

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, November 11, 2024 - 10:00 A.M.

The regular meeting of the Shoshone Municipal Water Joint Powers Board was held on November 11, 2024 at its water treatment plant in Cody, Wyoming.

PRESENT: Chairman Roy Holm, Vice Chairman Bryan Lee, Secretary Craig Sorenson, Treasurer J.R. Gonzales, Don Richards, Tim Sapp, and Patti Umphlett

ABSENT: none

OTHERS PRESENT: Dexter Woodis, Manager; Dave Egan, Chief Plant Operator; Chad Bolken, Chief Pipeline Operator; Lynn Foote, Office Administrator; Carla Egelhoff, City of Cody Resident

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

**Minutes**

Chairman Holm requested approval of the October 14, 2024 board meeting minutes. Don Richards made a motion to approve the October 14, 2024 board meeting minutes as presented. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, Sapp, and Umphlett. NAY: none. Motion carried.

Chairman Holm requested approval of the October 14, 2024 executive session minutes. Bryan Lee made a motion to approve the October 14, 2024 executive session minutes as presented. Second by Patti Umphlett. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, Sapp, and Umphlett. NAY: none. Motion carried.

**Bills**

Chairman Holm requested approval of the November 11, 2024 bills totaling \$68,420.82. There was brief discussion regarding the bills. Craig Sorenson made a motion to approve the November 11, 2024 bills as listed. Second by JR Gonzales. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, Sapp, and Umphlett. NAY: none. Motion carried.

**Public Comments**

Carla Egelhoff stated she is a volunteer for the City of Cody, and she is learning how a joint powers board works. She will be attending future SMP meetings as she is available.

**Update on the SMP Master Plan**

DOWL is continuing to work on population and demand numbers and looking at areas of possible expansion. Nothing new to report at this time.

The EPA was here October 21-25 for in-house training using our system, and DOWL attended the exit meeting on the 25<sup>th</sup> as well as shadowed the training on the 23<sup>rd</sup>. They will also be receiving the final report that should be available in the coming months.

**Update on the ARPA (SLIB) Filter Valve Project**

The funds have been encumbered, and the contracts have been submitted to SLIB. Earth Movers Excavation was scheduled to move on to the site October 28, 2024, but they did not arrive. They are waiting for materials. We do not know when Earth Movers will be on site, but the completion date for their portion of the project is still February 15, 2025.

We are still waiting to hear back on the availability of the valves and actuators for the project.

### **Update on the LDS Temple site pipeline protection**

Our engineer stated if the church puts 5 feet or less of fill over our pipeline, then no added protection will be needed. The church's engineers are using more than 5 feet of fill, so we will need to add protection. Our engineers have requested a geo-foam block be installed over the section. The foam block is 100 times lighter than native fill, has a very low deflection rate, and has been successfully used for many years in other projects. The church's engineers agreed with the foam block solution. SMP will oversee the project, but the church will be financially responsible for all costs including the materials, installation, and inspection.

SMP recently received an official request for the disclosure and production of public records from the attorneys for Preserve Our Cody Neighborhoods (POCN) regarding the temple. After review by our attorney and IT team, all employees and board members have submitted their relevant records to the POCN attorney.

### **Public Records Policy**

The board was presented with the current Public Records Request Policy and the Proposed Public Records Request Policy. There was brief discussion on the changes which include being able to pass the attorney fees on to the requesting party and appointing a Public Records Person.

Craig Sorenson made a motion to approve the Proposed Public Records Request Policy as presented and appoint the Office Administrator as the Public Records Person. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, Sapp, and Umphlett. NAY: none. Motion carried.

### **Chief Plant Operator's Report**

- The Chief Plant Operator presented an overview of the Monthly Production Summary report.
- Production for October was down 27% from September due to seasonal changes. October water usage was up 11.8% from last October.
- Chemical costs were down 11%.
- Operational overtime was higher due to changing from 10-hour days to 8-hour days for the winter season.
- Pipeline water loss is still an issue, but there is nothing standing out. We will investigate verifying the meters.
- EPA was here last month for a Comprehensive Plant Evaluation (CPE) where they looked at filter media, historical usage, billing, income, production, operations, administration, etc. They interviewed two board members and all plant personnel. They hosted an exit meeting on Friday, October 25<sup>th</sup> to review what they found. Overall, it was a good experience and went well. We will evaluate their findings to see what we can implement to increase efficiency. The written report will be available in a few months.

### **Chief Pipeline Operator's Report**

- The Chief Pipeline Operator reported that the pipeline is running smoothly.
- Working on securing the buildings for winter by verifying mixers, heaters, vents, etc.
- The County's Road 6 project is continuing, and we should be able to raise the vaults towards the end of the year.
- Lagoon spoils will be removed and hauled to the landfill this week by CK Civil if the weather holds. The landfill uses it for fill since it is all organic material.

### **Manager's Report**

- WYO-STAR I interest for September was 4.762% and October was 4.082%. WYO-STAR II interest for September was 2.855% and October was 4.484%.
- Water use figures for October were down 29% over last month, and up 3.7% for the fiscal year.
- The EPA was here October 21-25 for in-house training using our system. They were very complimentary of the board, staff, and facilities.
- The CD at First Bank of Wyoming renewed for 6 months at 4.25%.

**Other Business**

Lynn Foote presented options from The Irma and The Trailhead for this year’s Christmas dinner. The board discussed both. We used The Irma last year, so the board decided to book with The Trailhead. The board decided to invite current board members and employees as well as 2024 retirees, Craig Barsness and Steve Weaver. The dinner will be Tuesday, December 17, 2024, and the menu will be available soon.

**Executive Session – Personnel**

At 10:54 a.m. Don Richards 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, Richards, Gonzales, Holm, Sapp, and Umphlett. NAY: none. Motion carried.

Dexter Woodis stayed while Dave Egan, Chad Bolken, Lynn Foote, and Carla Egelhoff withdrew from the meeting, and the executive session commenced.

No decisions were made.

At 11:08 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 as well as a ham or turkey. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, Sapp, and Umphlett. NAY: none. Motion carried.

**Adjourn**

At 11:09 a.m. Craig Sorenson made a motion to adjourn the meeting. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Gonzales, Holm, Sapp, and Umphlett. NAY: none. Motion carried.

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Secretary