

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

The Board of Directors of the Wright Water & Sewer District held their Regular Meeting June 9, 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
 S. Grose L. Strohschein
 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 – HDR will bill Baker Hughes for time needed to pull pump; DRM passed Substantial Completion date; will adjust time for change order; walk through scheduled for punch list items. 1 MG Elevated Tank/Chlorination Facility – Walls and insulation complete; working on electrical, mechanical, and chlorination equipment; expect generator next week; tank chlorination is tentatively scheduled for end of June w/Landmark. South Loop Waterline – Construction is on-going. Existing Chlorination Improvements Project – Nothing new to report. WWDC Royalty Agreement – RJ-7 Well buy back would cost approximately \$1.7 million; move forward with agreement w/o buy back of RJ-7 Well.

WRITTEN COMMENTS

There were no Written Comments.

MINUTES

A motion was made by J. Dooley and seconded by S. Grose to approve the minutes of the Regular Meeting of May 12, 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 S. Grose and seconded by J. Dooley to accept the reports as presented. Motion passed unanimously.

CHECKS AND WARRANTS

A motion was made by S. Grose and seconded by J. Dooley to approve the checks and warrants. Motion passed unanimously.

OPERATORS’ REPORT

R. Kingan gave the operators’ report for the past month citing the following specifics: Water/sewer and effluent samples passed; DEQ conducted an inspection; Summer hires worked on painting and weed eating until startup of South Loop waterline; South Loop completed from Hicks Road to WY D.O.T. shop; Worked on small gate installation at RJ-7; Cleared clog at Plant Lift Station and installed new air pump; Flushed fire hydrants; Took RJ-9 transmission line bacteria sample (passed); Chlorinator Building project on-going; and replaced curb stop on Willow Creek.

UNFINISHED BUSINESS

Employee Cost of Living Adjustment

A motion was made by J. Dooley and seconded by S. Grose to postpone this item of business until the July meeting. Motion passed unanimously.

NEW BUSINESS

Approve Certificate of Substantial Completion – Dana Kepner Company

A motion was made by S. Grose and seconded by J. Dooley to approve the Certificate of Substantial Completion for the South Loop Waterline Project contingent upon receipt of remainder of parts. Motion passed unanimously.

Approve Certificate of Final Completion – Dana Kepner Company

A motion was made by S. Grose and seconded by J. Dooley to approve the Certificate of Final

Completion for the South Loop Waterline Project contingent upon receipt of remainder of parts. Motion passed unanimously.

Upgrade Utility Billing Software/Payment Methods

After a round table discussion, J. Surwald was instructed to obtain prices for upgrading the District's Caselle software and costs associated with accepting debit and credit cards as a payment method, as well as setting up the option for on-line bill pay through the District's website for our customers. No additional action was taken.

Redesign WWSD Website

The Board of Directors would like to have the District's website redesigned. J. Surwald was instructed to make some calls to determine what options are available. No additional action was taken.

ANNOUNCEMENTS

The next Regular Meeting of the Wright Water & Sewer District Board of Directors will be held July 14, 2016 at 7:30 p.m. at the District Office.

There will be a Public Hearing and Special Meeting July 21, 2016 at 8:00 p.m. at the District Office to approve the final budget for 2016/2017.

ADJOURNMENT

With no further business to discuss, a motion was made by J. Dooley and seconded by S. Grose to adjourn. Motion passed unanimously. The meeting adjourned at 8:33 p.m.

Juli Surwald, Clerk

Joseph W. Johnson, Chairman