

**Meadow Springs Improvement & Service District  
Regular Meeting  
MINUTES**

**Thursday, May 8, 2025, 6:30 p.m.**

Office of Cathey Consulting, 400 S Gillette Avenue, Suite 106, Gillette, Wyoming

BOARD MEMBERS PRESENT: Jennifer Zmiewski, Mike Zmiewski  
BOARD MEMBERS NOT PRESENT: Aaron Johnson  
OTHERS PRESENT: Helenanne Cathey

Mike Zmiewski called the meeting to order at 6:38 p.m.

- I. **Minutes Approval** – Jennifer Zmiewski moved to approve the April 24, 2025, regular meeting minutes as presented. Mike Zmiewski seconded. Motion carried unanimously.
- II. **Treasurer’s Report** – The financial information was reviewed. Jennifer Zmiewski moved to accept the Treasurer’s Report, pay bills as presented (listed below), and sign bank statements. Mike Zmiewski seconded. Motion carried unanimously.

Money Market (Savings) Account Balance From last Meeting:	\$22,487.41
04/30/25 Interest	
<b>BALANCE IN SAVINGS ACCOUNT PRIOR TO MEETING:</b>	<b>\$22,487.41</b>

Checking Account Balance From last Meeting:	\$4,097.53
Deposits / Other Account Activity:	
4/1-4/24/25 Deposits – Water	\$510.00
Adjusted Balance Forward:	\$4,607.53
4/25-4/30/25 Deposits – Water	\$170.00
04/30/25 Bank Service Charge	-\$2.00
05/05/24 Deposit – Xpress Bill Pay	\$765.00
Checking Account Balance Prior to Bills:	\$5,540.53*

**BILLS PAID AT MEETING:**

<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Acct 3260827 Electricity 4/1-5/1/25	\$191.77
1929	Cathey Consulting	Inv. 7989 – Apr., 2025 adm./bks/postage	\$393.75
1930	Water Guy	Inv. 2025-417 – Apr. Water Operator/ Billing \$729.30	\$916.80
		Inv. 2025-465 – Locates \$187.50	
<b>TOTAL</b>			<b>\$1,502.32</b>
<b>ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:</b>			<b>\$4,038.21*</b>

*\*Bank Balance reflects payments/deposits through the end of the prior month.*

- III. **Well / Water Report** – The water and electricity usages were reviewed.
- IV. **Unfinished Business**
  - a. Water System Projects –
    - i. Water Guy will tie in the new control valve for regional water to the District’s water system and replace the PSI switch for the pressure pump.
    - ii. On hold for now: Well / Pumphouse – Add more insulation (spray) to walls & top of the bldg.
    - iii. Meters and Electronic Radio Transmitters (ERTs) - Project estimate \$7,546.16 with \$2,490.23 grant request (33% of the project cost because it’s related to regional water connection). The County grant was approved for the installation of meters and ERTs for 16 taps. There are 19 total taps on the water system and 3 already have meters and ERTs. Water Guy is authorized to proceed (3/13/25 meeting). Mike Zmiewski anticipates starting on the meter project, hopefully in the next week or two.
    - iv. Lead / Service Line Inventory – Waiting for pictures from one property.

- b. Budget for 7/1/25 – 6/30/26 – budget hearing July 10, 2025 – The budget was updated to include a new billing rate and billing for water usage. Jennifer Zmiewski moved to approve the proposed budget for 7/1/25 – 6/30/26. Mike Zmiewski seconded. Motion carried unanimously. The budget is attached to these minutes. The following legal ad will run in the Gillette News-Record on July 1, 2025.

**LEGAL NOTICE OF PUBLIC BUDGET HEARING  
MEADOW SPRINGS IMPROVEMENT & SERVICE DISTRICT**

Meadow Springs Improvement and Service District will hold a public hearing to review the 7/1/25 – 6/30/26 budget followed by the regular District meeting to adopt the budget and conduct regular business at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106, Gillette, Wyoming, (City Hall Mall / K2 Technologies Building – entrance is on 4<sup>th</sup> Street across from Arrow Printing) on July 10, 2025, at 6:30 p.m. The budget is summarized below:  
 Administrative \$7,073 / Indirect \$705 / Operations/Miscellaneous \$58,052  
 Revenue and Rollover: \$65,830

The annual assessment will decrease to \$590 per parcel instead of \$697. The monthly base rate will decrease to \$55, but when meters are read, a usage fee for water will be billed at \$5.50 per 1,000 gallons over 1,000 gallons per month. Ag and undeveloped taps will pay the regional water tap fee of \$7.50 per month unless water is used then the billing will be \$55 plus \$5.50 per 1,000 gallons over 1,000 gallons per month. The complete proposed budget is available online at [www.catheyconsulting.net](http://www.catheyconsulting.net). To contact the District or to request special accommodations for the hearing, call Cathey Consulting at 307-685-8235.

**V. New Business**

- a. None

**VI. Next Regular Meeting: Thursday, June 12, 2025, 6:30 p.m.** at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106 (K<sup>2</sup> Technologies Building – Entrance is on 4<sup>th</sup> Street), Gillette. Meetings are generally the second Thursday of the month at 6:30 p.m. However, meeting dates may be changed to accommodate Board member schedules.

