

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, April 8, 2024 - 10:00 A.M.

The regular meeting of the Shoshone Municipal Water Joint Powers Board was held on April 8, 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: 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 March 11, 2024 board meeting minutes. Roy Holm made a motion to approve the March 11, 2024 board meeting minutes as presented. Second by Bryan Lee. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman Mentock requested approval of the March 11, 2024 executive session minutes. Bryan Lee made a motion to approve the March 11, 2024 executive session 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 April 8, 2024 bills totaling \$79,378.61. There was a brief discussion regarding the bills. Tim Sapp made a motion to approve the April 8, 2024 bills as listed. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Public Comments

Tony Rutherford let everyone know the NRWD's board meeting is April 9, 2024, and they will be discussing many topics including their budget, new staff, and the upcoming board member election. The ballots for the board member election will be sent out this week to eligible voters.

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. We received the SLIB agreement. After the attorney's review, the board chairman signed the agreement. It was then returned to SLIB. We are now waiting on the project certification before the project can officially begin. When we sign and submit the project certification, we can also submit our payment request for the basic engineering services that have already taken place per SLIB's approval.

Roy Holm made a motion to approve Dexter Woodis to sign the project certification contingent on it being approved by SMP's attorney. Second by Bryan Lee. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Bryan Lee made a motion to approve the board chairman, Jim Mentock, to sign the engineering agreement between SMP and Engineering Associates contingent on the attorney's approval. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

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. In February 2024, they responded to and signed our agreement sent in August 2023 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. Therefore, our engineer has not been able to do the analysis. We have not heard back from the LDS church since, so a meeting between SMP and the LDS church has still not taken place yet.

Residency Requirement Policy

Last meeting, the board requested the Residency Requirement Policy to be added to this month's agenda. There was discussion around how difficult the hiring process has been the last year due to many factors. One main factor was the 30-minute rule and the high cost of housing within those 30 minutes. Currently, operators must live within 30 minutes of the plant in order to be able to respond to issues within a reasonable amount of time. With technological advances, majority of the issues can be handled remotely, but there are a few that require on-site responses. Therefore, the board will continue to review the policy, but they will make no changes to the Residency Requirement Policy at this time.

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 March was up 4% from February due to a longer month. March water usage was up 0.2% from last year.
- Chemical costs for March were down 2% from February, but were up 9.43% from last March due to inflation.
- Last month a cyber security company did a walk through and evaluated our system/equipment to provide us a proposal for their various cyber security and IT services. Their proposal was an initial \$15,000.00 one-time fee for the start-up costs and new equipment and a re-occurring monthly fee of about \$2,400.00 thereafter for maintenance, licensing, and other IT/cyber security services. This is the same company that NRWD utilizes, and they speak very highly of this company.
- Ed Nowack, the original engineer when the plant was built, did an on-site review of the chemical storage upgrade area. He suggested adding a third smaller tank which would cut the financial burden of the other options. He is looking it over and will send us his proposal soon.
- We recently replaced a hypochlorite tank, and now the other one is needing to be replaced as well. The last replacement was approximately \$20,000.00 in total. We thought we could wait until the next fiscal year, but it is currently leaking which could become problematic soon.
- Bob has been working on the PLC and RTU/radio pipeline upgrades with a few issues. We have been working through them, but Bob will continue to work on finding a long-term solution to the issues.
- Nathan Ballard started on April 1st as an Operator-in-Training.
- Our operator who has been on medical leave will be returning this week on light duty.
- Starting this week, the operators have switched to 10-hour days for the upcoming busy season.

Chief Pipeline Operator's Report

- The Chief Pipeline Operator reported that the pipeline is running smooth with winter flows.
- Currently waiting on Miller's Fabrication to replace the mixer in the Frannie tank.
- The Wyoming Association of Rural Water Systems annual conference is next week. The Chief Pipeline Operator and two operators will be attending all week.
- Scheduled to ride along with Ben McDonald of Park County to go over the manholes that we will be raising. The county said they would pave as needed.
- Started cathodic readings this month. There are about 400 to do.
- Vault work will start this month as well with the warmer weather approaching.

Manager's Report

- WYO-STAR interest for March has not been posted yet. WYO-STAR I interest for February was 4.503%. WYO-STAR II interest for February was 2.249%.
- Water use figures for March were up 0.5% over last March, and down 3.49% for the fiscal year.
- The State of Wyoming Auditor's office has announced a training for handling public funds that should be completed by all board members of governmental agencies before June 30, 2024. Lynn Foote emailed the information and online training course out to the board members last month. Tim Sapp and Lynn Foote have completed the training. There was discussion on whether or not the Department of Audit has the authority to make this training mandatory. The board's consensus was, they do not.

Other Business

None.

Executive Session – Personnel

At 10:53 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 J.R. Gonzales. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Dexter Woodis remained.

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

No decisions were made.

At 11:28 a.m. the board resumed the regular meeting.

Adjourn

At 11:30 a.m. Bryan Lee made a motion to adjourn the meeting. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman

Attest: _____
Secretary