

Shoshone Municipal Water Joint Powers Board
Board Proceedings
Monday, July 13, 2020, 10:00 a.m.

The annual meeting of the Shoshone Municipal Water Joint Powers Board was held at its Water Treatment Plant, July 13, 2020.

PRESENT: Bryan Lee, Don Richards (by phone), Jim Mentock, Jim Hillberry, and Roy Holm

ABSENT: Craig Sorenson, J.R. Gonzales

ALSO PRESENT: Tony Rutherford, Craig Barsness, Dave Egan, Dexter Woodis, Mike Reney, and Susanne Swearingen

Chairman Mentock called the annual meeting to order at 10:01 a.m.

Minutes

Chairman Mentock asked for approval of the minutes of the June 8, 2020 board meeting and of the June 8, 2020 executive session as printed. Bryan Lee made a motion to approve the minutes of the June 8, 2020 board meeting and the June 8, 2020 executive session. Second by Don Richards. AYE: Board Members: Lee, Richards, Mentock, Hillberry, and Holm. NAY: none. Motion carried.

Bills

Chairman Mentock asked for approval of the June 30, 2020 bills list totaling \$16,122.63 and the July 13, 2020 bills list totaling \$35,004.93. There was brief discussion regarding the bills. Bryan Lee made a motion to approve the June 30, 2020 and July 13, 2020 bills as listed. Second by Jim Hillberry. AYE: Board Members: Lee, Richards, Mentock, Hillberry, and Holm. NAY: none. Motion carried.

Public Comments

Chairman Mentock asked for public comments. There were no public comments.

Election of Officers

There was discussion regarding board officer nominations.

Roy Holm made a motion to retain the current slate of officers for FY-2021: Jim Mentock, Chairman, Bryan Lee, Vice Chairman, Craig Sorenson, Secretary, and Jim Hillberry, Treasurer. Second by Bryan Lee. AYE: Board Members: Lee, Richards, Mentock, Hillberry, and Holm. NAY: none. Motion carried.

Selection of paper of record

After a brief discussion, Jim Hillberry made a motion to continue with the Powell Tribune as our paper of record. Second by Roy Holm. AYE: Board Members: Lee, Richards, Mentock, Hillberry, and Holm. NAY: none. Motion carried.

Designation of Depositories

The Manager reminded the board that our two current depositories are First Bank of Wyoming and WYO-STAR. We only have to designate the depositories where we actually have money and can designate others as needed.

Bryan Lee made a motion to designate First Bank of Wyoming and WYO-STAR as Shoshone Municipal Pipeline's depositories. Second by Jim Hillberry. AYE: Board Members: Lee, Richards, Mentock, Hillberry, and Holm. NAY: none. Motion carried.

Disclosure of Interest Form

Chairman Mentock requested all board members complete, sign, and submit their Disclosure of interest forms to the Manager.

Conflict of Interest Reminder

The Manager reminded board members of Shoshone Municipal Pipeline's Conflict of Interest policy and that all members are required to disclose such conflicts and recuse themselves as necessary from board discussions and decisions in the event of a conflict.

Update on the SLIB SRF loan application (with principal forgiveness)

- The Manager reported that all required paperwork has been submitted to SLIB SRF ahead of the August 3, 2020 deadline.
- The Categorical Exclusion, requested in lieu of an environmental impact study, was published in the Powell Tribune last week and will be published in the Cody Enterprise this week.

SMP Coronavirus operational response

- The Manager reported we are still operating under the same guidelines implemented in March.
- The Chief Plant Operator had a fever last week and stayed home until he was tested for COVID; results were negative. All employees are strongly encouraged to stay home from work if feeling ill.
- We have ordered a thermometer, oximeter, and alcohol wipes for the plant's daily use.

Update on the Bureau of Reclamation water service contracts with the Bureau, Lovell, Cody, and Shoshone Municipal Pipeline

- The Manager reported that the signed agreements are currently being transferred from the Billings Bureau of Rec office to the Casper office.
- The process of renewal of all water service contracts (Cody, Powell, Byron, and Lovell), that now expire in 2022, will begin a year from now.

FY-2021 wage brackets and step increases

The Manager reviewed handouts of various possible scenarios; some were created with employee input.

Executive Session

At 10:40 a.m., Bryan Lee made a motion to go into executive session according to State Statute 16-4-405 regarding a personnel matter. Second by Roy Holm. AYE: Board Members: Lee, Richards, Mentock, Hillberry, and Holm. NAY: none. Motion carried.

(Dave Egan, Dexter Woodis, Tony Rutherford and Susanne Swearingen left the meeting at 10:40 a.m.)

(Craig Barsness left the meeting at 11:10 a.m.)

The board resumed its regular meeting at 11:20 a.m.

(Craig Barsness, Dave Egan, Dexter Woodis, Tony Rutherford, and Susanne Swearingen returned to the meeting at 11:20 a.m.)

Bryan Lee made a motion approve the salary survey/wages increase scenario of \$15,409.00 and to increase the Manager's salary by 2% for FY-2020, all effective July 1, 2020, while allowing for ongoing step increases. Second by Jim Hillberry. AYE: Board Members: Lee, Richards, Mentock, Hillberry, and Holm. NAY: none. Motion carried.

Chief Operator's Report

- The Chief Plant Operator gave an overview of the Monthly Production Summary report and there was brief discussion regarding the report.
- Production is up 11% over May and up 5.4% from last June; hot weather is helping our numbers.
- Water quality currently being treated is surprisingly good. DBP testing is done and results were well within acceptable tolerances.
- The tank vents at Byron and Frannie are now installed and the EPA has closed out the significant deficiency cited on the 2016 sanitary survey.
- Staff are working 12-hour days for operations and ten hours days for maintenance.

(Mike Reney joined the meeting at 11:25 a.m.)

Chief Pipeline Operator's Report

- The Chief Pipeline Operator thanked the board for the raises. He reported that the GIS system is coming along, though it is not as far as he projected last month.
- Cody will be crossing our pipeline this week as they hook up their new Beacon Hill tank.
- Mike Reney did a presentation on the GIS systems, using one of the iPads hooked to a larger monitor, showing how the pipeline can be located using this new system.

Manager's Report

- The Manager reported that WYO-STAR Interest for June has not been posted yet. WYO-STAR I for May was 0.5034%; WYO-STAR II for May was 1.1%.
- Water use figures for June were up 5.6% over last June, so we are now 5.6% ahead of last fiscal year. We are having a 'good' July so far.
- Seckman & Thomas, CPA, PC, was in the office on July 1st to do preliminary work for the audit. They will return August 11 – August 13 to complete the audit.

Other Business

There was no other business to report.

Adjourn

At 11:51 a.m., Bryan Lee made a motion that the meeting be adjourned. Second by Roy Holm. AYE: Board Members: Lee, Richards, Mentock, Hillberry, and Holm. NAY: none. Motion carried. Meeting adjourned.

Chairman

Attest: _____
Secretary