

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

The Board of Directors of the Wright Water & Sewer District held their Regular Business Meeting January 12, 2023 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. Grose
S. Wilson

OTHERS PRESENT: L. Strohschein J. Stark
J. Steele
L. Quiroz
T. Candelario
J. Candelario

ORAL COMMENTS

HDR finalization of the record drawings with the lagoon abandonment grading information completed. DEQ permit closed out and SEO notified. Amendment No. 1 has been prepared to the bid the project in separate packages. HDR is recommending that the project be bid as a single contract without material procurement for the Plant lift station Wastewater Screening. RJ-9 Drilling contract proposal is available for consideration. Well Drilling and site completion will be done under separate projects. HDR has started preparing plans and engineering report for permit for RJ-2 pumphouse. Started mapping the non-developed subdivisions for GIS.

WRITTEN COMMENTS

There were no Written Comments.

MINUTES

A motion was made by J. Bissey and seconded by S. Grose to approve the minutes of the Regular Business Meeting of November 10, 2022. Motion passed unanimously.

A motion was made by J. Bissey and seconded by S. Grose to approve the minutes of the Regular Business Meeting of December 8, 2022. Motion passed unanimously.

REPORTS

The Operating Summary (November), Bank Reconciliation Report (October), Income/Expense Report (October), Balance Sheet (October), and Profit & Loss/Budget vs. Actual Report (October) 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.

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. Grose and seconded by S. Wilson to accept the reports as presented. Motion passed unanimously.

CHECKS AND WARRANTS

A motion was made by S. Grose and seconded by J. Bissey to approve the checks and warrants for November. Motion passed unanimously.

A motion was made by J. Bissey and seconded by S. Grose to approve the checks and warrants for December. Motion passed unanimously.

OPERATORS' REPORT

L. Strohschein gave the operators' report for the past two months citing the following specifics: Water/Sewer samples passed; Installed second camera at Brittney Loadout; Had one shut-off for non-payment; Repaired meter on Cody St; Exercised and treated all generators; Serviced the 2022 Ford; Had to reset the communication tower at the Old tank; Courtesy turn off at Willow Creek to help customer; Cleaned Plant and RV Lift Station with VAC truck; Reset PLC at RJ-3 due to loss of communication; Cleaned debris from Pump Lift Station; Hauled Rock to Reata Drive around sewer manhole; Hwy 59 sewer lines were jetted; Maintenance at Brittney Lane Loadout; Maintenance work to mixers and aerators in Sewer Ponds; Replaced touchpad on Story Ave; Replaced effluent pump in dechlorination shed; Cleaned debris from the new Influent Structure; RJ-8 Well relief valve cleaned;

Quarterly DMR and Annual FOG results sent to EPA; Chlorine cylinders changed at the New Tank; Met with W.B.C and the Town of Wright about economic development progress; Assisted a homeowner on Duffy Road to locate water lines; Replaced freeze plate on Chad Road; Fixed blower hose on IE Mixer; Verified and labeled meters at the Mall; Spoke to area businesses about cleaning their grease traps; Snow removal; Notified DEQ and Sheriff's office about finding crude oil in the lift station; Six final reads, five locates, 24 door-knockers, three curb stop turn-ons, nine curb stop turn-offs.

UNFINISHED BUSINESS

Christmas Dinner

The Wright Water and Sewer District Christmas Dinner is scheduled for January 13, 2023 at 6:00 p.m.

NEW BUSINESS

Agreement for Engineering Services with HDR on the RJ-9 Well Drilling Project

A motion was made by S. Grose and seconded by S. Wilson to accept the agreement as presented for Engineering Services with HDR on the RJ-9 Well Drilling.

Amendment No. 1 to Engineering Services with HDR on the Wastewater Lagoon Headworks Project

A motion was made by J. Bissey and seconded by S. Grose to accept Amendment #1 for Engineering Services with HDR on the Wastewater Lagoon Headworks project.

By Laws Amendment – Raw Water

A motion was made by S. Grose and seconded by S. Wilson to amend the verbiage on the dollar amount per thousand gallons from \$2.50 to \$3.00 concerning raw water per the by-laws.

Wright Water & Sewer District Attorney

A motion was made by J. Dooley and seconded by J. Bissey to begin accepting proposals by advertising in the Gillette News Record for a qualified attorney to represent the Wright Water & Sewer District.

Appoint Bank Depository/s for 2023

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 2023. Motion passed unanimously.

Appoint official Newspaper for 2023

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 2023. Motion passed unanimously.

Review Tap Fees

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

Review ID Theft Prevention Policy

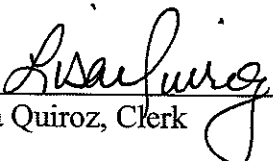
After reviewing the current Identity Theft Prevention Program and finding no need for changes to the existing policies and procedures, a motion was made by S. Grose and seconded by S. Wilson to leave the program as is. Motion passed unanimously.

ANNOUNCEMENTS

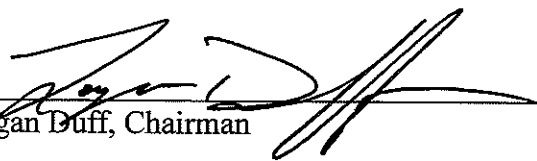
The next Regular Business Meeting of the Wright Water & Sewer District Board of Directors will be held February 9, 2023 at 7:30 p.m. at the District Office.

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 9:03 p.m.



Lisa Quiroz, Clerk



Logan Duff, Chairman