

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

Thursday, December 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, Sharon Adels, Sherrie Kuhnel

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

- I. Sharon Adels came to the meeting to question if the two meters at their properties are being billed to the correct houses and asked why she can't pay just one bill since it comes from one line. Mike Zmiewski explained that the Board was told that there were actually two separate water lines. The second meter showed exceedingly high usage over the summer months. Mike Zmiewski reported how Water Guy can investigate to confirm which meter goes to which house.

Sherrie Kuhnel expressed her concerns about the accuracy of the water meters. Water Guy has the ability to print a report that will show 40 days of water usage when the meters are read. That report will help them know where to start – if there is a high usage every day, it could indicate a leak. If there is a high usage periodically, it could be a sprinkler system turning on, etc. If anyone has a concern about the usage on their bill, they should contact Water Guy's office (307-299-3544) to start an investigation into the concerns.

There was discussion on the meter readings and the amount of water that can be used with a toilet that is running or a stock tank that overflows or a hose that gets left on. A quarter gallon a minute is over 10,000 gallons a month. A hydrant can have a leak underground and the water may not surface. It can use a lot of water.

- II. **Minutes Approval** – Jennifer Zmiewski moved to approve the October 2, 2025, regular meeting minutes as presented. Mike Zmiewski seconded. Motion carried unanimously. There was no meeting in November.
- III. **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.

Money Market (Savings) Account Balance From last Meeting:			\$17,518.39
09/30/25	Interest	\$0.20	
10/10/25	Deposit – Assessments	\$295.00	
10/17/25	Deposit – County Grant	\$4,252.84	
10/31/25	Interest	\$0.17	
11/10/25	Deposit – Assessments	\$3,540.00	
11/11/25	Ck# 1039 – Meadow Springs (transfer to checking)	\$2,500.00	
11/30/25	Interest	\$0.18	
12/10/25	Deposit – Assessments	\$4,130.00	
BALANCE IN SAVINGS ACCOUNT PRIOR TO MEETING:			\$27,236.78

Checking Account Balance From last Meeting:			\$355.31
9/30/25	Deposit – Water	\$170.00	
10/1-10/2/25	Deposits – Water	\$0	
Adjusted Balance Forward:			\$525.31
10/6/25	Deposit – Xpress bill pay	\$785.00	
10/3-10/31/25	Deposits – Water	\$765.00	
10/27/25	Powder River Energy – Electricity 9/1-10/1/25	-\$293.46	
10/31/25	Bank Service Charge	-\$2.00	
11/5/25	Deposit – Xpress bill pay	\$765.00	

Checking Account Balance Prior to November Bills:				\$2,544.85
11/13/25	Transfer from Savings Acct	\$2,500.00		
Bills Paid 11/11/25:				
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>		<u>Amount</u>
AUTO	Powder River Energy	Acct 3260827 Electricity 10/1-11/1/25		\$102.99
1947	Cathey Consulting	Inv. 8375 – Oct., admin./bookkeeping/compl.		\$400.00
1948	Water Guy	Inv. 2025-1255 – Oct. water oper., billing, meter readings \$729.30		\$1,909.12
		Inv. 2025-1188 – Call out / repairs to pumphouse / vault \$1,104.82		
TOTAL BILLS PAID:				\$2,412.11
11/1-11/13/25	Deposits – Water	\$64.35		
Adjusted Balance Forward:				\$2,697.09
11/14-11/30/25	Deposits – Water	\$747.83		
11/30/25	Bank Service Charge		-\$2.00	
12/5/25	Deposit – Xpress bill pay	\$834.80		
Checking Account Balance Prior to this Meeting:				\$4,277.72
<u>BILLS PAID AT MEETING:</u>				
<u>CHECK #</u>	<u>Vendor</u>	<u>Purpose</u>		<u>Amount</u>
AUTO	Powder River Energy	Acct 3260827 Electricity 11/1-12/1/25		\$123.12
1949	Cathey Consulting	Inv. 8419 – Nov., admin./bookkeeping/compl.		\$400.00
1950	Water Guy	Inv. 2025-1408 – Nov. water oper., billing, meter readings \$804.30		\$879.30
		Inv. 2025-1326 – Locates – September \$75.00		
TOTAL BILLS PAID:				\$1,402.42
ENDING BALANCE IN CHECKING ACCOUNT:				\$2,875.30

IV. **Well / Water Report** – The water, meter readings and electricity usages were reviewed.

V. **Unfinished Business**

- a. Water System Projects – No update.
 - i. On hold for now: Well / Pumphouse – Add more insulation (spray) to walls & top of the bldg.
 - ii. Lead / Service Line Inventory – The pictures have been received so this item will be removed from the agenda.
- b. Mike Zmiewski reported that the District is signed up for the free PFAS testing. DEQ has hired a company to perform the initial PFAS sample testing, and it will cost the District nothing for the testing.

VI. **New Business**

- a. Regional Water / City billing / e-mail from City of Gillette – Jennifer Zmiewski moved to authorize Helenanne Cathey to set up online access and automatic bill pay for the City of Gillette regional water bill for Meadow Springs. Mike Zmiewski seconded. Motion carried unanimously.
- b. 2026 meeting dates may be changed to accommodate board member schedules.
- c. Jennifer Zmiewski moved to keep the same slate of officers for the year (Mike Zmiewski, President / Aaron Johnson, Vice President / Jennifer Zmiewski, Secretary/Treasurer). Mike Zmiewski seconded. Motion carried unanimously.

VII. **Next Regular Meeting: Thursday, January 8, 2026, 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.

2026 meetings (2nd Thursday of each month):

Thurs., Jan. 8, 2026, 6:30 p.m. / Thurs., Feb. 12, 2026, 6:30 p.m. / Thurs., Mar. 12, 2026, 6:30 p.m.
 Thurs., Apr. 9, 2026, 6:30 p.m. / Thurs., May 14, 2026, 6:30 p.m. / Thurs., June 11, 2026, 6:30 p.m.
 Thurs., July 9, 2026, 6:30 p.m. / Thurs., Aug. 13, 2026, 6:30 p.m. / Thurs., Sep. 10, 2026, 6:30 p.m.

Thurs., Oct. 8, 2026, 6:30 p.m. / Thurs., Nov. 12, 2026, 6:30 p.m. / Thurs., Dec. 10, 2026, 6:30 p.m.

VIII. Adjourn: Mike Zmiewski adjourned the meeting at 7:44 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

Helenanne Cathey

Printed Name

1-8-26

Date



Signature

Jennifer Zmiewski

Printed Name

1-8-2026

Date

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