

Shoshone Municipal Water Joint Powers Board
Board Proceedings
Monday, July 12, 2021 – 10:00 a.m.

The annual meeting of the Shoshone Municipal Water Joint Powers Board was held on July 12, 2021 at its water treatment plant in Cody, Wyoming.

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

ABSENT: Jim Mentock, Roy Holm

OTHERS PRESENT: Craig Barsness, Manager; Dave Egan, Chief Plant Operator; Diana Gwynn, Administrative Assistant; and Tony Rutherford

Vice Chairman Lee called the annual meeting to order at 10:00 a.m.

Minutes

Vice Chairman Lee pointed out a misspelling of his name in the June 7, 2021 regular meeting minutes. Craig Sorenson recommended adding to the section regarding the budget hearing to clarify that the hearing remained open for public comments from 9:59 a.m. to 10:50 a.m.

Vice Chairman Lee requested approval of the June 7, 2021 board meeting minutes. Don Richards made a motion to approve the June 7, 2021 board meeting minutes as amended. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Vice Chairman Lee requested approval of the June 7, 2021 executive session minutes. Don Richards made a motion to approve the June 7, 2021 executive session minutes as presented. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Bills

Vice Chairman Lee requested approval of the June 30, 2021 bills list totaling \$113,741.91. There was discussion regarding the bills and the availability of production chemicals. Craig Sorenson made a motion to approve the June 30, 2021 bills as listed. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Vice Chairman Lee requested approval of the July 12, 2021 bills list totaling \$43,310.79. Craig Sorenson made a motion to approve the July 12, 2021 bills as listed. Second by Tim Sapp. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Public Comments

Vice Chairman Lee asked for public comments. There were no public comments.

Election of Officers

Following brief discussion regarding board officer nominations, Craig Sorenson made a motion to retain the current slate of officers for FY-2022, as follows: Jim Mentock, Chairman; Bryan Lee, Vice Chairman; Craig Sorenson, Secretary; J.R. Gonzales, Treasurer. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Selection of Paper of Record

Tim Sapp made a motion to maintain the Powell Tribune as Shoshone Municipal Pipeline's paper of record. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Designation of Depositories

The Manager reminded the board that SMP currently has two depositories – First Bank of Wyoming and WYO-STAR. SMP is only required to designate the depositories where it has money deposited, but may designate others as needed.

Don Richards made a motion to designate First Bank of Wyoming and WYO-STAR as Shoshone Municipal Pipeline's depositories. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Disclosure of Interest Form

Vice Chairman Lee requested all board members complete, sign, and submit their Disclosure of Interest forms to the Manager.

Conflict of Interest Reminder

The Manager reminded the Board of SMP's Conflict of Interest Policy which requires all board members to disclose any conflicts of interest and, in the event of a conflict, recuse themselves from board discussions and decisions.

Update on the SLIB SRF Projects (Emergency Power & HVAC Upgrades)

The Manager reported that the boiler project is underway. The contractor is still awaiting some of the parts due to supplier delays and maintaining AIS compliance. A suspend work order has been put in place.

The Manager then presented Change Order #2 for the Emergency Power (generator replacement) project which adds a spare tire and rear stabilizer jacks to the portable generator trailer and returns 30 days to the contract due to the delays in receiving some of the parts. The change order increases the project cost by \$2,787.50. He reported that both Mr. Verplanke, at the Wyoming Water Department Commission, and the SMP attorney have approved the change order.

Craig Sorenson made a motion to accept Change Order #2 for the Emergency Power (generator replacement) project. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Update on the USBR Renewal and Consolidation of the Water Service Contracts

The Manager reported that the Denver office of the Bureau of Reclamation has reviewed the bond (contract renewal paperwork), and it has been sent to Washington, D.C. Once it has been reviewed in Washington, which will take some time, it will be sent back to the Casper office. SMP will have an opportunity to review the paperwork prior to finalization. The final payment of \$8,000.00, for the fees associated with the contract renewal and consolidation, is included on the July 12, 2021 bills list and will be sent out this week.

Update on the Filter Wash Water Waste Valve Replacements

The Manager asked Dave Egan to present an update on the valve replacement project. Mr. Egan reported that the project to replace three of the filter wash water waste valves this spring has been completed, and all of those valves are back in service. The other five valves will be ordered within the next month and are scheduled to be replaced later this fall.

Chief Plant Operator's Report

- The Chief Plant Operator presented an overview of the Monthly Production Summary report.
- Production for June was up 44% from May and 21.68% from last June.
- The plant did not experience much change in the raw water due to the annual runoff.
- The operators have changed to working a split-shift schedule to reduce overtime hours.
- An internal seal has been replaced in the backwash line on Level C.
- Lagoon #3 has been drained and is now drying out.
- Roof replacements on the CL2, Reclaim, and Effluent Buildings have been completed.

- Maintenance on outside building walls and caulking has been completed.
- Chemical costs are down 17.68% from last June, due to less runoff.

Chief Pipeline Operator's Report

- The Manager reported that the Chief Pipeline Operator was out on sick leave for 10 days, in quarantine due to COVID-19, but the pipeline continues to run very well for this time of year. He has returned to work.
- Maintenance on the vaults has fallen a bit behind schedule due to the Chief Pipeline Operator being out on sick leave.

Manager's Report

- WYO-STAR interest for June has not yet posted. WYO-STAR I interest for May was 0.1886%. WYO-STAR II interest for May was 1.2630%.
- Water use figures for June were up 22% over the previous June and up 22% for the fiscal year. This was SMP's biggest June ever.
- The board appointments for terms set to expire this year have been completed.

Adjourn

At 10:47 a.m. Craig Sorenson made a motion to adjourn the meeting. Second by J.R. Gonzales. AYE: Board Members Lee, Sorenson, Richards, Gonzales, and Sapp. NAY: none. Motion carried.

Chairman

Attest: _____
Secretary