**2025 meetings:**


- Thurs., June 12, 2025, 6:30 p.m.
- Thurs., July 10, 2025, 6:30 p.m. / Thurs., Aug. 14, 2025, 6:30 p.m. / Thurs., Sep. 11, 2025, 6:30 p.m.
- Thurs., Oct. 9, 2025, 6:30 p.m. / Thurs., Nov. 13, 2025, 6:30 p.m. / Thurs., Dec. 11, 2025, 6:30 p.m.

**VII. Adjourn:** Mike Zmiewski adjourned the meeting at 7:17 p.m.

**NOTES:**

- a. When the red flashing light comes on, it indicates the pump has stopped. CALL A BOARD MEMBER.
- b. Homeowner payments must be received no later than 5:00 p.m. the 20<sup>th</sup> of the month to avoid the \$20 late fee and possible disruption of service. Payments can be delivered to the office of Water Guy 512 WY-50.
- c. Check out Water Guy’s Facebook page for information regarding water system issues. They will post information there when they are working on projects and when they are having issues with water systems. Go to [www.wateryuywyoming.com](http://www.wateryuywyoming.com) for a link and for other information.

Respectfully submitted,  
 Helenanne Cathey, Assistant to the Board

  
 \_\_\_\_\_  
 Signature

Aaron Johnson  
 \_\_\_\_\_  
 Printed Name

6-12-25  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Signature

Jennifer Zmiewski  
 \_\_\_\_\_  
 Printed Name

6-12-2025  
 \_\_\_\_\_  
 Date

Mike Zmiewski, President (299-9902) / Aaron Johnson, Vice President /  
 Jennifer Zmiewski, Secretary/Treasurer (682-2187)

Budget - Meadow Springs ISD - 7/1/25 - 6/30/26				
Budget Hearing: Thursday, July 10, 2025, 6:30 pm. at the office of Cathey Consulting / c/o Cathey Cons., PO Box 471, Gillette, WY 82717				
	Actual (F32)	Budget	Actual (EST)	Budget
	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/24 - 6/30/25	7/1/25 - 6/30/26
CASH CARRYOVER	26,692	26,419	29,198	29,549
<b>Revenue</b>				
Assessments	16,031	17,005	16,031	13,558
Assessments - Interest	28		27	
Customer and other billing (\$85/mo.)	16,095	15,300	23,357	21,220
Customer overages billing				
Grants - County		1,500	2,500	1,500
Interest from bank	2	2	3	3
<b>TOTAL REVENUE</b>	<b>32,156</b>	<b>33,807</b>	<b>41,918</b>	<b>36,281</b>
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	<b>58,848</b>	<b>60,226</b>	<b>71,116</b>	<b>65,830</b>
<b>Expenditures</b>				
Capital Expenditures			17,225	
Administrative	6,510	6,600	5,332	7,073
Operations	22,913	25,000	18,000	27,000
Operations - Misc./Cash Carryover		27,921		31,052
Indirect	705	705	705	705
<b>TOTAL EXPENDITURES</b>	<b>30,128</b>	<b>60,226</b>	<b>41,262</b>	<b>65,830</b>
Reserves-Amount to be Added				
Reserves-Amount to be spent				
Ending Reserves balance				
Receivables Start of FY	1,485		1,085	
Payables Balance Start of FY	1,312		1,370	
Undeposited Funds			20	
	6/30/2023	6/30/24 (EST)	6/30/2024	6/30/25 (EST)
<b>BEGINNING OF FISCAL YEAR BALANCES</b>				
GENERAL FUNDS	26,692	26,419	29,198	29,549
RESERVES BALANCES				
<b>TOTAL FUNDS BEGINNING OF YEAR</b>	<b>26,692</b>	<b>26,419</b>	<b>29,198</b>	<b>29,549</b>
Receivables Balance End of FY	1,085			
Payables Balance End of FY	1,370			
Undeposited Funds	20			
End of Year Bank Balance	29,198		29,549	

\$55 plus \$5.50 per 1,000 gallons over 1,000 gallons per month.

\$7.50 X 20 (City regional tap fee) \$1,800  
Water purchased from City (est.) \$3,123

Net per year (Revenue minus Expenses) 0 0

The District manages the water system. The District has no reserves at this time but budgets for repairs and maintenance and utilizes the County Grant program to assist with system improvements. The District installed water meters and electronic radio transmitters in preparation for the Regional Water System connection. The assessment and monthly rates are changing this next fiscal year as meters will be read starting this year. The monthly fee for those on water will go to \$55 plus \$5.50 per 1,000 after the first 1,000 gallons each month. Ag taps and undeveloped taps will pay the regional water tap fee which at present is \$7.50 per month with no water used; if water is used, they will pay \$55 plus \$5.50 per 1,000 gallons after the first 1,000 gallons each month. The monthly fee is required whether water is turned on or off at a property.

Board Member Signature \_\_\_\_\_

Board Member Signature \_\_\_\_\_

Directors: Miko Zmiewski (Pres.) term ends Nov., 2028 / Aaron Johnson (Vice Pres.) & Jennifer Zmiewski (Sec./Treas.) terms end Nov., 2026  
Regular meetings are generally held the second Thursday of each month at 6:30 p.m. at 400 S Gillette Ave., Suite 106, Gillette. However the date may change to accommodate board member schedules. Records are stored at 400 S Gillette Ave, Suite 106, Gillette.

