

Meadow Springs Improvement & Service District

Regular Meeting

MINUTES

Thursday, August 14, 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 6:30 p.m.

I. Minutes Approval – Jennifer Zmiewski moved to approve the July 10, 2025, budget hearing and regular meeting minutes as presented. Mike Zmiewski seconded. Motion carried unanimously.

II. Treasurer’s Report – The financial information was reviewed. Jennifer Zmiewski moved to approve the Treasurer’s Report, pay bills as presented (listed below), and sign bank statements. Mike Zmiewski seconded. Water Guy billed for meter readings, but no meter readings were provided. There are problems with some of the meters that Water Guy is working on resolving that is preventing them from providing meter readings. Mike Zmiewski sent a text to Cheyenne Melick at Water Guy asking them to credit the District for the July meter readings and asked them to not read meters in Meadow Springs until the issue has been resolved. Cheyenne Melick agreed to the request. Mike Zmiewski explained that an extra converter for the pressure pump is sitting on the shelf as a backup for future use. Motion carried unanimously.

Money Market (Savings) Account Balance From last Meeting:	\$29,461.49
07/10/25 Deposit – Assessments	\$356.41
07/31/25 Interest	\$0.25
BALANCE IN SAVINGS ACCOUNT PRIOR TO MEETING:	\$29,818.15

Checking Account Balance From last Meeting:	\$5,347.72
Deposits / Other Account Activity:	
7/1-7/10/25 Deposits – Water	\$0
Adjusted Balance Forward:	\$5,347.72
7/11-7/31/25 Deposits – Water	\$765.00
07/31/25 Bank Service Charge	-\$2.00
08/05/25 Deposit – Xpress Bill Pay	\$870.00
Checking Account Balance Prior to Bills:	\$6,980.72*

BILLS PAID AT MEETING:

CHECK #	Vendor	Purpose	Amount
AUTO	Powder River Energy	Acct 3260827 Electricity 7/1-8/1/25	\$232.44
1938	Cathey Consulting	Inv. 8230 – July , 2025 adm./bks/postage	\$400.00
1939	Hawkins, Inc.	Inv. 7140295 – Azone 15	\$654.51
1940	Water Guy	Inv. 2025-828 – July Water Operator / Billing \$804.30	\$1,480.44
		Inv. 2025-870 – Locates 6/3/25	\$37.50
		Inv. 2025-883 – Low PSI found pressure pump breaker tripped & determined 3 ph converter went bad – ordered 2	\$638.64
TOTAL			\$2,767.39
ENDING BALANCE IN CHECKING ACCOUNT AFTER BILLS:			\$4,213.33*

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

III. Well / Water Report – The water and electricity usages were reviewed. Mike Zmiewski reported on the reason the District was without water for two days. The pump motor was bad. The District couldn’t get anyone to deliver water until the next morning after discovering the well was down. The well repair contractor said that they would start on the well project that afternoon and finish it the next morning so they

didn't order any water. The contractor wasn't able to get there until the next morning and then they found that the wrong motor was in the box, so they had to repull it after it was installed and then had to get the correct motor. Water was turned on as soon as the correct motor was put in.

Mike Zmiewski explained that the next time the well is pulled, the majority of the down hole pipe will need to be replaced and possibly the wire and a new control box. This means the cost will be higher for the repair next time.

Mike Zmiewski contacted the County when the well went down, and the County will approve a grant to assist in the costs of the new pump motor installation. A copy of the bill will be submitted to the County for the grant as soon as it is received, and the County should reimburse 25% of the cost.

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. 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. 2 of the 19 are ag taps. Water Guy has installed the meters and ERTs. No bill has been received yet from Water Guy for the installation of the equipment. No meter readings were provided for July.
- iv. Lead / Service Line Inventory – Waiting for pictures from one property.

V. New Business

- a. Water Guy sent the following e-mail on behalf of a Meadow Springs customer with two accounts:

...called questioning why she had received late fees on her bills for 70 Oasis Springs. She dropped her payment off on the 20th but it was after 5:00 p.m. and she didn't realize that we still run late fees on the 20th at 5:00 p.m. even on the weekends. I talked to Mike about it and he told me to just email you and ask you to add this to the board meetings agenda for next week.

Jennifer Zmiewski moved to waive the late fees on both of the customer's accounts (2740.01 and 2801.01) for this one time only. Mike Zmiewski seconded. Motion carried unanimously.

- VI. **Next Regular Meeting: Thursday, September 11, 2025, 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.

2025 meetings:

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 7:39 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 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.
- 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.waterguywyoing.com for a link and for other information.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board

Mike Zmiewski
Signature

Mike Zmiewski
Printed Name

9-11-25
Date

Jennifer Zmiewski
Signature

Jennifer Zmiewski
Printed Name

9/11/2025
Date

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