

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, February 12, 2024 - 10:00 A.M.

The regular meeting of the Shoshone Municipal Water Joint Powers Board was held on February 12, 2024 at its water treatment plant in Cody, Wyoming.

PRESENT: Chairman Jim Mentock, Vice Chairman Bryan Lee, Secretary Craig Sorenson, Treasurer J.R. Gonzales, Roy Holm, and Tim Sapp

ABSENT: Don Richards

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

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

Minutes

Chairman Mentock requested approval of the January 8, 2024 board meeting minutes. Craig Sorenson made a motion to approve the January 8, 2024 board meeting minutes as presented. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Bills

Chairman Mentock requested approval of the February 12, 2024 bills totaling \$102,018.14. There was a brief discussion regarding the bills. Bryan Lee made a motion to approve the February 12, 2024 bills as listed. Second by Roy Holm. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Public Comments

Tony Rutherford of Northwest Rural Water District noted their upcoming director elections. There are three positions up for election this year, and applications are due this month.

SMP Master Plan

Nothing new to report.

ARPA (SLIB) grant request

SMP's grant request was fully funded, and the project must be completed by December 31, 2026. Some basic engineering services have started per SLIB's approval, but substantial work will take place after the agreements have been accepted by SMP and the SLIB board.

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. This month they have responded to and signed our agreement sent in August stating they would be responsible for all costs associated with protecting the pipeline. They have asked us to have our engineer do the analysis, but to not access the project site. A meeting between SMP and the LDS church will be set up soon to discuss the next steps.

Dexter Woodis announced that he is a current member of the LDS church.

WAM-JPIC Health Insurance Board Notice of Vacancies

The board declined to submit any nominations.

Surplus Item List

The Manager presented a list of extra equipment and supplies we currently have on hand that is no longer of use to SMP. He would like to dispose of the items through various auction sites. Tim Sapp made a motion to approve the disposal of extra equipment and supplies through various auction services. Second by Bryan Lee. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. 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 January was up 3% from December. January water usage was up 0.87% from last year.
- Chemical costs for January were down 3% from December, and were up 26% from last January due to rising chemical prices.
- Bob and Errol are here again working on the PLC and RTU/radio pipeline upgrades.
- Operators did the annual filter inspection last week, and the condition of the media is good. While some of the filters were shut down for inspection, a test run for backwashing filters at half capacity was not as successful as planned. The upcoming filter project prompted this test run. We will have to make other adjustments.
- The chemical storage tank upgrade proposal from the engineer is going to our attorney for review. Once the attorney approves the proposal, the project will proceed.
- Overtime was up in January due to the PLC and RTU/radio upgrade project, a water leak, and filters being down.

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.
- With the deep-freezing temperatures in January, we had an air-vac freeze and break which led to a leak. It has been fixed and is now blanketed to prevent freezing in the future.
- Currently waiting on Miller's Fabrication to replace the mixer in the Frannie tank.

Manager's Report

- WYO-STAR interest for January has not been posted yet. WYO-STAR I interest for December was 4.425%. WYO-STAR II interest for December was 0.0123%.
- Water use figures for January were up 0.169% over last January, and down 4.079% for the fiscal year.
- 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 Manager asked the board if they would like to bid out the property insurance since it has been a few years since the last bid request. There was discussion among the board members regarding the request. The board decided not to go out to bid at this time.
- The Manager handed out the graphs with the current tap equivalents for each entity to the corresponding board members. The board asked Dexter to deliver and discuss them with the entities.
- Last week was Wyoming Operator's Appreciation Week, so we are celebrating our dedicated operators with a pizza party today at 11:30 a.m. The board is invited to join.
- We are currently advertising to hire a new operator. Some applicants have licensing and some do not, but we advertised from entry level up to a Level IV license. Interviews will start later this month. The position will be advertised until it is filled.

Other Business

None.

Executive Session – Personnel

At 10:45 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 Craig Sorenson. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Craig Barsness, Dexter Woodis, Dave Egan, Chad Bolken, Lynn Foote, and Tony Rutherford withdrew from the meeting, and the executive session commenced.

Craig Barsness and Dexter Woodis returned to the meeting at 10:49 a.m.

Craig Sorenson withdrew from the meeting at 11:15 a.m.

No decisions were made.

At 11:20 a.m. the board resumed the regular meeting.

Bryan Lee made a motion to change the title of Administrative Assistant to Office Administrator, approve a new wage scale for the position, and move Lynn Foote to step 5 of the new scale while maintaining her current anniversary date all effective as of February 1, 2024. Second by J.R. Gonzales. AYE: Board Members Lee, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Adjourn

At 11:24 a.m. Bryan Lee made a motion to adjourn the meeting. Second by Roy Holm. AYE: Board Members Lee, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman

Attest: _____
Secretary