# STATE OF WYOMING ) wright water & sewer district ) ss. minutes )

The Board of Directors of the Wright Water & Sewer District held their Regular Business Meeting February 10, 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: L. Duff OTHERS PRESENT: L. Strohschein J. Starck

J. Dooley
J. Bissey
L. Quiroz
J. Steele

S. Wilson

#### **ORAL COMMENTS**

J. Starck updated the Board on the 2020 Wastewater Lagoon Improvements Schedule. Recommendation was made to pursue a Change Order to Earth Work Solutions for removal of sludge from the Lagoons.

#### WRITTEN COMMENTS

There were no Written Comments.

#### MINUTES

A motion was made by J. Dooley and seconded by S. Wilson to approve the minutes of the Regular Business Meeting of January 13, 2022. Motion passed unanimously.

#### REPORTS

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

# CHECKS AND WARRANTS

 $\Lambda$  motion was made by S. Wilson and seconded by J. Bissey 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 samples passed; New Mixer motor in Pond 1 was installed: Manhole inspections were completed on Haycreek, Highridge, Hwy 387 and Fishing Pond; Well tests were completed on RJ-6, RJ-4, RJ-8, RJ-5; Eighteen Door-Knockers and three Shut-off's for non-payment; Replaced one freeze plate; Five sewer samples were collected and tested; Yearly Back-Flow letters were mailed to all businesses; Work done on Lift Station Pump due to being clogged with excess debris; Water IOC, VOC and SOC samples are now required to be tested on a quarterly basis instead of yearly; RJ-7 generator coolant heater was replaced and then was exercised under load; Chlorine cylinders were changed at the Old Tank; EPA is requiring minimum of 40 lead and copper tests to be completed; Backhoe was serviced; Multiple final reads; Multiple services activated; Multiple courtesy shut-off's due to water leaks; One meter install and inspection; All office and shop fire extinguishers were inspected;

## **UNFINISHED BUSINESS**

There was no Unfinished Business.

#### **NEW BUSINESS**

# HDR - Review and acknowledge 2022 New Rates.

A motion was made by S. Wilson and seconded by J. Bissey to accept the 2022 New Rates for HDR. Motion passed unanimously.

# HDR – Engineering Task Order No. 5 – Wastewater Lagoon Headworks Design.

A motion was made by J. Dooley and seconded by S. Wilson to table this item with no additional action being taken.

Review Employee Policy Manuel concerning Employee Unused Vacation/Personal Time Pay-Out. A motion was made by J. Bissey and seconded by J. Dooley to table this item with no additional action being taken.

# By-Laws Amendment - Signed Service Agreement and Minimum Billing

A motion was made by J. Dooley and seconded by J. Bissey to accept the billing of a New Service Agreement to begin on the day the consumer moves in and run until the end of the current month rather than at the end of the next full billing cycle.

### **Executive Session**

At 8:22 p.m. the Board of Directors adjourned to Executive Session to discuss personnel issues. The Regular Business Meeting reconvened at 8:32 p.m.

## Approved Pay Raise

The employees were informed that the District would give L. Quiroz a raise effective with the second pay period in February. No additional action was taken in Executive Session.

#### **ANNOUNCEMENTS**

The next Regular Business Meeting of the Wright Water & Sewer District Board of Directors will be held April 14, 2022 at 7:30 p.m. at the District Office.

## **ADJOURNMENT**

With no further business to discuss, a motion was made by J. Dooley and seconded by S. Wilson to adjourn. Motion passed unanimously. The meeting adjourned at 8:45 p.m.

Lisa Quiroz, Clerk

Joan Duff Chairman