERS PRESENT: Helenanne Cathey, Teresa Williams

Keith Williams called the meeting to order at 5:10 p.m.

- I. **Minutes Approval** – Keith Williams moved to approve the minutes for the June 24, 2025, budget hearing and regular meeting. Christy Schomer seconded. Motion carried unanimously.
- II. **Treasurer’s Report Acceptance / Bills** – The financial information and bills were reviewed. Keith Williams moved to accept the Treasurer’s Report and pay bills as presented. Christy Schomer seconded. Motion carried unanimously.

Ending Bank Balance from last meeting: **\$26,746.80**
 06/30/25 Interest \$9.05
 07/10/25 Deposit – Assessments \$106.68
 07/31/25 Interest \$9.13
 Balance Prior to Meeting: \$26,871.66

Bills paid at meeting:

Bills Paid

Ck#	Payee	Description	Amount
1010	Cathey Consulting	Inv. 8190 – June Admin./Bookkeeping/Compl. \$210.00	\$430.00
		Inv. 8238 – July Admin./Bookkeeping/Compl. \$220.00	
1011	WWC Engineering	Inv. 251890001 – 5/12-5/13 Grant writing & research	\$846.50
TOTAL			\$1,276.50

Bank Balance End of Meeting: **\$25,595.16**

Receivables Balance (Assessments): \$11,200.00

III. Unfinished Business

- a. Paving Streets – No update.
 - 1) County grant approved 2/19/25 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 streets.
 - 2) WWC authorized to proceed for an amount not to exceed \$7,500 on 4/30/25.
 - Inv. 251890001 7/14/25 \$846.50 Amt. Remaining: \$6,653.50
Helenanne Cathey will send an e-mail to the engineer to ask him to attend the next meeting.

IV. New Business

- a. The Board reviewed and signed the Local Government Annual Report Summary for FYE 6/30/25 which will be submitted to the state. The F32 (annual report) was submitted online by Emily Cathey.
- b. Director election – May 5, 2026 (Schomer – 4 year term) – The following legal ad will run in the Gillette News-Record on January 6, 2026:

NOTICE OF DIRECTOR ELECTION
PINNACLE HEIGHTS IMPROVEMENT & SERVICE DISTRICT
CAMPBELL COUNTY, WYOMING

Public Notice is hereby given that on Tuesday, May 5, 2026, an election shall be held for the purpose of electing one Director to serve a four (4)-year term on the Board of the Pinnacle Heights Improvement & Service District. The election shall be conducted by mail ballot, and anyone entitled to vote shall receive a ballot with a return envelope stating the date and time the ballot must physically be in the hands of the election official. A polling place will be available at Cathey Consulting, 400 South Gillette Avenue, Suite 106, Gillette, on Tuesday, May 5, 2026, between 9:00 a.m. and 2:00 p.m.

Any qualified elector may run for Director by filing an application for election with the Secretary of the District (PO Box 471, Gillette, WY 82717) or with Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette) between February 4, 2026, and February 24, 2026. The application is available from the office of Cathey Consulting (307-685-8235) or online at www.catheyconsulting.net – click on Election Documents. A qualified elector means a person who is an owner of land within the District, or the person holding record fee title to real property, or a registered voter of the District.

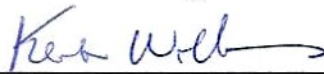
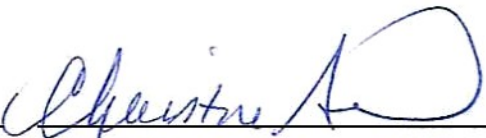
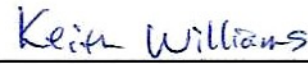

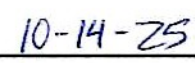
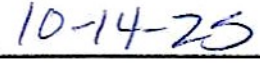
Fabian Rodriguez, Secretary / Filing Officer
Pinnacle Heights Improvement & Service District

V. **Next regular meeting: Tuesday, October 14, 2025, 4:30 p.m.**

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. Christy Schomer seconded. The meeting was adjourned at 5:19 p.m.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

	
_____ Signature	_____ Signature
	
_____ Printed Name	_____ Printed Name
	
_____ Date	_____ Date

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