

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 Business Meeting January 9, 2020 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: J. Steele                      H. Turbiville  
                  S. Grose    J. DePoorter                      N. Van Wyhe  
                  S. Wilson    L. Strohschein                      B. Knutson

**ORAL COMMENTS**

B. Knutson, representing Saddle Butte Pipeline, was present to ask the District to consider granting a Permanent Access Road Easement for the construction and maintenance of a crude oil pipeline. This item was added to New Business.

H. Turbiville updated the Board on various HDR projects not covered under either Unfinished or New Business. 2020 Wastewater Lagoon Improvements – Reviewed preliminary design w/RK, JS, and LS; an alternative project scope (construct two new cells) may be considered subject to the Board’s approval. Misc. Services – Beneficial Use Forms submitted; finalizing the adjudication District map.

**WRITTEN COMMENTS**

There were no Written Comments.

**MINUTES**

A motion was made by S. Wilson and seconded by S. Grose to approve the minutes of the Regular Business Meeting of December 12, 2019. Motion passed unanimously.

**REPORTS**

The Operating Summary, Bank Reconciliation Report, Income/Expense Report, Balance Sheet, and Profit & Loss/Budget vs. Actual Report were presented for the Board’s review. A motion was made by S. Wilson 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 S. Wilson to approve the checks and warrants. Motion passed unanimously.

**OPERATORS’ REPORT**

J. Steele gave the operators’ report for the past month citing the following specifics: Water/sewer and effluent samples passed; Started Well Pump and Recovery tests; Met w/HDR on Lagoon Improvements project; RJ-2 and RJ-5 reset due to power outage, as well as a number of blown fuses in aerators; Recalibrated air detector; Cleaned Plant Lift Station and shop; Checked grease trap at man camp; Repaired two (2) meters; and started backflow testing.

**UNFINISHED BUSINESS**

There was no Unfinished Business.

**NEW BUSINESS**

Approve Official Depositories for 2020

A motion was made by S. Grose and seconded by S. Wilson to appoint Pinnacle Bank, Wyoming State Treasurer’s Asset Reserve (WYO-STAR), and Chase Paymentech (Xpress Bill Pay) as the official depositories for the Wright Water & Sewer District for 2020. Motion passed unanimously.

Approve Official Newspaper for 2020

A motion was made by S. Grose and seconded by S. Wilson to appoint the Gillette News Record as the official newspaper for the Wright Water & Sewer District for 2020. Motion passed unanimously.

Approve Identity Theft Prevention Program

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

Review Tap Prices

This item was tabled, as the District has not yet received new pricing from the District's vendors. No action was taken.

Approve Task Order 001 – Miscellaneous Services 2020 – HDR Engineering

A motion was made by S. Grose and seconded by S. Wilson to approve Task Order 001 – Miscellaneous Services 2020 with HDR Engineering, Inc. to provide the District with miscellaneous engineering services throughout the year. Motion passed unanimously.

Deny Permanent Access Road Easement – Saddle Butte Pipeline

After a brief discussion centering on public safety and weight restrictions, a motion was made by S. Grose and seconded by S. Wilson to deny Saddle Butte Pipeline a Permanent Access Road Easement. Motion passed unanimously.

**ANNOUNCEMENTS**

The next Regular Business Meeting of the Wright Water & Sewer District Board of Directors will be held February 13, 2020 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 S. Wilson to adjourn. Motion passed unanimously. The meeting adjourned at 8:42 p.m.

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Juli DePoorter, Clerk

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Justin Dooley, Vice Chairman