

STATE OF WYOMING)
) ss.
 COUNTY OF CAMPBELL)

**WRIGHT WATER & SEWER DISTRICT
 MINUTES**

The Board of Directors of the Wright Water & Sewer District held their Regular Business Meeting January 13, 2022 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 J. Bissey S. Wilson	OTHERS PRESENT: L. Strohschein A. Huxtable L. Quiroz	J. Stark J. Steele
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ORAL COMMENTS

J. Starck updated the Board on various HDR projects not covered under either Unfinished or New Business. 2020 Wastewater Lagoon Improvements The project is currently in a winter “shut-down” until Cell 3 baffle can be installed; A “Notice to Stop Work” has been issued to stop the Contract Time until work can resume in the spring. All work is required to be completed no later than April 1, 2022 Aerators are still running manually until parts arrive. The survey and updates for the As-Constructed Drawings are mostly completed. Wastewater Headworks The conceptual site layout and building layout is complete and work will resume on the design. RJ-2 Pumphouse Property corners were marked and will continue to assist as requested for design and permitting for pumphouse replacement. Misc. Services Will coordinate as needed to get the plats filed with the county for the Legal Exhibit for Lagoon Land Purchase.

WRITTEN COMMENTS

There were no Written Comments.

MINUTES

A motion was made by S. Wilson and seconded by J. Bissey to approve the minutes of the Regular Business Meeting of December 9, 2021. Motion passed unanimously.

REPORTS

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

CHECKS AND WARRANTS

A motion was made by J. Bissey 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; Weir plate installed in the Effluent Building; Worked on RJ-8 well; Set up online account to file DMR’s electronically; Received two loads of rock for pond 3; Transferred water from ponds 1 and 2 to new cell 1; Nitrogen was replaced at RJ-4 to begin well testing; Replaced blower motor on aerator; Several sewer samples were tested; Worked on getting set up with Wyoming Association of Municipalities; Reviewed Insurance Policy for the Water & Sewer District; Worked on Hick’s loadout due to freezing; Well tested RJ-7 and RJ-3; Confirmed with EPA all security measures are in place at all tanks and testing stations; Worked on survey for the Wyoming Water Development; HDR surveyed RJ-2 lot and headwork; Finalizing year-end reports for the State; Shut off water at four (4) locations; Assisted Mobile Home Park with a water leak; replaced four (4) freeze plates; Turned water on at three (3) locations; Five (5) Final Reads Twenty-Nine (29) Door-Knockers; Repaired four (4) meters.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Approve 2020 Wastewater Lagoon Change Order #3

A motion was made by J. Bissey and seconded by S. Wilson for the 2020 Wastewater Lagoon Improvements Change Order #3 to increase the Contract Working Days due to material delays. Motion passed unanimously for Change Order #3.

Approve Official Depositories for 2022

A motion was made by J. Bissey 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 2022. Motion passed unanimously.

Approve Official Newspaper for 2022

A motion was made by S. Wilson and seconded by J. Bissey to appoint the Gillette News Record as the official newspaper for the Wright Water & Sewer District for 2022. 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. Wilson and seconded by J. Bissey to leave the program as is, with the exception of 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 S. Wilson and seconded by J. Bissey to continue to use the current tap fee schedule. Motion passed unanimously.

Meister- Kornegay Annexation Tap Fees

Discussion was held concerning the Meister-Kornegay Annexation Assessment balance that has been paid in full. A motion was made by J. Bissey and seconded by S. Wilson to cancel the \$5000 special assessment fee for the Meister-Kornegay specified lots and to use the current tap fee schedule depending on the tap size for all future purchased taps. Motion passed unanimously.

ANNOUNCEMENTS

The next Regular Business Meeting of the Wright Water & Sewer District Board of Directors will be held February 10, 2022 at 7:30 p.m. at the District Office.

ADJOURNMENT

With no further business to discuss, a motion was made by S. Wilson and seconded by J. Bissey to adjourn. Motion passed unanimously. The meeting adjourned at 8:13 p.m.



Lisa Quiroz, Clerk



Logan Duff, Chairman