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

The Board of Directors of the Wright Water & Sewer District held their Regular Business Meeting January 14, 2021 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: L. Strohschein J. Starck

J. Dooley
L. Duff
J. DePoorter
J. Steele

S. Grose S. Wilson

ORAL COMMENTS

J. Starck updated the Board on various HDR projects not covered under either Unfinished or New Business. <u>2020 Wastewater Lagoon Improvements</u> – Several portions of the project are outside scope of work; bid dates will be determined after DEQ permit received and funding decisions. <u>Misc. Services</u> – SLIB meeting scheduled for January 21st; no MRG funding recommendations as of today; re-subdivision and annexation of land are both viable options.

WRITTEN COMMENTS

There were no Written Comments.

MINUTES

A motion was made by L. Duff and seconded by J. Dooley to approve the minutes of the Regular Business Meeting of December 10, 2020. Motion passed unanimously.

REPORTS

The Operating Summary, Bank Reconciliation Report (2), Income/Expense Report (2), Balance Sheet (2), and Profit & Loss/Budget vs. Actual Report (2) were presented for the Board's review. A motion was made by J. Dooley and seconded by S. Grose to accept the reports as presented. Motion passed unanimously.

CHECKS AND WARRANTS

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

OPERATORS' REPORT

L. Strohschein gave the operators' report for the past month citing the following specifics: Water/sewer and effluent samples passed; Changed motor on Pond #9 aerator and repaired Brittney loadout backflow assembly; Met w/Long's Plumbing on Hank's grease trap; Finished Emergency Response Plan; Marked curb stops on Richfield; Submitted Discharge Permit extension; Followed up on plugged sewer line on Sandcreek; Worked on Building Code for Grease Ordinance; Met w/Town of Wright, Dowl Engineering, and WY Earthworks on sewer project; Repaired one (1) 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 2021

A motion was made by J. Dooley and seconded by S. Grose 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 2021. Motion passed unanimously.

Approve Official Newspaper for 2021

A motion was made by J. Dooley and seconded by S. Grose to appoint the Gillette News Record as the official newspaper for the Wright Water & Sewer District for 2021. 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 J. Dooley and seconded by S. Wilson to leave the program as is, with the exception of changing the Contact Information (L. Strohschein) and updating signatures. Motion passed unanimously.

Approve Tap Prices

After reviewing the District's current tap prices and noting minimal cost changes, a motion was made by L. Duff and seconded by J. Dooley to continue to use the current tap fee schedule. Motion passed unanimously.

<u>Approve Task Order 001 – Miscellaneous Services 2021 – HDR Engineering</u>

A motion was made by L. Duff and seconded by S. Grose to approve Task Order 001 – Miscellaneous Services 2021 with HDR Engineering, Inc. to provide the District with miscellaneous engineering services throughout the year. Motion passed unanimously.

Approve Annexation of 2020 Lagoon Improvements Land

A motion was made by S. Grose and seconded by S. Wilson to annex the 2020 Lagoon Improvements land rather than to apply for an exemption. Motion passed unanimously. This approach will result in a much cleaner Boundary Map for the District, which HDR will update.

Approve Change of Backflow Assembly Testing

Due to increased costs and accessibility of training, a motion was made by S. Grose and seconded by S. Wilson to change the responsibility of Backflow Assembly testing from WWSD to the customer. Motion passed unanimously. A letter to that effect will be written up.

Policy on Maximum Personal Leave Hours

Discussion was held concerning the maximum number of hours an employee is allowed to accrue in their "bank" of Personal Leave, as well as Vacation Leave. A motion was made by J. Dooley and seconded by S. Wilson to table this item until the February meeting. Motion passed unanimously.

Signed Service Agreement Requirements

Discussion was also held to clarify the District's policy concerning the provision of services without a completed and signed Service Agreement. This issue will be handled via an internal memo outlining proper procedures rather than a change to the District By-Laws. No additional action was taken.

ANNOUNCEMENTS

The next Regular Business Meeting of the Wright Water & Sewer District Board of Directors will be held February 11, 2021 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 J. Dooley to adjourn. Motion passed unanimously. The meeting adjourned at 9:33 p.m.

Juli DePoorter, Clerk	Joseph W. Johnson, Chairman