

STATE OF WYOMING )  
 ) ss. WRIGHT WATER & SEWER DISTRICT  
 ) MINUTES  
COUNTY OF CAMPBELL )

The Board of Directors of the Wright Water & Sewer District held their Regular Meeting February 11, 2016 at 7:30 p.m. The meeting was held at the District Office, 15009 Hwy. 387. The following members of the Board were present:

DIRECTORS: J. Johnson                      OTHERS PRESENT: J. Steele                      N. Van Wyhe  
                  L. Duff    L. Strohschein  
                  S. Grose    J. Surwald  
                  R. Rasmussen (arrived at 8:13 p.m.)

**ORAL COMMENTS**

N. Van Wyhe updated the Board on various HDR projects not covered under either Unfinished or New Business. RJ-8 Well Completion and Pumphouse – Building delivery tentatively scheduled for February 25<sup>th</sup>. 1 MG Elevated Tank/Chlorination Facility – Postponed bid opening until next week due to numerous bidder questions. South Loop Waterline – New/updated Permit to Construct application prepared for signatures; project ready to bid. Existing Chlorination Improvements Project – Resolution and Mineral Royalty Grant (MRG) application prepared for signatures. Devon Energy Injection Well – The District’s letter to the Wyoming Oil & Gas Conservation Commission seemed to be well received; agreed Stuart Federal 1 Well plugging records are needed.

**WRITTEN COMMENTS**

There were no Written Comments.

**MINUTES**

A motion was made by S. Grose and seconded by L. Duff to approve the minutes of the Regular Meeting of January 14, 2016. Motion passed unanimously.

**REPORTS**

The Operating Summary, Bank Reconciliation, Income/Expense, Balance Sheet, and Profit & Loss/Budget vs. Actual Report were presented for the Board’s review. A motion was made by L. Duff and seconded by S. Grose to accept the reports as presented. Motion passed unanimously.

**CHECKS AND WARRANTS**

A motion was made by S. Grose and seconded by L. Duff to approve the checks and warrants, with the exception of the checks and warrants for Don’s SuperMarket, Inc. and Rasmussen Electric, Inc. Motion passed unanimously.

A motion was made by S. Grose and seconded by J. Johnson to approve the checks and warrants for Don’s SuperMarket, Inc. and Rasmussen Electric, Inc. Motion passed unanimously with L. Duff abstaining.

**OPERATORS’ REPORT**

J. Steele gave the operators’ report for the past month citing the following specifics: Water/sewer and effluent samples passed; Shipped RJ-6 well meter to the manufacturer to check for accuracy; Worked on Lift Stations; Made adjustments to the Effluent Chlorinator settings; Worked w/HDR to update/correct the water and sewer line locations for the Department of Transportation’s Hwy. 59 project; Completed 24-hour well pump tests and submitted reports; Backflow testing one-third complete; and repaired water leak at Igo/Anchor and hydrant on Story.

**UNFINISHED BUSINESS**

Bereavement Leave Policy

Clerk J. Surwald was asked to write up a Bereavement Leave Policy based upon the suggestions and parameters given by the Board to be approved at the March meeting. No additional action was taken.

Clerical Hire

After a brief discussion, the consensus of the Board was to advertise the part-time clerical position for two (2) more weeks, accept applications through the end of February, and set up interviews in

early March. No additional action was taken.

## **NEW BUSINESS**

### Tap Fee Prices

After reviewing the District's current tap prices and noting only one cost increase of any significance, a motion was made by S. Grose and seconded by L. Duff to continue using the current tap fee schedule. Motion passed unanimously.

### Approve Task Order 005 – South Loop Waterline Amendment #1 – HDR Engineering

A motion was made by L. Duff and seconded by S. Grose to approve the South Loop Waterline Amendment #1 (attached), increasing the contract by \$32,400.00 for the bidding, construction, and close-out phases of the project. Motion passed unanimously.

### Approve Resolution 2016-01 – Existing Chlorination Improvements

A motion was made by S. Grose and seconded by L. Duff to approve Resolution 2016-01 (attached), authorizing the submission of a 50% grant application to the State Loan and Investment Board through the Mineral Royalty Grant Program for the Existing Chlorination Improvements Project. Motion passed unanimously.

### Award Bid for 2016 Sewer/Hydro-Vac Truck

After reviewing the bid summary as presented by J. Steele, a motion was made by S. Grose and seconded by R. Rasmussen to award the bid for the 2016 Sewer/Hydro-Vac Truck to Titan Machinery for the amount of \$318,145.00 (with trade-in). Motion passed unanimously.

## **ANNOUNCEMENTS**

A Special Meeting will be held February 18, 2016 at 7:30 p.m. at the District Office to award the bid for the RJ-7 Chlorination Building Project.

The next Regular Meeting of the Wright Water & Sewer District Board of Directors will be held March 10, 2016 at 7:30 p.m. at the District Office.

## **ADJOURNMENT**

With no further business to discuss, a motion was made by S. Grose and seconded by L. Duff to adjourn. Motion passed unanimously. The meeting adjourned at 8:45 p.m.

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Juli Surwald, Clerk

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Joseph W. Johnson, Chairman