

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, October 9, 2023 - 10:00 A.M.

The regular meeting of the Shoshone Municipal Water Joint Powers Board was held on October 9, 2023 at its water treatment plant in Cody, Wyoming.

PRESENT: Chairman Jim Mentock, Vice Chairman Bryan Lee, Secretary Craig Sorenson, Don Richards, Roy Holm, and Tim Sapp

ABSENT: Treasurer J.R. Gonzales

OTHERS PRESENT: Craig Barsness, Manager; Dexter Woodis, Assistant Manager; Dave Egan, Chief Plant Operator; Chad Bolken, Operator; Lynn Foote, Administrative Assistant

Chairman Mentock called the meeting to order at 10:00 a.m.

Minutes

Chairman Mentock requested approval of the September 11, 2023 board meeting minutes. Craig Sorenson made a motion to approve the September 11, 2023 board meeting minutes as presented. Second by Roy Holm. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

Chairman Mentock requested approval of the September 11, 2023 executive session minutes. Bryan Lee made a motion to approve the September 11, 2023 executive session minutes as presented. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

Bills

Chairman Mentock requested approval of the October 9, 2023 bills totaling \$88,652.03. There was a brief discussion regarding the bills. The Brenntag Pacific bill was for salt not for sodium hydroxide, so this adjustment will be made on the final bills list. Bryan Lee made a motion to approve the October 9, 2023 bills list with the Brenntag Pacific product description adjusted as discussed. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

Public Comments

There were no public comments.

SMP Master Plan

Craig Barsness and Dexter Woodis attended the consultant interviews in Cheyenne on October 4, 2023. After both DOWL and Engineering Associates presented their proposals, DOWL was selected as the consultant for SMP's Master Plan. The money should be available in April to start on the project.

ARPA (SLIB) grant request

The Town of Lovell agreed to be listed as the sponsor as long as there is documentation stating that they are not liable for the project and/or grant money should SMP be selected. The grant application was submitted with the Town of Lovell listed as the sponsor, and the next meeting for SLIB to discuss the grant requests is November 2, 2023.

LDS Temple site pipeline protection

The LDS church is still planning on building a temple on Skyline Drive with the entrance road being placed over our pipeline. They have yet to respond to or sign our agreement sent in August stating they would be responsible for all cost associated with protecting the pipeline.

Hiring Bonus

The Manager reported that he presented the hiring bonus approved at the September 11, 2023 board meeting to the attorney for review and adjustment. The Manager presented an updated formal hiring bonus policy created by the attorney to the board for review. It states the following:

1. The maximum hiring bonus which may be offered is as set forth for the positions indicated:
 - a. Level IV Operator: \$5,000.00
 - b. Level III Operator: \$4,000.00
 - c. Level II Operator: \$2,000.00
 - d. OIT (Operator-in-Training): \$1,000.00. No hiring bonus shall be paid to an OIT unless they are required to relocate to satisfy the Shoshone Municipal Pipeline residency requirements. Any OIT residing within 30 minutes of the plant will not receive a hiring bonus. The agreed upon bonus would be paid the month the employee relocates.
2. The hiring bonus shall be paid one-half with the first paycheck and the second half shall be paid after the employee completes six (6) months of employment. If the employee resigns prior to his/her one-year anniversary, he/she will be required to repay their bonus out of their last paycheck. The full amount of the bonus shall be required to be repaid and it will not be prorated for any part of the year worked by the employee. Each employee paid a hiring bonus shall be provided a copy of this policy and sign written acknowledgment of the conditions of the hiring bonus.
3. In the event the employee is involuntarily terminated, they will not be obligated to repay the hiring bonus.
4. If an employee receives a hiring bonus, that employee will not be eligible to receive any other bonus or additional special pay during their first calendar year.

There was brief discussion regarding the hiring bonus policy presented. Bryan Lee made a motion to negate the previous hiring bonus policy approved at the September 11, 2023 meeting and approve the formal hiring bonus policy as presented. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Mentock, and Holm. NAY: none. Tim Sapp abstained. Motion carried.

Chief Plant Operator's Report

- The Chief Plant Operator reported that things are running well and presented an overview of the Monthly Production Summary report.
- Production for September was down from August due to fall weather. September water usage was down 0.28% from last year.
- Chemical costs for September were down from August, but were up 8.87% from last September.
- As Dexter is training with Craig, there is not as much time for Chad to be out on the pipeline training as we hoped.
- The new hypochlorite tank will be arriving tomorrow.
- Estimates are coming together for a possible chemical storage expansion.
- The bi-annual floc-sed basin cleaning will take place next week.
- The EPA compliance disinfection by-products test results came in well under the compliance level.

Chief Pipeline Operator's Report

- The Assistant Manager reported the pipeline is running smooth.
- Employee appreciation dinner will be taking place in the next few months, the board was presented with dinner options and dates to choose from.
- Board members will receive a jacket of their choosing with SMP embroidery

Manager's Report

- WYO-STAR interest for September has not been posted yet. WYO-STAR I interest for August was 4.108%. WYO-STAR II interest for August was 0.158%.
- The Manager will transfer \$400,000.00 from WYO-STAR II to WYO-STAR I.
- Water use figures for September were down 0.3% over last September and down 6.5% for the fiscal year.

Other Business

There was no other business.

Executive Session – Personnel

At 10:59 a.m. Bryan Lee made a motion to move into executive session to discuss a personnel matter, per Wyoming Statute 16-4-405. Second by Roy Holm. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried. Craig Barsness and Dexter Woodis stayed. Dave Egan, Chad Bolken, and Lynn Foote withdrew from the meeting, and the executive session commenced.

Craig Barsness and Dexter Woodis withdrew from the meeting at 11:22 a.m.

No decisions were made.

At 11:37 a.m. the board resumed the regular meeting.

Bryan Lee made a motion to approve bonuses equal to one week of pay to employees to be paid in November or December. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

Adjourn

At 11:36 a.m. Craig Sorenson made a motion to adjourn the meeting. Second by Roy Holm. AYE: Board Members Lee, Sorenson, Richards, Mentock, Holm, and Sapp. NAY: none. Motion carried.

Chairman

Attest: _____
Secretary