

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 January 14, 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: R. Kingan N. Van Wyhe
 J. Dooley J. Steele
 L. Duff L. Strohschein
 R. Rasmussen J. Surwald

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 – Foundation and floor installed; building has been ordered; waiting on electrical submittals. 1 MG Elevated Tank/Chlorination Facility - Construction shut down for the winter; met w/County concerning sprinkler requirements; chlorination facility is ready to re-bid; contacted eight (8) potential bidders. South Loop Waterline - Plan to bid project in February. Existing Chlorination Improvements Project – Cost estimates are being finalized. Devon Energy Injection Well – Reviewed regulations; noted several areas of concern that could negatively impact the District’s water supply, made several recommendations to lessen the potential for impact.

WRITTEN COMMENTS

There were no Written Comments.

MINUTES

A motion was made by L. Duff and seconded by R. Rasmussen to approve the minutes of the Regular Meeting of December 10, 2015. 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 J. Dooley and seconded by R. Rasmussen to accept the reports as presented. Motion passed unanimously.

CHECKS AND WARRANTS

A motion was made by L. Duff and seconded by R. Rasmussen 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 J. Dooley 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 and R. Rasmussen abstaining.

OPERATORS’ REPORT

R. Kingan gave the operators’ report for the past month citing the following specifics: Water/sewer and effluent samples passed; Took delivery of 2016 pickup; Removed fuel tank and tool box from ’04 Chevy; Worked on RJ-3 hammer valve; Contracted w/Rasmussen to move several well meters to different locations to check for pump accuracy; Started 24-hour well pump tests; LS passed final certification test; Replaced shop meter; and added one (1) new connection to the water and/or sewer system.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Approve Official Depositories for 2016

A motion was made by L. Duff and seconded by J. Dooley to appoint both Bank of the West and Wyoming State Treasurer’s Asset Reserve (WYO-STAR) as the official depositories for the Wright

Water & Sewer District for 2016. Motion passed unanimously.

Approve Official Newspaper for 2016

A motion was made by J. Dooley and seconded by L. Duff to appoint the High Plains Sentinel as the official newspaper for the Wright Water & Sewer District for 2016. Motion passed unanimously.

Approve ID Theft Prevention Program

After reviewing the current ID Theft Prevention Program and finding no need for changes to the existing policies and procedures, a motion was made by R. Rasmussen and seconded by L. Duff to leave the program as is, with the exception of updating signatures. Motion passed unanimously.

Approve Bereavement Leave Policy

A round table discussion was held concerning the need for a Bereavement Leave Policy, soliciting input from those present. This item of business was tabled until the February meeting. No additional action was taken.

Approve Devon Injection Well Response Letter

A motion was made by L. Duff and seconded by J. Dooley to submit a letter to the Wyoming Oil and Gas Conservation Commission outlining the District's areas of concern as presented by HDR Engineering related to the Devon Energy injection well application. Motion passed unanimously.

Clerical Hire

A motion was made by J. Dooley and seconded by L. Duff to use the same parameters as last fall to fill the part-time clerical position. Motion passed unanimously.

ANNOUNCEMENTS

The next Regular Meeting of the Wright Water & Sewer District Board of Directors will be February 11, 2016 at 7:30 p.m. at the District Office.

ADJOURNMENT

With no further business to discuss, a motion was made by J. Dooley and seconded by L. Duff to adjourn. Motion passed unanimously. The meeting adjourned at 8:28 p.m.

Juli Surwald, Clerk

Joseph W. Johnson, Chairman