

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

**Thursday, April 24, 2025, 6:30 p.m.**

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

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

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

- I. Minutes Approval** – Aaron Johnson moved to approve the March 13, 2025, regular meeting minutes as presented. Mike Zmiewski seconded. Motion carried unanimously.
- II. Treasurer’s Report** – The financial information was reviewed. Mike Zmiewski called Cheyenne from Water Guy during the meeting and discussed the invoice for the locate. The property that was located is outside of Meadow Springs by about a mile, but the current map on file with One Call of Wyoming includes the address, and that’s the reason it triggered a locate for Meadow Springs. Mike Zmiewski will talk to Alize with Water Guy tomorrow to work on getting the map with One Call of Wyoming updated to the correct service area. Aaron Johnson moved to accept the Treasurer’s Report, pay bills as presented (listed below), sign bank statements, and transfer \$6,000.00 from the Money Market Account to the Checking Account. Mike Zmiewski seconded. Motion carried unanimously.

Money Market (Savings) Account Balance From last Meeting:	\$28,487.17
03/31/25 Interest \$0.24	
<b>BALANCE IN SAVINGS ACCOUNT PRIOR TO MEETING:</b>	<b>\$28,487.41</b>
04/24/25 Ck# 1037 - Transfer to Checking \$6,000.00	
<b>BALANCE IN SAVINGS ACCOUNT END OF MEETING:</b>	<b>\$22,487.41</b>

Checking Account Balance From last Meeting:	\$1,548.18
Deposits / Other Account Activity:	
3/1-3/13/25 Deposits – Water \$85.00	
Adjusted Balance Forward:	\$1,633.18
3/14-3/31/25 Deposits – Water \$595.00	
03/31/25 Bank Service Charge -\$2.00	
04/05/24 Deposit – Xpress Bill Pay \$680.00	
Checking Account Balance Prior to Bills:	\$2,906.18*

**UNPAID BILLS:** Board Members Sign Vouchers and Checks and Initial Invoices

**BILLS PAID AT MEETING:**

CHECK #	Vendor	Purpose	Amount
AUTO	Powder River Energy	Acct 3260827 Electricity 3/1-4/1/25	\$324.30
1924	Cathey Consulting	Inv. 8043 – Mar., 2025 adm./bks/postage	\$393.75
1925	C N A Surety	Bond / board 6/14/25-6/14/26	\$105.00
1926	Hawkins, Inc.	Inv. 7038586 – Azone 15	\$619.88
1927	Local Gov’t Liab. Pool	Inv. 15849 – Liab. insurance 7/1/25-6/30/26	\$600.00
1928	Water Guy	Inv. 2025-280 – Mar. Water Operator/ Billing \$729.30	\$2,765.72
		Inv. 2025-344 – No water / tank empty – leak Found & repaired near 61 Spring Valley \$1,998.92	
		Inv. 2025-357 – Locate \$37.50	
<b>TOTAL</b>			<b>\$4,808.65</b>
	Transfer from Money Market:	\$6,000.00	
	<b>ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:</b>		<b>\$4,097.53*</b>

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

**III. Well / Water Report** – The water and electricity usages were reviewed. The water usage doubled in March due to the leak. Mike Zmiewski explained what happened when the leak occurred. Mike Zmiewski reported that when he checks the water system, he watches the meter. It generally runs 2 to 3 gallons a minute. On Monday, when he watched the meter, the meter didn't move at all (after the leak was repaired). The leak may have been there for a long time – a small leak that just drained down into the rocky ground, and then it finally just grew to a point where it finally surfaced.

**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 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). A County grant application was submitted 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).
  - iii. Lead / Service Line Inventory – Waiting for pictures from one property.
- b. Budget for 7/1/25 – 6/30/26 – budget hearing July 10, 2025 – There was discussion on the budget. The proposed budget will be approved at the May 8<sup>th</sup> meeting.

**V. New Business**

- a. The Board reviewed and signed the Local Government Liability Pool renewal application for the general liability and directors & officers insurance for the next fiscal year. The application was submitted online as required.
- b. Water Guy will not investigate meters that show 0 usage unless the Board requests that they investigate them.
- c. Water Guy provided a bid for tying in a new control valve for regional water to the District's water system control and replacing the PSI switch for the pressure pump for \$631.10. Aaron Johnson moved to approve the bid and authorize Water Guy to do the work. Mike Zmiewski seconded. Motion carried unanimously.

**VI. Next Regular Meeting: Thursday, May 8, 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., 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 8:01 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

Jenny Zmiewski  
Signature

Jennifer Zmiewski  
Printed Name

5/11/2015  
Date

Mike Zmiewski  
Signature

Mike Zmiewski  
Printed Name

5-8-25  
Date

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