

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

Thursday, September 11, 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 August 14, 2025, 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. Motion carried unanimously. Jennifer Zmiewski moved to transfer \$12,300 from the money market account to the checking account. Mike Zmiewski seconded. Motion carried unanimously.

| | |
|---|--------------------|
| Money Market (Savings) Account Balance From last Meeting: | \$29,818.15 |
| 08/31/25 Interest | \$0.24 |
| 09/11/25 Ck# 1038 Meadow Springs (transfer to checking) | \$12,300.00 |
| BALANCE IN SAVINGS ACCOUNT PRIOR TO MEETING: | \$17,518.39 |

| | |
|---|-------------|
| Checking Account Balance From last Meeting: | \$4,213.33 |
| Deposits / Other Account Activity: | |
| 8/1-8/14/25 Deposits – Water | \$85.00 |
| Adjusted Balance Forward: | \$4,298.33 |
| 8/15-8/31/25 Deposits – Water | \$680.00 |
| 08/31/25 Bank Service Charge | -\$2.00 |
| 09/05/25 Deposit – Xpress Bill Pay | \$785.00 |
| Checking Account Balance Prior to Bills: | \$5,761.33* |

BILLS PAID AT MEETING:

| <u>CHECK #</u> | <u>Vendor</u> | <u>Purpose</u> | <u>Amount</u> |
|--|---------------------|---|--------------------|
| AUTO | Powder River Energy | Acct 3260827 Electricity 8/1-9/1/25 | \$246.52 |
| 1941 | Aqua Pumps, LLC | Inv. 25-147 – Pulled well, changed pump & motor | \$6,337.95 |
| 1942 | Cathey Consulting | Inv. 8276 – Aug., admin./bookkeeping/compl. | \$400.00 |
| 1943 | Water Guy | Credit memo – no meter readings in July -\$75 | \$9,544.06 |
| | | Inv. 2025-912 – Bid project – install 16 meters & 16 electronic radio transmitters | |
| | | Inside meter pits \$7,546.16 | |
| | | Inv. 2025-918 – 8/5/25 – Low water pressure / well pump was bad – called Aqua Pumps who pulled well & replaced pump & motor | |
| | | \$712.50 | |
| | | Inv. 2025-1011 – Tie in new control valve for regional water to water system control & replace PSI switch \$631.10 | |
| | | Inv. 2025-968 – Aug. water oper., billing, meter readings \$729.30 | |
| TOTAL BILLS PAID: | | | \$16,528.53 |
| Transfer from Money Market: | | \$12,300.00 | |
| ENDING BALANCE IN CHECKING ACCOUNT: | | | \$1,532.80 |

III. **Well / Water Report** – The water and electricity usages were reviewed. Meter readings were provided, but some of the readings are for more than one month. The updated billing rate will start with the October billing (\$55 plus \$5.50 per 1,000 gallons over 1,000 gallons a month). The consensus is to have Water Guy include a postcard or letter with the bill in September that explains what the bill would be on the new billing rate. September will still be \$85 and October starts the new rate.

IV. **Unfinished Business**

- a. Water System Projects –
 - i. Replace well pump and motor – The bill from Aqua Pumps was received and approved for payment at this meeting. The County approved a grant for \$1,762.61 (25% of Aqua Pumps and Water Guy invoices). The Board reviewed and signed the pay request and completion report to submit to the County to receive the grant reimbursement and close out the grant.
 - ii. Water Guy tied in the new control valve for regional water to the District's water system and replaced the PSI switch for the pressure pump. Mike Zmiewski reported that the tie in went well, and electrical boxes that were not needed were removed. The District is tied in, but regional water hasn't been made available yet. The invoice for the work was paid at this meeting.
 - iii. On hold for now: Well / Pumphouse – Add more insulation (spray) to walls & top of the bldg.
 - iv. 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, and the invoice was received and paid at this meeting. The grant pay request was completed for \$2,490.23 along with the completion report to close out the grant.
 - v. Lead / Service Line Inventory – Waiting for pictures from one property.

V. **New Business**

- a. The Board reviewed and signed the Local Government Annual Report Summary for fiscal year ending 6/30/25 to submit to the Wyoming Department of Audit along with the Proof of Cash completed by Emily Cathey.
- b. The October meeting will be held Thursday, October 2, 2025 (instead of October 9th).

VI. **Next Regular Meeting:** Thursday, October 2, 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:

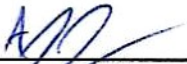
Thurs., Oct. 2, 2025, 6:30 p.m. / Thurs., Nov. 13, 2025, 6:30 p.m. / Thurs., Dec. 11, 2025, 6:30 p.m.

VII. **Adjourn:** Mike Zmiewski adjourned the meeting at 7:46 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.wateryuywyoming.com for a link and for other information.

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Signature

Aaron Johnson

Printed Name

10-2-25

Date



Signature

Mike Zmiewski

Printed Name

10-2-25

Date

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