

Meadow Springs Improvement & Service District

Regular Meeting

MINUTES

Thursday, November 14, 2024, 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 APPROVED ABSENT: Aaron Johnson

OTHERS PRESENT: Helenanne Cathey

Mike Zmiewski called the meeting to order at 6:30 p.m.

- I. **Minutes Approval** – Jennifer Zmiewski moved to approve the October 10, 2024, 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:	\$23,759.76
10/31/24 Interest	\$0.20
BALANCE IN SAVINGS ACCOUNT PRIOR TO MEETING:	\$23,759.96

Checking Account Balance From last Meeting:	\$1,305.20
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Deposits / Other Account Activity:	
10/1-10/10/24 Deposits – Water	\$85.00
Adjusted Balance Forward:	\$1,390.20

10/11-10/31/24 Deposits – Water	\$595.00
10/24/24 Deposit – Tap Fee (Moore)	\$6,500.00
10/31/24 Bank Service Charge	-\$2.00
11/05/24 Deposit – Xpress Bill Pay	\$1,105.00

Checking Account Balance Prior to Meeting:	\$9,588.20*
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BILLS PAID AT MEETING:

CHECK #	Vendor	Purpose	Amount
AUTO	Powder River Energy	Acct 3260827 Electricity 10/1/24-11/1/24	\$280.81
1912	Cathey Consulting	Inv. 7826 – Oct., 2024 adm./bks/postage	\$393.75
1913	Gillette News-Record	Inv. 30133 – Director election legal ad	\$106.60
1914	Water Guy	Inv. 2024-1175 – Oct Water Operator/billing	\$806.45
		\$729.30	
		Inv. 2024-1118 – 10/8/24 Not feeding chlorine correctly - Replaced suction tube and rollers from previous pump	\$77.15

TOTAL	\$1,587.61
ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:	\$8,000.59*

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

- III. **Well / Water Report** – The water and electricity usages were reviewed. Susan & Jimmy Moore paid the tap fee for 45 Spring Valley Lane. There was no monthly billing for them in October as their meter pit is in, but they aren’t connected to water yet.

IV. **Unfinished Business**

- a. Water System Projects –
 - i. On hold for now: Well / Pumphouse – Add more insulation (spray) to walls & top of the bldg.
 - ii. Meters and meter pits to be installed – \$8,000 was approved July 14, 2022. \$5,619.43 was spent for 5 meter pits, pit lids and pillows 9/27/22. Water Guy installed four meter pits on Spring Valley Road – 17, 41, 45, and one for a hydrant for a cow pasture. They also installed

one at 31 Oasis Springs Rd and one in another cow pasture hydrant. (Total of 6) There is only one left to be installed at 350 American Road (Wren). There was discussion on getting a County grant for the meters and radios that will need to be installed, probably next spring.

iii. Lead / Service Line Inventory – The initial inventory was submitted. Water Guy will be mailing a letter to anyone whose service line material is not identified yet. There will be a cost to the District for the mailing.

b. Director Election November 5, 2024 (M. Zmiewski – 4 year term) – Ballots were canvassed on November 7, 2024, by Aaron Johnson, Jennifer Zmiewski, and Helenanne Cathey. Results:

Votes for one director to serve a four-year term:

Mike Zmiewski – 4 votes

The oath was completed as required.

V. New Business

a. The 2025 meeting schedule was discussed. Some dates may change to accommodate a Board member's schedule.

VI. Next Regular Meeting: Thursday, December 12, 2024, 6:30 p.m. at the office of Cathey Consulting at 400 South Gillette Avenue, Suite 106 (K² Technologies Building – Entrance is on 4th 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.

2024 meetings:

Thurs., Dec. 12, 2024, 6:30 p.m.

2025 meetings:

Thurs., Jan. 9, 2025, 6:30 p.m. / Thurs., Feb. 13, 2025, 6:30 p.m. / Thurs., Mar. 13, 2025, 6:30 p.m.

Thurs., Apr. 10, 2025, 6:30 p.m. / Thurs., May 8, 2025, 6:30 p.m. / 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.

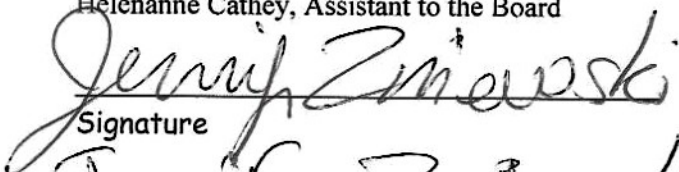
Thurs., Oct. 9, 2025, 6:30 p.m. / Thurs., Nov. 13, 2025, 6:30 p.m. / Thurs., Dec. 11, 2025, 6:30 p.m.

VII. Adjourn: Mike Zmiewski adjourned the meeting at 7:27 p.m.

NOTES:

- When the red flashing light comes on, it indicates the pump has stopped. CALL A BOARD MEMBER.
- Homeowner payments must be received no later than 5:00 p.m. the 20th 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.
- 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 for a link and for other information.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board


Signature

Jennifer Zmiewski
Printed Name

Jan 9, 2025
Date


Signature

Mike Zmiewski
Printed Name

1-9-25
Date

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