

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

**Thursday, July 10, 2025, 6:30 p.m.**

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

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

**BUDGET HEARING**

Aaron Johnson called the budget hearing to order at 6:30 p.m. There was an opportunity for public comment. There were no public comments. Aaron Johnson adjourned the budget hearing at 6:32 p.m.

**REGULAR MEETING**

Aaron Johnson called the meeting to order at 6:32 p.m.

- I. **Budget** – Jennifer Zmiewski moved to adopt the budget for 7/1/25 – 6/30/26 for \$65,830 and adopt the resolution to assess and submit assessments to the County as approved in the budget. Aaron Johnson seconded. Motion carried unanimously.
- II. **Minutes Approval** – Aaron Johnson moved to approve the June 12, 2025, regular meeting minutes as presented. Jennifer Zmiewski seconded. Motion carried unanimously.
- III. **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. Aaron Johnson seconded. Motion carried unanimously.

Money Market (Savings) Account Balance From last Meeting:	\$22,487.81		
06/10/25      Deposit – Assessments	\$6,973.44		
06/30/25      Interest	\$0.24		
<b>BALANCE IN SAVINGS ACCOUNT PRIOR TO MEETING:</b>	<b>\$29,461.49</b>		
Checking Account Balance From last Meeting:	\$3,974.77		
Deposits / Other Account Activity:			
6/1-6/12/25      Deposits – Water	\$0		
Adjusted Balance Forward:	\$3,974.77		
6/13-6/30/25      Deposits – Water	\$765.00		
06/18/25      Tap fee (Adels/Alicia Heying)	\$1,500.00		
06/30/25      Bank Service Charge	-\$2.00		
07/05/25      Deposit – Xpress Bill Pay	\$680.00		
Checking Account Balance Prior to Bills:	\$6,917.77*		
<b><u>BILLS PAID AT MEETING:</u></b>			
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Acct 3260827 Electricity 6/1-7/1/25	\$199.80
1934	Cathey Consulting	Inv. 8182 – June , 2025 adm./bks/postage	\$393.75
1935	Energy Laboratories	Inv. 713472 – Annual water quality report	\$125.00
1936	Gillette News-Record	Inv. 42895 – Budget hearing legal ad	\$122.20
1937	Water Guy	Inv. 2025-694 – June Water Operator/ Billing	\$729.30
TOTAL			\$1,570.05
<b>ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:</b>			<b>\$5,347.72*</b>

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

- IV. **Well / Water Report** – The water and electricity usages were reviewed.

V. 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. No update.
- 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 has installed all of the meters. No bill has been received yet. They will start reading around the 23<sup>rd</sup> of the month and will include usage on the bills, although usage won’t be billed this month. Ag taps will be charged the \$7.50 fee that the District is billed from the City when they don’t use water, and if they use water they will be charged the regular base rate plus usage. No meter readings were provided in June.
- iv. Lead / Service Line Inventory – Waiting for pictures from one property.

VI. New Business

- a. Public Records Notice – A notice was signed to be submitted to the County that states that the District’s records are stored at the offices of Cathey Consulting and Water Guy.
- b. Jennifer Zmiewski moved to designate First Interstate Bank as the official depository for the District for 7/1/25 – 6/30/26. Aaron Johnson seconded. Motion carried unanimously.

VII. Next Regular Meeting: **Thursday, August 14, 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., Aug. 14, 2025, 6:30 p.m. / Thurs., Sep. 11, 2025, 6:30 p.m.

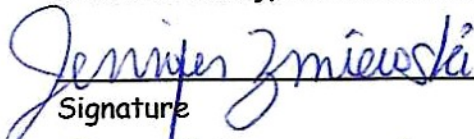
Thurs., Oct. 9, 2025, 6:30 p.m. / Thurs., Nov. 13, 2025, 6:30 p.m. / Thurs., Dec. 11, 2025, 6:30 p.m.

VIII. Adjourn: Aaron Johnson adjourned the meeting at 6:53 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

Jennifer Zmiewski  
Printed Name

Aug 14, 2025  
Date

  
Signature

Mike Zmiewski  
Printed Name

8-14-25  
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
<b>CASH CARRYOVER</b>	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>	32,156	33,807	41,918	36,281
<b>TOTAL REVENUE PLUS CASH CARRYOVER</b>	58,848	60,226	71,116	65,830
<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>	30,128	60,226	41,262	65,830
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>	26,692	26,419	29,198	29,549
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	

Assessment \$590

\$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

*Jennifer Zmiewski*  
Board Member Signature

Directors: Mike 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.