

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 March 10, 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. Dooley                      OTHERS PRESENT: R. Kingan                      N. Van Wyhe  
                  L. Duff    J. Steele  
                  S. Grose    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 – Variable Frequency Drive (VFD) moved outside of pumphouse, necessitating a change order. 1 MG Elevated Tank/Chlorination Facility - Tank warranty begins at Final Completion; shop drawings for Chlorination Building are under review. South Loop Waterline – Bid opening scheduled for April 7<sup>th</sup>. Existing Chlorination Improvements Project – Nothing new to report. WWDC Royalty Agreement – Letter received from WWDC concerning the cost to produce 1,000 gallons of water.

**WRITTEN COMMENTS**

There were no Written Comments.

**MINUTES**

A motion was made by S. Grose and seconded by R. Rasmussen to approve the minutes of the Regular Meeting of February 11, 2016. Motion passed unanimously.

A motion was made by L. Duff and seconded by S. Grose to approve the minutes of the Special Business Meeting of February 18, 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 R. Rasmussen to accept the reports as presented. Motion passed unanimously.

**CHECKS AND WARRANTS**

A motion was made by L. Duff and seconded by S. Grose 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. Dooley 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; Replaced hammer valve filters on RJ-3 and RJ-4; Worked on RV Lift Station; Cleaned Effluent vault and Plant wet well; Met w/Jack’s Equipment on Hydro-Vac order; D. Hazlett conducted CPR/First Aid refresher class; Backflow testing more than two-thirds complete; and repaired leak on Hwy. 387 and hydrant on Noonan.

**UNFINISHED BUSINESS**

Approve Bereavement Leave Policy

A motion was made by R. Rasmussen and seconded by S. Grose to approve the Bereavement Leave Policy (attached) presented, after adding Step-Parents, Step-Brothers, Step-Sisters, and Step-Children to the policy. Motion passed unanimously.

Clerical Hire

After reviewing the applications for the clerical position, members of the Board selected which of the applicants they would like interviewed. No additional action was taken.

**NEW BUSINESS**

Approve RJ-8 Well Completion and Pumphouse Change Order #1 - DRM, Inc.

A motion was made by L. Duff and seconded by S. Grose to approve the RJ-8 Well Completion and Pumphouse Change Order #1 (attached), increasing the contract by \$5,938.00 for the installation of a culvert and concrete pad, contingent upon obtaining signatures from DRM, Inc. Motion passed unanimously with R. Rasmussen abstaining.

2016/2017 Budget Worksheets

This item of business was postponed until next month. No action was taken.

Appoint WY Rural Water Voting Delegate

A motion was made by R. Rasmussen and seconded by S. Grose to appoint R. Kingan as the District's voting delegate and J. Steele as the alternate voting delegate to the annual Wyoming Association of Rural Water Systems meeting to be held in April. Motion passed unanimously.

Summer Hires

A motion was made by R. Rasmussen and seconded by L. Duff to hire three (3) people for the summer. Motion passed unanimously.

Approve Partial Retainage Release – Landmark Structures

A motion was made by S. Grose and seconded by L. Duff to release all but \$20,000.00 of the retainage withheld to Landmark Structures for work remaining. Motion passed unanimously with R. Rasmussen abstaining.

**ANNOUNCEMENTS**

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

**ADJOURNMENT**

With no further business to discuss, a motion was made by R. Rasmussen and seconded by L. Duff to adjourn. Motion passed unanimously. The meeting adjourned at 8:17 p.m.

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Juli Surwald, Clerk

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Justin Dooley, Vice Chairman