

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

**Thursday, January 9, 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 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 November 14, 2024, regular meeting minutes as presented. Mike Zmiewski seconded. Motion carried unanimously. There was no meeting in December.
- 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:	\$23,759.96
11/10/24    Deposit – Assessments	\$2,091.00
11/30/24    Interest	\$0.20
12/10/24    Deposit – Assessments	\$6,273.86
12/31/24    Interest	No statement yet.
<b>BALANCE IN SAVINGS ACCOUNT PRIOR TO MEETING:</b>	<b>\$32,125.02</b>

Checking Account Balance From last Meeting:	\$8,000.59
Deposits / Other Account Activity:	
11/1-11/14/24    Deposits – Water	\$0
Adjusted Balance Forward:	\$8,000.59
11/15-11/30/24    Deposits – Water	\$680.00
11/30/24    Bank Service Charge	-\$2.00
12/05/24    Deposit – Xpress Bill Pay	\$595.00
Checking Account Balance Prior to December Bills:	\$9,273.59*

**BILLS PAID IN DECEMBER:**

<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Acct 3260827 Electricity 11/1/24-12/1/24	\$234.54
1915	Cathey Consulting	Inv. 7868 – Nov., 2024 adm./bks/postage	\$393.75
1916	Hawkins, Inc.	Inv. 6914321 – Azone 15	\$626.45
1917	Water Guy	Inv. 2024-1293 – Nov Water Operator/billing	\$861.71
		\$729.30	
		Inv. 2024-1382 – Create, print, label, mail unknown lead line inventory notices to required homeowners \$19.91	
		Inv. 2024-1347 – Locate 8/29/24 \$112.50	
<b>TOTAL</b>			<b>\$2,116.45</b>

Checking Account Balance After December Bills paid:	\$7,157.14
Deposits / Other Account Activity:	
12/1-12/12/24    Deposits – Water	\$0
Adjusted Balance Forward:	\$7,157.14
12/13-12/31/24    Deposits – Water	\$691.00
12/17/24    Deposit – PR Energy Cap. Cr.	\$170.44
12/31/24    Bank Service Charge	-\$2.00
01/05/25    Deposit – Xpress Bill Pay	\$595.00
Checking Account Balance Prior to Meeting:	\$8,611.58*

**BILLS PAID AT MEETING:**

<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
AUTO	Powder River Energy	Acct 3260827 Electricity 12/1/24-1/1/25	No bill yet.
1918	Cathay Consulting	Inv. 7911 – Jan., 2025 adm./bks/postage	\$393.75
1919	Water Guy	Inv. 2024-1475 – Dec. Water Operator/billing	\$838.98
		\$729.30	
		Inv. 2024-1414 – 12/2/24 Leak in pumphouse on sensing line to well controller/ repaired \$109.68	
TOTAL			\$1,232.73
<b>ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:</b>			<b>\$7,378.85*</b>

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

A bill was received from Wyoming Association of Rural Water – Invoice 19851 for 2025 Voting Membership for \$495.00. The consensus is to not pay this bill.

- III. Well / Water Report** – The water and electricity usages were reviewed. The first monthly bill to Susan & Jimmy Moore was in November, 2024.
- 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 at a previous meeting regarding using the County grant for the meters and radios that will need to be installed.
    - iii. Lead / Service Line Inventory – Mike Zmiewski reported that any disturbance that could affect a service line that is unknown or lead must be offered a Brita pitcher to filter their water. There is only one service line that is currently unknown in Meadow Springs. Mike Zmiewski is planning to talk to the homeowner in the near future.
- V. New Business**
- a. Annual election of officers – Mike Zmiewski moved to keep the same slate of officers for the year (Mike Zmiewski, President / Aaron Johnson, Vice President / Jennifer Zmiewski, Secretary/Treasurer). Jennifer Zmiewski seconded. Motion carried unanimously.
  - b. There was discussion on banking and the possibility of switching banks. This will be discussed at a future meeting.
- VI. Next Regular Meeting: Thursday, February 13, 2025, 6:30 p.m.** at the office of Cathay 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., 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: p.m.

**NOTES:**

- a. When the red flashing light comes on, it indicates the pump has stopped. CALL A BOARD MEMBER.

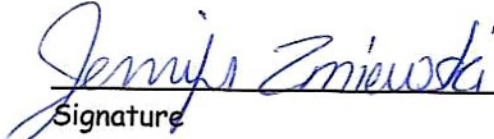
- b. Homeowner payments must be received no later than 5:00 p.m. the 20<sup>th</sup> of the month to avoid the \$20 late fee and possible disruption of service. Payments can be delivered to the office of Water Guy 512 WY-50.
- c. Check out Water Guy's Facebook page for information regarding water system 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

2-13-25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

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

2-13-25  
\_\_\_\_\_  
Date

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