

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, December 11, 2023 - 10:00 A.M.

The regular meeting of the Shoshone Municipal Water Joint Powers Board was held on December 11, 2023 at its water treatment plant in Cody, Wyoming.

PRESENT: Chairman Jim Mentock, Vice Chairman Bryan Lee, Treasurer J.R. Gonzales, Don Richards, Roy Holm, and Tim Sapp

ABSENT: Secretary Craig Sorenson

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

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

Minutes

Chairman Mentock requested approval of the November 13, 2023 board meeting minutes. Don Richards made a motion to approve the November 13, 2023 board meeting minutes as presented. Second by JR Gonzales. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman Mentock requested approval of the November 13, 2023 executive session minutes. Bryan Lee made a motion to approve the November 13, 2023 executive session minutes as presented. Second by Tim Sapp. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Bills

Chairman Mentock requested approval of the December 11, 2023 bills totaling \$61,569.94. There was a brief discussion regarding the bills. Roy Holm made a motion to approve the December 11, 2023 bills as listed. Second by Bryan Lee. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Public Comments

Tony Rutherford, Northwest Rural Water District Manager, reported that they have hired new operators, and their rate analysis has wrapped up which concluded with a recommendation to raise their rates to keep up with inflation. They will be discussing rate increases at their next meeting.

SMP Master Plan

DOWL has sent various requests for information pertaining to the project, so we will meet with DOWL to discuss the next steps in the project.

ARPA (SLIB) grant request

SMP's grant request was fully funded, and the project must be completed by December 31, 2026. SMP's attorney is currently reviewing the engineering agreement from Engineering Associates, and we are still waiting to receive the SLIB agreement. Once the agreements are approved, SMP will submit a letter to the Town of Lovell removing them from any liability.

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 costs associated with protecting the pipeline.

SMP truck bid award

The new pipeline truck bid opening took place Wednesday, December 6, 2023. We received two bids: one from Denny Menholt Cody and one from Fremont Motors Powell. Fremont Motors Powell did not include a trade in value for the current pipeline truck, therefore it was a non-qualified bid leaving Denny Menholt Cody as the only qualified bid. The amount came in higher than expected which did not leave enough room in the budget to purchase both the truck and a service box. Since they were the only qualified bidder, Denny Menholt Cody then gave us two options (Chevrolet for \$39,645.00 or GMC for \$40,470.00) both with a regular truck bed. The board discussed the options.

Bryan Lee made a motion to approve whichever option from Denny Menholt, either the Chevrolet for \$39,645.00 or the GMC for \$40,470.00, is available first. Second by Don Richards. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Cash Reserves Policy (current status)

The Assistant Manager gave an update on the current status. There was a brief discussion on the current policy and the possibility of increasing the goals in the future.

Financial projection/current fees and sales

The Assistant Manager gave an update and recommended no rate increases at this time, but stated that increases will need to take place in the future.

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 November was down 9% from October due to fall weather. November water usage was up from last year.
- Chemical costs for November were up 3% from October, and were up 23.79% from last November.
- Overtime usage was a bit higher due to three holidays in November.
- Bob and Errol are here working on the PLC and RTU/radio pipeline upgrades.

Chief Pipeline Operator's Report

- The Chief Pipeline Operator reported that the pipeline is running smooth with winter flows.
- Working on winterizing the pipeline and servicing blow offs.
- An order for risers has been placed to raise up various manholes.

Manager's Report

- WYO-STAR interest for November has not been posted yet. WYO-STAR I interest for October was 4.159%. WYO-STAR II interest for October was 29.204%. If we had not moved funds out, WYO-STAR II interest would have been 1.76%
- Water use figures for November were up 4.5% over last November, but still down 4.4% for the fiscal year.
- There was a discussion on holiday turkeys and hams for the employees. Bryan Lee made a motion to approve the purchase of hams or turkeys for the employees. Second by JR Gonzales. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.
- The employee appreciation dinner will be at The Irma on December 14, 2023 at 5:00 pm.

- The State of Wyoming Auditor’s office has announced a training for handling public funds that needs to be completed by all board members of governmental agencies. More information will be available later.
- The Assistant Manager presented various CD and t-bill rates per the board’s request. There was discussion on the rates and terms. Don Richards made a motion to authorize the Manager and the Assistant Manager to transfer up to \$2,000,000.00 to different investment CD(s) at Pinnacle Bank and to authorize them to sign any necessary documents. Second by Bryan Lee. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Other Business

Craig Barsness asked the board to push his retirement date from January 31, 2024 to February 29, 2024 due to personal reasons that will cut into his time to finish training Dexter Woodis for the Manager position. The board discussed the request and asked Dexter if he needed the extra time, and he said he did. Roy Holm made a motion to extend Craig Barsness’ retirement date from January 31, 2024 to February 29, 2024. Second by Don Richards. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

The Board discussed adding Dexter Woodis as a contact on various accounts in anticipation of him becoming manager. Bryan Lee made a motion to authorize Dexter Woodis being added as an authorized signer and contact for all bank accounts, Wyo Star accounts, vendor accounts, safety deposit box, Visa accounts, insurance, EPA, DEQ, ARPA, SLIB, etc and to take over as manager as of January 1, 2024. Second by Tim Sapp. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Executive Session – Personnel

At 11:15 a.m. JR Gonzales made a motion to move into executive session to discuss a personnel matter, per Wyoming Statute 16-4-405. Second by Don Richards. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried. Craig Barsness, Dave Egan, Dexter Woodis, Chad Bolken, Lynn Foote, and Tony Rutherford withdrew from the meeting, and the executive session commenced.

No decisions were made.

At 11:21 a.m. the board resumed the regular meeting.

Adjourn

At 11:22 a.m. Byan Lee made a motion to adjourn the meeting. Second by Tim Sapp. AYE: Board Members Lee, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman

Attest: _____
Secretary