

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 December 14, 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: L. Duff  
J. Dooley  
J. Bissey  
K. Eisenbraun  
S. Wilson

OTHERS PRESENT: L. Strohschein J. Starck  
J. Steele  
L. Quiroz  
M. Hensley

### ORAL COMMENTS

#### Plant Lift Station Wastewater Screening

The Wastewater Screening Project will mostly be on hold until screening unit arrives. Some electrical installations may take place during winter months. Anticipated completion is Late Winter2023/Spring 2024.

#### RJ-9 Well Drilling

RJ-9 Well Drilling will be on hold until further notice.

#### Miscellaneous Services

The ArcGIS user accounts are set up and available for use. Improvements are still being made such as, identity and importing missing information. Also, including additional attributes to better suit the districts need.

### WRITTEN COMMENTS

There were no Written Comments.

### MINUTES

A motion was made by J. Bissey and seconded by J. Dooley to approve the minutes of the Regular Business Meeting of November 9, 2023. Motion passed unanimously.

### REPORTS

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

### CHECKS AND WARRANTS

A motion was made by K. Eisenbraun and seconded by S. Wilson to approve the checks and warrants for November. Motion passed unanimously.

## **OPERATORS' REPORT**

L. Strohschein gave the operators' report for the month citing the following specifics: Water/Sewer samples tested good for the month; Curb stops verified according to shut-off list; Finished DEQ DMR for November; Maintenance performed on RJ-8 Well; Finished installing meter and backflow and placement of building for the Plant Lift Station Wastewater Screening Project; Installed and programmed meter for new business; Landscaping maintenance done around sewer ponds; Assisted with vac truck at the trailer park due to a water main break; Assisted with vac truck to identify water leak at curb stop at local business; Worked with gas company at their location on Hwy 387 with water line easement; Manhole inspections around Panther Pond were completed; Inspection of and maintenance was performed on all portable equipment; Chlorine cylinders were changed at the old and new tanks; Looking into finding a spare radio for the Scada System. Also for fiber installation to cast from the new tank to the office; Minimal snow removal; New sonar level controls are being installed at the lift stations; End of month meter read, most of the commercial meters have to be read by hand due to electronic register being inactive. Will install new registers as parts are received; Continue to communicate with new local business concerning their broken valve box; New firewall was installed at the office to help with cyber security; Maintenance service done on 2022 Ford; Rock was spread on office parking lot; Delivered 22 door-knockers, seven locates, three final reads, one curb stop located and one curb stop shut-off.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

At 7:50 p.m. the Board of Directors adjourned to Executive Session to discuss personnel matters. The Regular Business Meeting reconvened at 8:01 p.m.

#### Review Bid for 2024 Truck

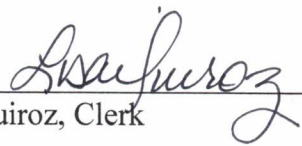
After a review of the one bid received for the purchase of the 2024 Truck for the District this item of business was tabled until further notice. No action was taken


## **ANNOUNCEMENTS**

The next Regular Business Meeting will be held January 11, 2024, 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 8:13 p.m.

  
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Lisa Quiroz, Clerk

  
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Logan Duff, Chairman